

# TOWN OF STAR PRAIRIE

ST. CROIX COUNTY, WISCONSIN

2118 Cook Drive  
Somerset, WI 54025  
Office: (715) 246-9878  
Fax: (715) 246-5297

[townstarprairie@frontiernet.net](mailto:townstarprairie@frontiernet.net)

## Application for Major Subdivision

Name of Subdivision: \_\_\_\_\_

Total Acreage: \_\_\_\_\_ Number of Lots: \_\_\_\_\_ Number of Outlots: \_\_\_\_\_

Property Location: \_\_\_\_\_ 1/4, \_\_\_\_\_ 1/4, Sec. \_\_\_\_\_, T 31N, R 18W

Concept     Preliminary     Final

**Property Owner:** \_\_\_\_\_ **Developer/Agent:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_

**Surveyor:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_

I certify by my signature that all information presented herein as well as supporting information is true and correct to the best of my knowledge. I further agree to withdraw this written application if substantive false or incorrect information has been included. I hereby request the Town of Star Prairie to process this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner     Authorized Agent

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**Please see checklist for additional requirements.**

### Concept Submittal:

Submittal deadline for concept maps is 14 days prior to the Plan Commission meeting. The Town's engineer will formally review the concept and provide written comments.

Materials to submit should include:

- 16 scaled 11 x17 sketch/concept drawings.
- Aerial view of property and adjacent property owners with identification.
- Topography delineations if 20% or greater slopes exist.
- Locations of wetlands, waterways and woodlands.

Concepts will be commented on by the Plan Commission and sent to the Town Board for comments prior to preliminary plat.

**Concept Submittal Fees: \$225.00—Attorney and Engineer fees that are directly related to this project will be billed separately as they occur.**

# Preliminary Plat Review Checklist

Applicant: \_\_\_\_\_ Surveyor: \_\_\_\_\_

Property Location/Legal Description: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Preliminary Plat requirements apply to all major subdivisions unless, at the time of concept review, the applicant request for exceptions to these requirements was determined by the Town Board to be appropriate. A Preliminary Plat shall be based upon a survey performed by a registered Land Surveyor. The Plat shall be prepared on suitable drafting media of good quality at a scale of not more than 100 feet to one inch. It shall correctly on its face, or accompanying documents, all information required on a Preliminary Plat by Sections 236.15; 236.20; and 236.21 of the Wisconsin Statutes and Chapter A-EZ of Wisconsin Administrative Code, And Section 18.11, 18.13 and 18.16 of the St. Croix Ordinances as well as the requirements outlined within **Chapter 168, Subdivision of Land, Chapter 151 Roadway Numbering or Naming and House Numbering and Chapter 149 Roads, Driveways, Trails, Erosion and Sediment Control and Right of Way Construction in the Code of the Town of Star Prairie** and any other pertinent and subsequent supporting resolutions of the Town of Star Prairie Town Board.

Preliminary Plat approval by the Town Board does not imply that an applicant is automatically entitled to Final Plat approval. All variances required due to nonconformance with the Town and County ordinances must be clearly identified on the plat. A Final Plat may be denied by the Town of Star Prairie Town Board on the basis of any item found to be in noncompliance with State, County or Town requirements. Any requirement for a variance must be resolved between the Developer, Property Owner and the Town Attorney and/or Engineer **BEFORE** the Town Plan Commission and / or Town Board meeting at which Final Plat approval is to be considered.

In addition to all items required by St. Croix County preliminary plat checklist and St. Croix County Land and Water Conservation Department Storm water, Sediment and Erosion Control Checklist, a copy of each which must accompany this application, the Town of Star Prairie requires the following:

- \_\_\_P1. Area of each lot shall be shown with a buildable footprint to be drawn for each lot as defined by applicable Town of Star Prairie setback requirements.
- \_\_\_P2. Location of existing and proposed driveways, perc test and septic system sites shall be shown.
- \_\_\_P3. Future utility easement locations.
- \_\_\_P4. The statement: "Note: lots may be subject to future special assessments for any upgrades and improvements to the road" shall appear on the plat.
- \_\_\_P5. Preliminary Project design plans and profiles of roadway improvements.
- \_\_\_P6. Location and dimensions of all land proposed to be dedicated for parks, playgrounds, open space, buffer space and conservation easement areas.
- \_\_\_P7. Information for the formulation of a draft Developer's Agreement, including the following:
  - a. proposed restrictive covenants
  - b. proposed Homeowner's Association bylaws
  - c. Letter of Credit format
- \_\_\_P8. Any proposed subdivision signage or address signage.
- \_\_\_P9. Preliminary construction cost estimate.
- \_\_\_P10. Style, location, and lumens output of any proposed subdivision, walkway, monumentation and signage lighting (Specific Town approval required).

**Copies of all plans, changes and paperwork submitted to the Town shall be mailed to the Town's Engineer and Attorney.**

I, \_\_\_\_\_ certify that all of the above information has been submitted to the Engineer, Attorney and Town Clerk in order that they receive it at least 14 days prior to the Plan Commission Meeting where approval is being sought and that the information provided is a true representation to the vest of my knowledge.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_

**Preliminary Plat Submittal:**

Preliminary plat review will not begin until the Town completes the concept review. Submittal deadline for preliminary plats is 14 days prior to the Plan Commission meeting. The Commission may recommend approval, conditional approval, table or denial of the plat to the Town Board. All revisions must be addressed and resubmitted in final form to the Town Board. The Town Board will approve, conditional approve, table or deny the plat.

