



## TOWN OF GRAFTON TOWN PLAT/STATE SUBDIVISION REQUIREMENTS

1102 Bridge Street  
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**In order for an application to be complete, the following items are required at the time of submittal:**

*(Please note that if any one element is not included, the application is considered incomplete. Incomplete applications are subject to all application deadlines and may be postponed to the next agenda if submittal deadlines are not met.)*

**INITIAL APPLICATION** (or any time the item appears on a meeting agenda):

- Pre-Application meeting minutes, with all applicable submittal requirements
- Signed, completed Town Plat/State Subdivision Application Form
- Signed, completed Town Plat/State Subdivision Requirements Checklist
- Thirty (30) copies of the submittal package, submittal requirements include, but are not limited to:
  - Town Plat or State Subdivision adhering to requirements as listed below
  - Wetland Delineation, Wetland Determination, or request to waive the requirement (please see Staff)
  - Soil Borings, or request to waive the requirement (please see Staff)
  - If the application includes public improvements:
    - Construction Drawing plan set for existing and proposed conditions (thirty (30) 11x17 copies and three (3) full-sized plan sets)
  - If the site plan includes land disturbing activity:
    - Storm water management plan or proof that no storm water management plan is required
    - Erosion Control Permit application (for land disturbance in excess of one (1) acre)
- Electronic copy of entire submittal package
- Formal letter requesting a Plan Commission waiver of any and all requirements not met (as applicable)

**SUBSEQUENT APPLICATION** (Staff review of punchlist items):

- Signed, completed Town Plat/State Subdivision Application Form
- Signed, completed Town Plat/State Subdivision Requirements Checklist
- Five (5) copies of the submittal package, submittal requirements include, but are not limited to:
  - Town Plat or State Subdivision adhering to requirements as listed below
  - Wetland Delineation, Wetland Determination, or request to waive the requirement (please see Staff)
  - Soil Borings, or request to waive the requirement (please see Staff)
  - If the application includes public improvements:
    - Construction Drawing plan set for existing and proposed conditions (thirty (30) 11x17 copies and three (3) full-sized plan sets)
  - If the site plan includes land disturbing activity:
    - Storm water management plan or proof that no storm water management plan is required
    - Erosion Control Permit application (for land disturbance in excess of 1 acre)
- Electronic copy of entire submittal package
- Additional items as required by Staff Report

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*Read through Sections 9.2.4 and 9.2.5 of the Town of Grafton Code of Ordinances for general provisions, restrictions and application requirements.*

**A preliminary subdivision plat shall be required for all subdivisions, and a preliminary town plat shall be required for all major land divisions.**

ALL preliminary plats shall be based upon a survey by a registered land surveyor and the plat shall be prepared on tracing cloth, reproducible drafting film, or paper of good quality at a map scale of not more than one hundred feet (100') to the inch and shall show correctly on its face the following information:

