

**TOWN OF EAGLE  
PRELIMINARY & FINAL PLAT APPLICATION PROCEDURES**

1. Pre-application:
  - a. Prior to filing a preliminary plat, the developer shall consult with the Town Planner in relation to the procedures, cost and proposed concept plan. A conceptual review with the Town Plan Commission is also recommended.
  
2. Preliminary Plat Submittal requirements:
  - a. The preliminary plat is to be prepared in compliance with the Town Subdivision ordinance. See Section 8(2) of the Town Land Division Code.
  - b. 12 full size copies of the plat along with supplementary data per Section 8(2) of the Town Land Division Code.
  - c. The agenda request application and the above stated information needs to be submitted at least 30 days prior to the Plan Commission meeting. The Plan Commission typically meets on the 1<sup>st</sup> Monday of each month at 7:30 p.m.
  - d. A fee of \$248.00 plus \$22.00 per lot shall be submitted and shall accompany the plat and application. Any other fees for review of the plat shall be billed directly to the subdivider. In addition, Town Engineering fees and dedication fees for the fire fund and parks must be paid prior to recording of the final plat.
  
3. Plat Distribution:
  - a. Within one week of receipt of the preliminary plat, the Town Clerk shall mail notice of the application to each person owning property within 300 feet from the boundaries of the preliminary plat.
  - b. Within 2 days after filing of the plat, the Town Clerk shall submit copies of the plat to agencies as required by 236 Wisconsin Statutes, all affected local utilities, as well as Town Planner and Town Engineer for their review.
  
4. Final Plat Review for Subdivisions:
  - a. The preliminary plat shall be reviewed by the Plan Commission for conformance with all ordinances, rules, regulations, master plans and master plan components which affect it. The Plan Commission within 30

days of the date of filing of the preliminary plat with the Town Clerk shall recommend to the Town Board to approve, approve conditionally or reject such plat.

- b. The Town Board is the approving authority for all plats, and shall receive a recommendation on each plat map from the Plan Commission.
- c. One copy of the plat shall be returned to the subdivider with the date and action endorsed thereon; and if approved conditionally or rejected, a letter setting forth the conditions of approval or the reasons for rejection shall accompany the plat. One copy each of the plat and letter shall be placed in the Plan Commission permanent file.

5. Final Plat Approval for Subdivision:

- a. A submittal fee for \$248.00 plus \$17.00 per lot is required.
- b. If the final plat is not submitted within 6 months of the last required approval of the preliminary plat, the Town Board may refuse to approve the final plat.
- c. At the time of submission of the final plat to the Town Board, the subdivider shall submit the executed Subdivision Development Agreement as required by ordinance.
- d. Within 60 days of the date of filing the original final plat with the Town Clerk, the Town Board shall approve or reject such plat, unless the time is extended by agreement with the subdivider. If the plat is rejected, the reasons shall be stated in the minutes of the meeting and a written statement of the reasons forwarded to the subdivider. The Town Board may not inscribe its approval of the final plat unless the Town Clerk certifies on the face of the plat that the copies were forwarded to objecting agencies as required by Chapter 236, the date thereof, and that no objections have been filed within 20 days or, if filed have been met.
- e. Failure of the Town Board to act within 60 days, the time having not been extended and no unsatisfied objection having been filed, the plat shall be deemed approved.
- f. After the final plat has been approved by the Town Board, 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 subdivider for recording with the Register of Deeds. The Register of Deeds cannot record the plat unless it is offered within 30 days from the date of the last approval. All dedication fees for the fire fund and park are to be paid prior to Town signatures.