

5.09 Technical Requirements for Plat and Certified Surveys

(1) Preliminary Plats.

- (a) **General.** The Preliminary Plat shall be based upon a survey by a registered Land Surveyor and the plat prepared on mylar, tracing cloth or paper of good quality at a scale of not more than 100 feet to the inch and shall show correctly on its face the following information:
- (1) Title under which the proposed subdivision to be recorded, which shall not duplicate the name of any plat recorded in Outagamie County.
 - (2) Location of proposed subdivision by government lot recorded private claim, quarter-quarter section, section, township, range, county and state noted immediately under the name of the proposed subdivision.
 - (3) Date, scale and north point referenced to a magnetic, true or other identifiable direction and related to either the nearest exterior line, east-west quarter line or north-south quarter line of a section in which the subdivision is situated.
 - (4) Names, addresses and phone numbers of the owner, subdivider and land surveyor preparing the plat.
 - (5) Entire area contiguous to the plat owned or controlled by the owner or subdivider, even if only a portion of said area is proposed for immediate development. The Planning Commission, in addition to the County Zoning Committee, may waive this requirement where it is unnecessary to fulfill the purposes and intent of this Chapter and undue hardship would result from strict application thereof.

(b) **Plat Data.** All Preliminary Plats shall show the following:

- (1) Exact location of the proposed subdivision indicated by distances and bearing with reference to the nearest exterior line, north-south quarter line or east-west quarter line of a section in which the subdivision is situated and a corner established in U.S. Public Land Survey that establishes one end of this line. A description of the material of which the corner marker is composed. Exact distances and bearing of the exterior boundaries and the total acreage encompassed thereby. At least two permanent benchmarks shall be located in the immediate vicinity of the plat.
- (2) Contours at vertical intervals of not more than two feet where the slope of the ground surface is less than ten percent, and of not more than five feet where the slope of the ground surface is ten percent or more. Elevations shall be marked on such contours based on U.S.G.S. datum.
- (3) High water elevation of all lakes, streams, ponds, flowages and wetlands at the date of the survey and approximate high and low water elevations, all referred to U.S.G.S. datum, within the exterior boundaries of the plat or located within 100 feet there from.
- (4) 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.
- (5) Location and names of any adjacent subdivisions, parks, and cemeteries, and owners of record of abutting unplatted lands within 300 feet of exterior boundary.

- (6) 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 U.S.G.S. datum.
- (7) Location, size and invert elevation of any existing sanitary or storm sewers, culverts and drain pipes, the location of manholes, catch-basins, hydrants, electric and communication facilities, whether overhead or underground, 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 sewers or water mains are located on or immediately adjacent to the tract, the nearest such sewers or water mains, which might be extended to serve the tract, shall be indicated by their direction and distance from the tract, size and invert elevations.
- (8) Locations of all existing property boundary lines, structures, drives, streams and watercourses, marshes, rock outcrops, wooded areas, railroad tracks and other similar significant features within the tract being subdivided or immediately adjacent thereto.
- (9) Location, width and names of all proposed streets and public ways.
- (10) Approximate dimensions and area in square feet of all lots together with proposed lot and block numbers.
- (11) Location and approximate dimensions of any sites to be reserved or dedicated for parks, playgrounds, drainageways, or other public use or which are to be used for group housing, shopping centers, church sites, or other nonpublic uses not requiring lotting.

- (12) Approximate radii of all curves.
- (13) Existing zoning on and adjacent to the proposed subdivision.
- (14) Corporate limit lines within the exterior boundaries of the subdivision or immediately adjacent thereto.
- (15) Any proposed stream access with a small drawing clearly indicating the location of the proposed subdivision in relation to the access.
- (16) Any proposed stream improvement or relocation, and notice of application for Department of Natural Resources approval, where applicable.
- (17) Floodland and shoreland boundaries and the contour line lying a vertical distance of two feet above the elevation of the 100 year recurrence interval flood or, where such data is not available, two feet above the elevation of the maximum flood of record within the exterior boundaries of the plat or within 100 feet there from.
- (18) Soil types and their boundaries, as shown on the operational soil survey maps prepared by the U.S. Department of Agriculture, Soil Conservation Service.