- Title or name under which the proposed subdivision or major land division is to be recorded. For major land divisions, the title of the plat shall include the words "Town Plat."
- Proper Location of the proposed subdivision or major land division by Government lot, quarter-section, township, range, county and state.
- Existing Conditions:
  - Exact Length and Bearing of the exterior boundaries of the proposed subdivision or major land division referenced to a corner established in U.S. Public Land Survey, and the total acreage encompassed thereby.
  - Existing and Proposed Contours at vertical intervals of not more than two (2) feet where the slope of the ground surface is less than ten (10) percent, and if not more than four (4) feet where the slope of the ground surface is ten (10) percent or more. Elevations shall be marked on such contours based on National Geodetic Datum of 1929 (mean sea level).
  - Water Elevations of adjoining lakes and streams at the date of the survey and approximate high and low water elevations, all referred to mean sea level (1929 datum).
  - Floodplain Limits and the contour line lying a vertical distance of two (2) feet above the elevation of the 100-year recurrence interval flood, or where such data is not available, five (5) feet above the elevation of the maximum flood of record.
  - Location, Right-of-Way Width and Names of all existing streets, alleys or other public ways, easements, railroad and utility rights-of-way and all section and quarter section lines within the exterior boundaries of the plat or immediately adjacent thereto.
  - Type, Width and Elevation of any existing street pavements within the exterior boundaries of the plat or immediately adjacent thereto together with any legally established centerline elevations, all to mean sea level (1929) datum.
  - Location and Names of Any Adjacent Subdivisions, parks and cemeteries, and owners of record of abutting unplatted lands.
  - Location Size and Invert Elevation of any existing sanitary or storm sewers, culverts and drain pipes, including farm drain tile, the location of manholes, catch basins, hydrants, power and telephone poles, and the location and size of any existing water and gas mains within the exterior boundaries of the plat or immediately adjacent thereto. If no sanitary or storm sewers or water mains are located on or immediately adjacent to the lands being platted, the nearest such sewers or water mains which might be extended to serve such lands shall be indicated by their direction and distance from the nearest exterior boundary of the plat and their size, and invert elevations.
  - Locations of All Existing Property Boundary Lines, structures, drives, streams and watercourses, marshes, rocks, outcrops, wooded areas, railroad tracks and other similar significant natural or man-made features within the tract being divided or immediately adjacent thereto.
- Proposed conditions:
  - Location, Width and Names of all proposed streets and public rights-of-way such as alleys and easements.
  - Approximate Dimensions of All Lots together with proposed lot and block numbers.
  - Location and Approximate Dimensions and Size of any sites to be reserved or dedicated for parks, playgrounds, drainageways, schools, or other public use or which are to be used for group housing, shopping centers, church sites, or other private uses not requiring lotting.
  - Approximate Radii of All Curves.
  - Existing Zoning on and adjacent to the proposed subdivision or major land division.
  - Any Proposed Lake and Stream Access with a small drawing clearly indicating the location of the proposed subdivision or major land division in relation to the access.
  - Any Proposed Lake and Stream improvement or relocation.

- ❑ Soil Type, Slope, and Boundaries as shown on the detailed operational soil survey maps prepared by the U.S. Soil Conservation Service.
- ❑ Location of Soil Boring Tests, where required by Section COMM 85 of the Wisconsin Administrative Code, made to a depth of six (6) feet, unless bedrock is at a lesser depth. The number of such tests shall be adequate to portray the character of the soil and the depths of bedrock and groundwater from the natural undisturbed surface. To accomplish this purpose, a minimum of one test per three (3) acres shall be made initially. Two (2) copies of all test results shall accompany the Preliminary Plat.
- ❑ Location of Soil Percolation Tests where required by Section COMM 85 of the Wisconsin Administrative Code, conducted in accordance with Section COMM 85 of the Wisconsin Administrative Code, taken at the location and depth in which soil absorption waste disposal systems are to be installed. The number of such tests initially made shall not be less than one (1) test per three (3) acres or one (1) test per lot, whichever is greater. Two (2) copies of all test results shall accompany the Preliminary Plat.
- ❑ Location of wetlands, conducted in accordance with Chapter NR103 of the Wisconsin Administrative Code. Two (2) copies of the wetland delineation report shall accompany the Preliminary Plat. If there are no wetlands, two (2) copies of a certified wetland determination must be provided. All wetland delineations and determinations must be approved by the Town Board of Supervisors.
- ❑ At the time of preliminary plat submittal, the Town Engineer will require that the subdivider provide street plans and profiles showing:
  - Existing ground surface.
  - Proposed and established street grades, including extensions for a reasonable distance beyond the limits of the proposed subdivision, minor land division, major land division or replat when requested. All elevations shall be based upon mean sea level (1929) datum, and plans and profiles must be approved by the Town Engineer.
- ❑ At the time of final Plat submittal, the subdivider shall prepare final construction plans and specifications for the road, storm sewer, storm water management facilities installations and other public land improvements, and provide the same to the Town Engineer for approval.
- ❑ The Town Engineer may require that borings and soundings be made in specified areas to ascertain subsurface soil, rock and water conditions, including depth to bedrock and depth to ground water table. Where the subdivision or major land division will not be served by public sanitary sewer service, the provisions of COMM 85 of the Wisconsin Administration Code shall be complied with, and the appropriate data submitted with the preliminary plat.
- ❑ The subdivider shall provide all soil erosion and sedimentation control plans and specifications for each site, as applicable and/or as required under the Town's Erosion Control Ordinance. See Title 7, Ch. 15. Such plans and specifications shall be subject to approval by the Town Engineer, and shall generally follow the guidelines and standards set forth in the publication, Minimizing Erosion In Urbanizing Areas, as prepared by the U.S. Department of Agriculture, Soil Conservation Service, 1972, and shall be in accordance with standards set forth in Sections 9.2.8.08 and 9.2.9.05 of this Chapter, and the Town's Erosion Control Ordinance, Title 7, Ch. 15.
- ❑ Stormwater management plan or evidence that no stormwater management plan is required (Title 7, Ch. 15).
- ❑ The Town Plan Commission may require submission of a draft of protective covenants whereby the subdivider intends to regulate land use in the proposed subdivision or major land division and otherwise protect the proposed development.
- ❑ Road Access to be Depicted. Every preliminary or final subdivision Plat, Town Plat and Certified Survey Map, whether preliminary or final, shall depict the road or street access pertaining to each lot therein shown.
  - Such road or street access shall be so located as to be conducive to public safety in regard to vehicular and pedestrian traffic and it shall be so situated so as to promote the orderly platting and development of surrounding areas.
  - If any lot abuts more than one (1) road or street, each road or street access intended by the owner shall be depicted.

