



PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM INFORMATION

IMPORTANT:

****PLEASE READ ALL INFORMATION CONTAINED HEREIN THOROUGHLY BEFORE COMPLETING THE *ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM*.**

****THE APPLICATION FEE TO SUBMIT A *ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM* IS \$400.00 PER LOT, PAYABLE BY CASH OR CHECK, WITH CHECKS MADE OUT TO *ROCK COUNTY PLANNING*.**

****PLEASE SEND VIA POSTAL MAIL, OR HAND-DELIVER, A COMPLETE AND ACCURATE APPLICATION (INCLUDING BOTH APPLICATION FORM PAGES AND A MAP PREPARED TO SPECIFICATIONS AS CONTAINED IN SEC. 38-12., *CHAPTER 38 – ROCK COUNTY LAND DIVISION AND DEVELOPMENT ORDINANCE*) AND THE APPLICATION FEE TO THE ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT AGENCY (AGENCY) AT THE ADDRESS ON THE LETTERHEAD. THE APPLICATION FORM CAN BE COMPLETED ONLINE AT: WWW.CO.ROCK.WI.US/APPLICATIONS-PERMITS-AND-FEES**

****FAILURE TO COMPLY WITH ANY OF THE AFOREMENTIONED WILL DISQUALIFY AN APPLICATION FROM CONSIDERATION. THE AGENCY MAY REQUIRE ADDITIONAL INFORMATION NOT IDENTIFIED IN THE APPLICATION FORM TO ENSURE CONSISTENCY WITH ANY APPLICABLE ORDINANCE, STATUTE, OR OTHER PROVISION OF LAW.**

****PLEASE CONTACT THE AGENCY FOR FURTHER INFORMATION.**

ROCK COUNTY MINOR LAND DIVISION PROCESS

THE FOLLOWING PROVIDES A GENERAL OVERVIEW OF THE ROCK COUNTY MINOR LAND DIVISION PROCESS.

- 1.** Landowner prepares, or contacts land surveyor/developer (agent) to prepare, a conceptual sketch of land division.
- 2.** Landowner and/or agent contact **Town, Rock County Planning, Economic & Community Development Agency** (Agency) and **City(s)/Village** (if land division is within Extra-Territorial Plat Approval Jurisdiction (ETJ) area) officials to determine feasibility of land division.
- 3.** If land division is deemed feasible by these parties, landowner/agent (applicant) prepares preliminary land division application, to include a *ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM* and a preliminary map to specifications, and submits copies to the Agency, along with the application fee.
(The Town requires a separate application fee. Please contact Town clerk for details.)
- 4.** Agency provides application to other reviewing parties, including Town, for review and comment.
- 5.** Agency reviews application and other reviewing parties comments, makes recommendation (either “APPROVE”, “APPROVE WITH CONDITIONS”, or “DENY”), and provides recommendation to other reviewing parties, including Town.
- 6.** Town and City(s)/Village (if applicable) review and take action on application (either “APPROVE”, “APPROVE WITH CONDITIONS”, or “DENY”) at their discretion and provide action to Agency.
- 7.** Agency provides application and recommendation, along with Town and City(s)/Village (if applicable) actions, to Rock County Planning & Development Committee (Committee) for review and action.
(A minor land division creating a lot larger than 35 acres will not require Committee review/action.)
- 8.** Committee reviews and takes action on application (either “APPROVE”, “APPROVE WITH CONDITIONS”, or “DENY”).
(Committee will normally not review nor take any action on an application until it has received actions from Town and City(s)/Village (if applicable). Steps **4. – 8.** may take up to 90 days.)
- 9.** Agency notifies applicant of application status, including all actions.
(A “DENY” action by Town, City(s)/Village (if applicable), or Committee will not allow for submission of the final land division and map by the applicant, nor completion of the land division process, as stated in Steps **10. – 12.** below. The applicant has the right to appeal any “DENY” action.)
- 10.** Applicant works with Agency to ensure all application conditions of approval (if applicable) are met.
- 11.** Applicant prepares final land division and map and submits to Agency, Town, City(s)/Village (if applicable), and various other parties for review and approval.
- 12.** Applicant continues to work with Agency, Agency signs final land division map, applicant records map with Register of Deeds within required timeframe, and land division process is completed.
(Agency will sign final land division map, allowing map to be recorded, only after all other required parties have signed the map. After submittal of the map by the applicant to the Agency, per Step **11.**, the Agency may take up to 60 days to sign the map.)