(c) **The Drainage Plan.** The Drainage Plan shall include the following information:

- (1) The stamp and signature of a Professional Engineer licensed in the State of Wisconsin under whose direction the plan was prepared.
- (2) North arrow, scale, and date of preparation.
- (3) Existing topographical features including elevation contours at no greater than two foot intervals.
- (4) Sizes and inverts of existing culverts or storm sewers.

- (5) Reference to at least three on site benchmarks on U.S.G.S. datum.
- (6) Lot numbering corresponding to the final plat if applicable.
- (7) Any proposed or existing drainage or storm sewer easements.
- (8) Proposed elevations for all lot corners and any break points in grade along lot lines. Arrows showing proposed direction of drainage. Slope of proposed drainage swales where sufficient elevations do not exist for easy computation.
- (9) Proposed ground at building, garage floor, or top of foundation wall elevation for all proposed building sites.
- (10) Proposed culvert sizes and inverts for road crossings and proposed culvert sizes for all lots, where applicable.
- (11) Proposed storm sewer sizes, where applicable.
- (12) Proposed typical street cross section with relationship between finished centerline and ditch invert.
- (13) Proposed typical sections for significant drainage ditches.
- (14) PVI elevations for proposed roads and road slopes between PVIs. Any atypical road ditch elevations or slopes shall be shown (to be used for determining driveway culvert elevations).
- (15) Proposed detention pond contours along with outlet structure details if necessary.
- (16) Proposed temporary and permanent erosion control measures. (If an erosion control plan exists, this plan can be submitted in lieu of showing measures on the drainage plan).

- (17) Information regarding downstream areas which shall receive concentrated flows of storm water from ditches, culverts, storm sewers, or detention pond outlets. These receiving areas should normally either be existing drainage ways or easements should be obtained to convey water to existing drainage ways.
- (18) Site specific information required by the Town or Town Engineer.

(d) **The Drainage Report**

The Drainage Report shall include the following information:

- (1) The stamp and signature of a Professional Engineer licensed in the State of Wisconsin under whose direction the report was prepared.
- (2) Runoff analysis based on United States Department of Agriculture Technical Release 55 (TR-55), Urban Hydrology for Small Watersheds.
- (3) Maps showing drainage basins and flow routes used in TR-55 analysis.
- (4) Calculations for culvert, storm sewer, and ditch sizing.
- (5) Calculations for storm water detention facilities including peak water elevations and peak outflow rates.
- (6) Calculation of storm water flow onto the site from adjacent properties, including a statement of how this water is to be conveyed through the site. If no storm water flows onto the site, a statement to this effect should be included.
- (7) A statement regarding downstream drainage facilities and their ability to convey storm water from the site.

(2) **Final Plat.**

(a) **General.** A Final Plat prepared by a registered land surveyor shall be required for all subdivisions. It shall comply in all respects with the requirements of Wis. Stats. Section 236.20 and this Ordinance.

(b) **Additional Information.** The Final Plat shall also show the following information correctly on its face:

- (1) Exact length and bearing of the centerline of all streets.
- (2) Exact street width along the line of any obliquely intersecting street.
- (3) Railroad rights-of-way within and abutting the plat.
- (4) Setbacks or building lines required by the Town Board.
- (5) All lands reserved for future public acquisition or reserved for the common use of property owners within the Plat. If common property is located within the plat, then provision for its use and maintenance must also be provided with the plat.
- (6) Special restrictions required by the Town Board or County relating to access control along public ways or to the provision of planting strips.
- (7) Exact location and description of street lighting and lighting utility easements.
- (8) Drainage arrows at all lot lines showing the direction of all drainage upon final grading of the land.
- (9) Any and all easements, including types and widths.