- It shall be the duty of the Town Plan Commission and the Town Board to evaluate each proposed lot access to determine whether it presents a safety hazard in regard to vehicular and pedestrian traffic and whether or not it promotes the orderly platting and development of the surrounding areas.
  - The Town Plan Commission or the Town Board may reject any proposed plat or proposed certified survey map because of its disapproval of any road or street access for any lot.
  - In the alternative, the Town Plan Commission or the Town Board may approve any plat or certified survey map on condition that it be changed to show the access in a manner satisfactory to the Town Plan Commission and the Town Board.
  - Any action by the Town Plan Commission or the Town Board pursuant to this section shall be presumed to be based upon facts indicating that the proposed access poses a hazard to vehicular or pedestrian traffic or fails to promote the orderly platting or development of surrounding areas.
- The Surveyor preparing the Preliminary Plat shall certify on the face of the Plat that a correct representation of all existing land divisions and features and that he has fully complied with the provisions of this Chapter.

Construction drawings for the site shall be subject to:

- Zoning district restrictions as outlined in 9.1.3 of the Town of Grafton Code of Ordinances
- Design standards as outlined in 9.2.7 of the Town of Grafton Code of Ordinances
- Title 7, Chapter 15 – Stormwater Management and Erosion Control
- Town of Grafton Stormwater Report
- Town Typical Cross-Section
- Town Intersection Details
- Town of Grafton Design Standards
- Town of Grafton Comprehensive Outdoor Recreation Plan
- Town of Grafton Comprehensive Plan: 2035

Once the Preliminary Plat and construction drawings have been approved by the Town and staff punchlists have been completed, limited construction activities may begin. However, prior to the start of construction, the following items must be submitted, reviewed and approved by the Town:

- Developer's Agreement
- Letter of Credit
- A pre-construction meeting will be held a minimum of 7-10 days prior to the start of construction to allow for contacting other utilities and agencies.

A Final Subdivision Plat prepared by a registered land surveyor shall be required for all subdivisions. A Final Town Plat prepared by a registered land surveyor shall be required for all major land divisions. Such Final Plats shall comply in all respects with the requirements of Secs. 236.15, 236.16, and 236.20, Wis. Stats. Final plat documents shall also include the following information:

- Before a Final Town Plat may be approved by the Town Board, the subdivider shall prepare final construction plans and specifications for the road, storm sewer, stormwater management facilities installations and other public land improvements.
- The Plat shall show correctly on its face, in addition to the information required by Sec. 236.20, Wis. Stats., the following:
  - Exact Length and Bearing of the centerline of all streets.
  - Exact Street Width along the line of any obliquely intersecting street.
  - Railroad Rights-of-Way within and abutting the Plat.
  - Setbacks or Building Lines required by the Town Plan Commission or other Town or County ordinances.

