



APPLICATION FOR PRELIMINARY AND FINAL PLAT
 Community and Economic Development Department
 100 N. Appleton St. PH: 920-832-6468
 Appleton, WI 54911 FAX: 920-832-5994

Stamp date received

TYPE OF SUBDIVISION (CHECK ONE)	
<input type="checkbox"/> Preliminary Plat	<input type="checkbox"/> Final Plat <input type="checkbox"/> City <input type="checkbox"/> Extraterritorial

SUBDIVISION PLAT TITLE
Title _____

PROPERTY OWNER		APPLICANT (owner's agent)	
Name		Name	
Mailing Address		Mailing Address	
Phone	Fax	Phone	Fax
E-mail		E-mail	

PROPERTY INFORMATION	
Property Tax # (31-0-0000-00)	
Site Address/Location	<input type="checkbox"/> City of Appleton <input type="checkbox"/> Town of _____
Legal Description of Land *Please submit an electronic copy of Plat Map and the legal description in Microsoft Word format.	
Current Zoning:	Proposed Zoning:
Current Uses:	Proposed Uses:
Number of Lots and Outlots:	Total Acreage:
Average Lot Size:	Average Lot Width:

Date	Owner/Agent Signature (Agents must provide written proof of authorization)

OFFICE USE ONLY	
Application Complete _____	Date Filed ____/____/____
<input type="checkbox"/> Preliminary Plat Review Fee \$100 + _____ x \$25 (per lot/outlot) = _____	
<input type="checkbox"/> Reapplication Preliminary Plat Fee \$20	<input type="checkbox"/> Final Plat Review Fee \$75.00
Acct #PWZNIG	Receipt # _____ Date Paid ____/____/____

Summary of Preliminary and Final Plat Requirements and Process

The owner/applicant shall schedule a preplanning conference with the City Engineer prior to submittal of an application for the approval of a preliminary plat to review the process, purpose and objectives of Municipal Code regulations, the comprehensive plan, erosion control and stormwater management practices, neighborhood plans and fees.

The owner/applicant shall submit the following information to the Community Development Department:

For Preliminary Plat review:

1. A complete application form and fee of \$100.00 plus \$25 per lot, or a reapplication fee of \$20.00.
2. Four (4) copies of the preliminary plat.
3. A digital copy of the preliminary plat file in AutoCAD or compatible format by electronic mail or on compact disc.
4. Three (3) copies of the preliminary drainage plan, stormwater management plan and feasibility study plan.

For Final Plat review:

1. A complete application form and fee of \$75.00.
2. Four (4) copies of the final plat.
3. A digital copy of the final plat file in AutoCAD or compatible format by electronic mail or on compact disc.
4. Three (3) copies of the stormwater management plan.

The preliminary and final plat will be reviewed by City staff for compliance with all applicable local regulations including Chapters 4, 20 and 23 of the Municipal Code, any official mapping ordinances, the Comprehensive Plan for the area, City of Appleton Subdivision Development Policy, Engineering Division Standards Procedures and Chapter 236 of the Wisconsin Statutes.

The owner/applicant of a final plat shall be responsible for the following:

1. Submitting five copies of the final drainage plan to the Community Development Department for Department of Public Works review and approval within 30 days from the meeting date the Common Council approves the final plat, unless the time is extended by the Department of Public Works.
2. Special assessments and taxes, which must be paid to the City of Appleton Finance Department prior to the Finance Director signing the final plat.
3. All recording fees.
4. Recording of the final plat in the County Register of Deeds office within twelve (12) months from the approval date of the last approving authority and within thirty-six (36) months from the approval date of the first approving authority.
5. Providing five reproducible paper copies and one digital copy of the recorded final plat in AutoCAD or compatible format on compact disc to the City Clerk.