(c) **Supporting Documents.** The subdivider shall submit the following documents when filing the Final Plat:

- (1) **Covenants and Restrictions.** All restrictive covenants and deed restrictions for the proposed subdivision.
- (2) **Property Owners Association.** The legal instrument(s) creating a property owners association for the ownership and/or maintenance of common lands in the subdivision.
- (3) All certificates required by Wis. Stats. Section 236.21; in addition, the surveyor shall certify full compliance with all of the provisions of this Ordinance.

(d) **Survey Requirements.**

- (1) **Examination.** The Town Board shall examine all Final Plats within the Town and may check for the accuracy and closure of the survey, the proper kind and location of monuments, and legibility and completeness of the drawing.
- (2) **Maximum Error of Closure.** Maximum error of closure before adjustment of the survey of the exterior boundaries of the subdivision shall not exceed, in horizontal distance or position, the ratio of one part in ten thousand (1:10,000), nor in azimuth, four second of arc per interior angle. If field measurements exceed this maximum, new field measurements shall be made until a satisfactory closure of the field measurements is obtained; the survey of the exterior boundary shall be adjusted to form a closed geometric figure.
- (3) **Street, Block and Lot Dimensions.** 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 checks disclose an error for any interior line of the plat greater than the ratio of one part in five thousand (1:5,000), or an error in measured angle greater than one minute of arc for any angle where the shorter side forming the angle is 300 feet or longer, necessary corrections shall be made. Where the shorter side of a measured

angle is less than 300 feet in length, the error shall not exceed the value of one minute multiplied by the quotient of 300 divided by the length of the shorter side; however, such error shall not in any case exceed five minutes of arc.

- (4) **Plat Location.** Where the plat is located within a quarter section, the corners of which have been relocated, monumented and coordinated by the Town, the tie required by Wis. Stats. Section 236.20(3)(b) 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.
- (5) **Surveying and Monumenting.** All Final Plats shall meet all the surveying and monumenting requirements of Wis. Stats. Section 236.15.
- (6) **WI Ccounty Coordinate System for Outagamie County.** All plats and land divisions shall be tied directly to two Public Land Survey System corners, either section or quarter section corners, based on remonumentation data on file with the County Surveyor. The exact grid bearing and distance shall be verified by field measurements and such corner ties shall be indicated on the land division. All distances and bearings shall be referenced to the WI County Coordinate System for Outagamie County.

(3) **Certified Survey Map.**

- (a) **General.** When a land division is proposed, the land divider shall submit a Certified Survey Map prepared by a registered land surveyor in accordance with Wis. Stats. Section 236.34 and this Ordinance.

(b) **Additional Information.** The Certified Survey Map shall also show the following information correctly on its face:

- (1) All existing buildings, watercourses, drainage ditches and other features pertinent to proper division.
- (2) Setbacks or building lines required by the Town Board.
- (3) All lands reserved for future acquisition.
- (4) Date of the Map.
- (5) Graphic scale.
- (6) Name, address, and phone number of surveyor. Name and address of owner and land divider.
- (7) Existing zoning on and adjacent to the proposed land division.
- (8) Square footage for each lot or parcel.
- (9) Any and all easements, including types and widths.

(c) **Certificates.**

- (1) The surveyor shall certify on the face of the Map full compliance with all of the provisions of this Ordinance. The Town Board, after a recommendation by the reviewing agencies, shall certify its approval on the face of the Map.
- (2) Dedication of streets and other public areas shall require, in addition, the owner's certificate and the mortgagees' certificate in substantially the same form as required by Wis. Stats. Section 236.21(2)(a).

(d) **Recordation.** The land divider shall record the Map with the Outagamie County Register of Deeds within thirty days of its approval by the Town Board and any

other approving agencies. Failure to do so shall necessitate a new review and reapproval of the Map by the Town Board.

- (4) **Subdivision Created by Successive Land Divisions.** When it is not practicable to require that a Final Plat of a subdivision created by successive divisions be filed in accordance with this Section, the Town Board may in lieu thereof order an assessor's plat to be made under Wis. Stats. Section 70.27, and may assess the cost thereof as provided in such section, or to the subdivider. Regardless of the type of plat filed, any such subdivision shall comply with all provisions of this Ordinance to the extent that they may reasonably apply.