- Utility and drainage easements.
- All Lands Dedicated for Public Use reserved for future public acquisition, or reserved for the common use of property owners within the Plan.
- Special Restrictions required by the Town Plan Commission relating to access or control along public ways or to the provision of planting strips.
- The Town Plan Commission may require that deed restrictions be filed with the Final Plat.
- Survey Accuracy
  - Maximum Error of Closure before adjustment of the survey of the exterior boundaries of the subdivision or major land division shall not exceed, in horizontal distance or position, the ratio of one part in ten thousand (1:10000), nor in azimuth, four (4) seconds of arc per interior angle. If field measurements exceed this maximum, new field measurements shall be made until a satisfactory closure is obtained. When a satisfactory closure of the field measurements has been obtained, the survey of the exterior boundary shall be adjusted to form a closed geometric figure.
  - All Street, Block and Lot Dimensions shall be computed as closed geometric figures based upon the control provided by the closed exterior boundary survey. If field checks disclose an error for any interior line of the Plat greater than the ratio of one part in five thousand (1:5000), or an error in measured angle greater than one (1) minute of arc for any angle where the shorter side forming the angle is three hundred feet (300') or longer, necessary corrections shall be made. Where the shorter side of a measured angle is less than three hundred feet (300') in length, the error shall not exceed the value of one (1) minute multiplied by the quotient of three hundred feet (300') divided by the length of the shorter side; however, such error shall not in any case exceed five (5) minutes of arc.
  - Where the Plat is Located within a U.S. Public Land Survey one-quarter section the corners of which have been relocated, monumented, and coordinated by Ozaukee County, the Town of Grafton, or the Southeastern Wisconsin Regional Planning Commission, the tie required by Sec. 236.20(3)(b), Wis. Stats. shall be expressed in terms of grid bearing and distance; and the material and Wisconsin state plane coordinates of the monument marking the relocated section or quarter corner to which the plat is tied shall be indicated on the Plat. The grid bearing and distance of the tie shall be determined by a closed survey meeting the error of closure herein specified for the survey of the exterior boundaries of the subdivision or major land division.
- The Town Board shall receive the results of the Town Engineer's examination prior to approving the Final Plat.
- All Final Plats shall meet all the surveying and monumenting requirements of Sec. 236.15, Wis. Stats.
- Where the Plat is located within a U.S. Public Land Survey one-quarter section the corners of which have been relocated, monumented, and coordinated by Ozaukee County, the Town of Grafton, or the Southeastern Wisconsin Regional Planning Commission, the Plat shall be tied directly to one of the section or quarter corners so relocated, monumented, and coordinated. The exact grid bearing the distance of such tie shall be determined by field measurements, and the material and Wisconsin state plane coordinates at the monument marking the relocated section of quarter corner to which the Plat is tied shall be indicated on the Plat. All distances and bearings shall be referenced to the Wisconsin Coordinate System, South Tone, and adjusted to the County's control survey.
- All final plats shall provide all the certificates required by Sec. 236.21, Wis. Stats.; and, in addition, the surveyor shall certify that he has fully complied with all the provisions of this Chapter.
- Recordation:
  - After the Final Town Plat has been approved by the Town Board and required improvements either installed or a contract and sureties insuring their installation is filed, the Town Clerk shall cause the certificate inscribed upon the Plat attesting to such approval to be duly executed and the Plat returned to the person(s) applying for a major land division for recording with the County Register of Deeds.

- The subdivider shall record the Town Plat with the County Register of Deeds within thirty (30) days of its approval by the Town Board. The recorded original must be on a reproducible, legible material such as mylar, and be twenty-two inches (22”) wide by thirty inches (30”) long. The name of the plat shall include the words “Town Plat” and shall not be a duplicate of the name of any plat previously recorded in the Town of Grafton or Ozaukee County.
- If the subdivider fails to file with the Town Clerk within thirty (30) days of its approval by the Town Board a copy of the Town Plat showing that the plat has been recorded with the County Register of Deeds, the recording bond referred to in sec. 9.2.5.04(A)(2)(a) shall be forfeited to the Town.
- If the subdivider fails to timely record the Town Plat, the Town, at its discretion, may have the Town Plat recorded with the County Register of Deeds. However, any decision whether to record a Town Plat under this section is purely discretionary with the Town Board. This section shall not be construed to relieve from or lessen the responsibility or liability of any person for any violation of this Chapter or Ch. 236, Wis. Stats.; nor shall the Town of Grafton or its officers, agents or employees be held as assuming any such responsibility or liability by reason of any action or failure or refusal to act to record any Town Plat approved by the Town Board. The Town of Grafton or its officers, agents or employees shall not be held liable for any damages resulting from the enforcement of this section.
- Copies. The person(s) applying for a major land division shall file ten (10) copies of the Recorded Final Town Plat with the Town Clerk for distribution to the Town Engineer, Building Inspector, Assessor and other affected departments for their files. Also, one (1) certified copy of the Final Plat as recorded shall be filed with the Town Clerk by the person(s) applying for a major land division.