APPLICATION FORM REQUIREMENTS, TERMS, AND CONCEPTS

THE FOLLOWING PROVIDES INFORMATION ON *ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM REQUIREMENTS, TERMS, AND CONCEPTS*. PLEASE REFER TO *CHAPTER 38 – ROCK COUNTY LAND DIVISION AND DEVELOPMENT ORDINANCE* OR CONSULT WITH AGENCY STAFF FOR FURTHER INFORMATION.

A **Minor Land Division** is the act or process of dividing an existing lot or lot of record into two or more lots in unincorporated Rock County, generally for the purpose of sale/ownership transfer or building construction or location, creating any of the following:

- a. One (1) to four (4) new, additional lots, with each lot larger than thirty five (35) acres, created concurrently or by successive land division within five (5) years of the recordation date of the first lot created – **Plat of Survey required;**
- b. One (1) to four (4) new, additional lots, with each lot thirty five (35) acres or smaller, created concurrently or by successive land division within five (5) years of the recordation date of the first lot created – **Certified Survey Map required;**
- c. A public dedication or reservation in accordance with Sec. 38-18. of the Ordinance – **Certified Survey Map required;**

A Minor Land Division requires an **application form** and **application fee**, and a **preliminary Plat of Survey (POS)** or **Certified Survey Map (CSM)** prepared by a land surveyor licensed in Wisconsin.

PLEASE REFER TO SEC. 38-12. AND 38-13. OF *CHAPTER 38 – ROCK COUNTY LAND DIVISION AND DEVELOPMENT ORDINANCE* OR CONSULT WITH AGENCY STAFF FOR PRELIMINARY POS/CSM REQUIREMENTS.

THE NUMBERS BELOW CORRESPOND TO THOSE QUESTION NUMBERS FOUND IN THE APPLICATION FORM.

- 1. Extra-Territorial Plat Approval Jurisdiction (ETJ) Area** are any lands within one and one half (1 ½) miles of the boundary of a Village or City with a population under 10,000, or within three (3) miles of the boundary of a City with a population over 10,000, in which the Cities and Villages may review and approve or object to land divisions.
- 2.** All local government units (Counties, Towns, Cities, and Villages) in the State of Wisconsin are required to prepare and adopt **Comprehensive Plans**, covering all aspects of planning and development in the local government unit. All land use activities in a local government unit, including land divisions, must be consistent with the **Future Land Use Map** as contained in their Comprehensive Plan. Please consult with Town officials to ensure the proposed land division is consistent with the Town's Comprehensive Plan.
- 3. – 4. Land division area** is the area of the lots created or modified through the land division process and subject to surveying requirements.

All Towns in Rock County have farmland preservation (A-1) zoning districts certified by the State of Wisconsin. As a result, creation of new lots within these and other zoning districts may be subject to certain restrictions. Please consult with Town officials to ensure the proposed land division meets all Town Base Farm Tract and any other applicable Farmland Preservation zoning district requirements.
- 5.** A **zoning change** allows for a change in a lot's zoning district, thereby changing the permitted and conditional land uses on the lot. Please consult with Town officials to determine if the proposed land division will require a zoning change.
- 18.** A **parent lot** is an existing lot from which a new/additional lot is created through the minor land division process, not to include the new, additional lot and requiring a POS or CSM in accordance with the following:
 - a. Parent lot larger than thirty five (35) acres – **POS or CSM not required;**
 - b. Parent lot thirty five (35) acres or smaller – **CSM required;**
 - c. Parent lot larger than thirty five (35) acres that may require a re-zone as a result of the land division – **POS required;**
- 21. – 22.** A **public improvement construction proposal/plan** is a document prepared by an applicant illustrating a functional scheme for construction and maintenance of all public improvements on all lots in the land division area, with all costs of construction to be borne by the applicant. **Public improvements** are any building or construction activity or product on all lots in the land division area which would likely increase the value of the lots and which a unit of government may ultimately assume operation and maintenance responsibility.