

Ledgeview Zoning & Planning Commission

All land divisions within the Town of Ledgeview need approvals from the Planning and Zoning Commission. The following information will guide you through the procedures that are necessary for the approval of a Land Division to occur. Please see Sec 96 - 11 for additional information.

Zoning and Planning Commission meets the second Wednesday after the first Monday of the month at 6:00 p.m. at the Ledgeview Municipal Building

Planning and Zoning Contacts:

<p>Sarah Burdette Clerk/Administrator (920) 336-3360, Ext. 108 sburdette@ledgeviewwisconsin.com</p>	<p>Dustin Wolff, AICP Senior Planner, Mead & Hunt, Inc. (414) 935-4240 dustin.wolff@meadhunt.com</p>
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Preliminary Plat Review

Step 1: Submit all necessary materials to Town Clerk no less than fourteen (14) days prior to the first Monday of the month before 12:00pm (noon)

The Subdivider shall submit **two (2) hard copies** and a **digital copy** of a map drawn to scale showing the land division. Please see the Land Division Application for specific map requirements.



A fee of **150.00 + \$25.00 per lot** must be submitted for a Preliminary Plat Review

Step 2: Zoning and Planning Commission meeting

After all necessary materials and fees have been submitted, the Zoning and Planning Commission will hold a meeting to discuss and review the Preliminary Plat. Attendance by the Subdivider is not required, but is strongly encouraged.

Step 3: Town Board action

Based on recommendation from the Zoning and Planning Commission, the Town Board will take action within sixty (60) days to approve, approve conditionally, or reject the Preliminary Plat.

Final Plat Review

Step 1: Submit all necessary materials and fees to the Town Clerk no less than fourteen (14) days prior to the first Monday of the month before 12:00pm (noon)

The Subdivider shall submit **two (2) hard copies** and a **digital copy** of a map drawn to scale showing the land division. Please see the Land Division Application for specific map requirements.



A fee of **\$150.00** must be submitted for a Final Plat Review

Step 2: Zoning and Planning Commission meeting

After all necessary materials and fees have been submitted, the Zoning and Planning Commission will hold a meeting to discuss and review the Final Plat. Attendance by the Subdivider is not required, but is strongly encouraged.

Step 3: Town Board action

Based on recommendation from the Zoning and Planning Commission, the Town Board will take action within sixty (60) days to approve, approve conditionally, or reject the Final Plat

Step 4: Official plat recording

Approved final plats will be recorded with the Brown County Registrar of Deeds in accordance with the requirements of § 236.25, Wis. Stats. Lots may be sold after recording is complete.

Certified Survey Map (CSM) Review

Step 1: Submit all necessary materials and fees to the Town Clerk no less than fourteen (14) days prior to the first Monday of the month before 12:00pm (noon)

The Subdivider shall submit **two (2) hard copies** and a **digital copy** of a Certified Survey Map must be prepared by a Wisconsin Registered Land Surveyor and in accordance with §§ 236.20, 236.21, and 236.34 Wis. Stats. Please see the Land Division Application and Sec 96 - 7 for additional requirements.



A fee of **\$150.00** must be submitted for a CSM Review

Step 2: Zoning and Planning Commission meeting

After all necessary materials and fees have been submitted, the Zoning and Planning Commission will hold a meeting to discuss and review the CSM. Attendance by the Subdivider is not required, but is strongly encouraged.

Step 3: Town Board action

Town Board will consider the recommendation of the Zoning and Planning Commission and take action within ninety (90) days to approve, approve conditionally, or reject the CSM.

Step 4: Certification

Approved CSMs will be officially certified by the Town and return the map to the Subdivider.