Upon recordation of the Final Plat at the County, a copy of the following documents shall be submitted to the Town:

- Developer’s Agreement
- Final Plat documents

*Requirements specific to each zoning district are outlined in Section 9.1.3 of the Town of Grafton Code of Ordinances.*

For Staff review of the Town Plat application, include the following information with evidence of meeting the minimum requirements for:

- Lot width and area.
- Building height and area.
- All setbacks including front, rear and side yards.

The following Sections of the Zoning Code may also need to be reviewed as a part of the Town Plat application:

- Section 9.1.5 Parking, Loading, Driveways and Access
- Section 7.6 Signs
- Section 9.1.7 Modifications

In addition to the Town of Grafton, extraterritorial reviews include, but are not limited to, the following agencies:

- Village of Grafton
- City of Mequon
- Village of Saukville
- City of Cedarburg
- City of Port Washington

- Ozaukee County Land, Planning, Resources and Land Management (shoreland zoning)
- Ozaukee County Highway Department (access off of a County road)
- Wisconsin Department of Natural Resources (WDNR)
- Wisconsin Department of Transportation (WisDOT) (access off of a State road)

Review of the Town Plat application and appearance before the Plan Commission or Board of Supervisors is subject to the payment of all fees.

## REVIEW TIMELINE

### *Initial Application*

Staff reports for the initial review will be available to the applicant on the Friday before the Plan Commission meeting. Staff reports will be emailed or faxed to the applicant. Please specify the preferred method of delivery.

### *Subsequent Application*

Depending on the level of effort required for a subsequent review, Staff Reports or Staff Approval Reports will be available two (2) weeks after receipt of the complete application.

## SUBSEQUENT REVIEW

Staff will complete a review of the initial application and generate a Staff Report. If all Town Code, Ordinance and Standard requirements have been met, Staff will issue an approval report. If there are outstanding items that need to be addressed, Staff will generate a punchlist of items that must be addressed prior to approval and issuance of a conditional use permit.

Please note that a review of punchlist items is a subsequent application and requires a formal submittal to the Town. The applicant should fill out a new Town Plat/State Subdivision Application form, with the Nature of Request marked as Staff review of punchlist items. On the back side of the application form, the applicant should check the Town Plat/State Subdivision Review under Subsequent Application and submit the form to the Town Clerk with the required fee, as well as payment of all outstanding fees.

Once the revised submittal package, application form and fee are submitted to the Town Clerk, she will forward the package to Staff for review. If all punchlist items are addressed, Staff will issue an Approval Report. If the punchlist items have not been addressed, another punchlist will be generated and an additional subsequent application required.

A Staff Approval Report is required prior to the receipt of Town signatures for recordation. All remaining escrow will be refunded with the Town's receipt of final billing after the Approval Report has been generated.

## ESCROW, FEES AND SPECIAL CHARGE

The Town of Grafton employs staff who aid in the review of each application. Staff members include (but are not limited to) the Town Clerk, Building Inspector, Administrative Assistants, Engineers, Planners and Lawyers. Professional Service Staff members bill on an hourly basis, and range from \$55/hour for a staff level technician to \$125/hour for senior staff. Each application requires review by several staff members. It is the responsibility of the applicant to pay for the time spent reviewing his/her application. It is at the discretion of the Town what level of effort is required by each individual staff member in order to conduct a complete review. The Town, at its sole discretion, shall be empowered to impose a special charge for the amount of said review cost, payable with the next succeeding tax roll.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_