CITY OF JANESVILLE

LAND DIVISION REVIEW REQUEST APPLICATION

File No._____
Map Quadrant_____
Date Received:_____

☐ Preliminary Certified Survey *(Fee $200)*
☐ Final Certified Survey Map *(Fee $200)*
☐ Request for Waiver of Land Division Requirements (*Fee $200*)
☐ Plat of Survey/Transfer of Land Between Adjoining Owners (*Fee $200*)
☐ Preliminary Subdivision *(Fee $500 or $15 per lot, whichever is greater)* **Note: Attached preliminary plat requirements checklist must be completed/submitted with all preliminary plat submittals.**
☐ Final Subdivision *(Fee $250 or $10 per lot, whichever is greater)*

Location of Subdivision: _____ 1/4, Section_____, Town:_____

Street address of Subdivision:_____

Owner's Name:_____ E-Mail _____ **Required**

Address:_____

Surveyor's Name:_____ Telephone No._____

Address:_____

Name of Subdivision:_____

Area of Preliminary Subdivision:_____ Number of Lots:_____

Area of Intended Subdivision:_____ Number of Lots:_____

Probable future use of land: Residential ☐ Commercial ☐ Industrial ☐

Reason for land division (CSM):_____

Additional Information:_____

_____

For preliminary certified survey map application, a sketch map drawn to scale must accompany this application.

COMMENTS AND CONDITIONS OF APPROVAL OF PRELIMINARY APPLICATION:

_____

_____

_____

NOTE: Owners should be aware that all special assessments and unpaid taxes must be paid or arrangements made with the City Treasurer before approval can be given to the survey or plat which subdivides existing parcels and thereby creating new parcels.

PRELIMINARY PLAT REQUIREMENTS

Preliminary consultation—Information required. The following information shall be provided at the time of or prior to the filing of the preliminary plat:

A. Information including data on existing covenants, information describing the subdivision proposal such as number of residential lots, typical lot width and depth, business areas, playgrounds, park areas, and other public areas, tree or screen planting, proposed protective covenants, and proposed utilities and street improvements;

B. A digitally rendered sketch plan showing the proposed layout of streets, lots and other features in relation to existing conditions. The sketch must be drawn in the coordinate system approved by the City Engineer and submitted on disk or via electronic transfer in a CADD or GIS format approved by the City of Janesville.

OWNER'S NAME:		TELEPHONE NO:	
ADDRESS:		E-MAIL:	
SURVEYOR'S NAME:		TELEPHONE NO:	
ADDRESS:		E-MAIL:	
LOCATION OF SUBDIVISION:		¼ SECTION/SECTION:	
NAME OF SUBDIVISION:		TOWN/RANGE:	
AREA OF PREL SUBDIVISION:		NUMBER OF LOTS:	
TOTAL AREA OF LAND HOLDING:		NUMBER OF LOTS:	
FUTURE USE OF LAND:			

The section below includes a list of information that must be provided before a preliminary plat will be accepted for review by the Janesville Planning Division, pursuant to the Code of General Ordinances, Chapter 36-71 and 36-72.

PRELIMINARY PLAT SUBMITTAL REQUIREMENTS – SUMMARY CHECK LIST	**Compliance (check Y or N)**	
A. Plat Description	**Y**	**N**
1. Date, graphic scale and north point arrow		
2. Proposed subdivision name		
3. Name/address/phone/e-mail of subdivider/surveyor (as referenced above)		
4. Location of proposed subdivision		
- Section, Town, Range		
- Small-scale drawing of the section in which subdivision lies		
- Location map showing preliminary plat and surrounding area		
B. Existing Conditions		
1. Location, names or adjacent subdivision and the owners of adjoining parcels of unsubdivided land.		
2. Existing land use and zoning on land adjacent to subdivision		
3. Location, width, elevations and names of all existing platted streets, alleys, railroad and utility		
4. Type and width of any adjacent street pavements.		
5. Elevations of adjoining bodies of water at the date of the survey, and known or determined high and low water elevations and boundaries of the 100-year flood-fringe, floodway, and/or general floodplain, based on established City datum.		
C. Proposed Improvements		
1. Length of exterior boundaries of subdivision		
2. Layout, numbering, and dimension of and area of all proposed lots		
3. Number of dwelling units if different then lot numbers		
4. On-site location and elevation of the plat benchmark		
5. Layout, dimensions, and names of all proposed streets and easements.		
6. Location and dimensions of all sites to be reserved or dedicated for schools, parks, greenbelts, drainageways, or other public use or open spaces.		
7. Location and dimensions of all sites reserved for the private use of subdivision or use as condominium development.		
8. Approximate radii of all curves and lengths of tangents.		
9. Topographic contours at vertical intervals of two-feet		
10. The boundaries of each phase of platting for the proposed subdivision.		

Preliminary Grading and Drainage Plan (Chapter 36-72)	**Y**	**N**
A. Developer's signature on grading and drainage plan.		
B. Elevation of existing structures, existing ground contours and/or spot elevations.		
C. Off-site drainage basins that flow through the plat.		
D. Existing and proposed regional and local flood elevations.		
E. Arrows indicating the direction of proposed overland drainage flow.		
F. Drainage easements as necessary to accommodate the grading plan.		
G. Location and approximate configuration of proposed on-site drainage basins after grading subdivision.		
H. Appropriate storm water calculations to demonstrate that the facilities identified in Item "G" are sufficient to meet all requirements of the City of Janesville Code of Ordinances Chapter 15.06 (Does not apply to plats outside City within extraterritorial plat review jurisdiction).		