Materials to submit should include:

- 14 complete sets of preliminary plat 11 x17 to include copies of the plat, road plans and storm water and erosion control plans to be reviewed by the Town’s engineer.
- 14 copies of storm water calculations.
- 2 full size copies of the preliminary plat, road plans, storm water and erosion control plans
- preliminary soils information (1 soil boring per 3 acres)
- Completed Town Preliminary Plat Review checklist and copies of completed St. Croix County preliminary plat checklist and St. Croix County Land and Water Conservation Department Storm water, Sediment and Erosion Control checklist.
- Applicable fees
- Mailing labels for adjoining landowners. **(Applicant to provide Town Clerk with actual mailing labels)**
- Disturbance of slopes, 20% or greater must appear on the map
- Wetland delineation to be done by a professional trained in this area of practice.
- Applicant shall flag all applicable property/project corners, centerline of proposed road and label such flags.

**Preliminary Plat Fees: \$ 100.00 plus \$20.00 for each lot over 4**

**Attorney and Engineer fees that are directly related to this project will be billed separately as they occur.**

**Final Plat Submittal:**

All required revisions must be made to the plat. These revisions must be resubmitted 10 days prior to the Plan Commission meeting. This deadline is firm. The committee will recommend action to the Town Board and the Town Board may approve, conditionally approve, table or deny the plat.

Materials to submit should include:

- 2 full size copies of the final plat
- 14 – 11 x17 copies of the final plat
- applicable fees
- signed developer’s agreement
- covenants/deed restrictions
- financial guarantee for road construction
- any other financial guarantees required by the Township of Star Prairie

**Final Plat fees: \$200.00** (plus escrow deposit)

**Park Fund Fee: \$ 500.00/lot**

**Attorney and Engineer fees that are directly related to this project will be billed separately as they occur.**

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**TOWN USE ONLY:**

Application accepted: \_\_\_\_\_ Received by: \_\_\_\_\_

## Conditions of Plat Approval

Name of Plat or CSM \_\_\_\_\_ Date of Conditional Approval \_\_\_\_\_

1. No construction, including clearing, grubbing and moving, shall take place prior to approval of financial guarantees and a signed developer's agreement.
2. You must submit a letter of credit (LOC) for Town approval. Financial guarantees are to be in effect for a minimum of one year and to be **automatically renewable** unless the Town releases the money before this timeframe.
3. Record Drawings: A registered land surveyor or professional engineer licensed in Wisconsin shall provide record drawings for all storm water management practices and certify they represent the actual location and elevations of all key features (culverts, storm water ponds, drainage ways, etc.).
4. Construction Certifications: A professional engineer shall certify that the as-built condition of the roads, storm water and erosion control practices are in substantial conformance with the approved plans and that construction methods/materials used comply with the approved plans and all applicable Town, County and State technical standards for the roads, storm water and erosion control practices.
5. Final Inspection: The Town will complete a final inspection of the property and certify compliance with the approved plans. Compliance cannot be certified until the site is "stabilized", which means, "vegetation is well established or other surfacing material is in place and the risk of further soil erosion is minimal".
6. All driveway construction must be completed, at minimum, to the right of way setback, concurrent with construction of the base course, or as specified by the developer's agreement.
7. Developer is responsible for submitting a construction schedule for all improvements to include: a preconstruction meeting with the developer, engineer, surveyor, excavator, erosion control subcontractor, utility companies and all permitting agencies. The Town of Star Prairie and its engineer must be notified **5 working days prior to construction** beginning.
8. If construction activities are not in substantial conformance by October 15<sup>th</sup> of the current year, the developer shall cease all work until after May 15<sup>th</sup> of the following spring.
9. All improvements must be in substantial conformance with the approved plans and the Town's Ordinances within one year of beginning construction. The Town will turn the developer's financial guarantee into cash to complete any and all outstanding items if they are not completed with this one year time frame.
10. All conditions must be met that are outlined in the developer's agreement.
11. No building permits will be issued until construction of the roadway including the gravel base course and all other improvements including paving but not limited to erosion control, storm water ponds are in substantial compliance. A letter certifying that the all improvements are in substantial compliance must be received from the inspecting engineers for the Town and/or County before the permits are issued.

I, the undersigned below, have reviewed and agree to the afore-mentioned conditions and all other conditions that have been identified as part of the conditions of approval.

\_\_\_\_\_  
Developer/Authorized Agent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Project Engineer

\_\_\_\_\_  
Date

**Town of Star Prairie  
Subdivision Fee Schedule**

SUBDIVISION NAME \_\_\_\_\_

PROPERTY LOCATION \_\_\_\_\_

PROPERTY LEGAL DESCRIPTION \_\_\_\_\_

OWNER/DEVELOPER \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_ PHONE \_\_\_\_\_

Attorney and Engineer fees that are directly related to this project will be billed separately as they occur.



**FEES**

**MAJOR (5 or more lots)**

Concept Review Fee \$ 225.00 \_\_\_\_\_

Preliminary Plat Review \$ 100.00 \_\_\_\_\_ Plus \$ 20.00 for each lot over 4 \_\_\_\_\_

Final Plat Review Fee \$ 200.00 \_\_\_\_\_

Developers Agreement  Letter of Credit



**MINOR - CSM (4 or less lots unless otherwise determined by County)**

Concept Review Fee \$ 200.00 \_\_\_\_\_

Preliminary & Final Plat Review \$ 100.00 \_\_\_\_\_

Developers Agreement  Letter of Credit



**TOWN USE ONLY**


Application received \_\_\_\_\_ By \_\_\_\_\_

FEES PAID \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Received By \_\_\_\_\_


FEES PAID \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Received By \_\_\_\_\_


**Regular scheduled meeting times:** The Town Board meetings are normally held the first Tuesday of the month starting at 6:00 p.m. The Plan Commission meetings are held on the 3<sup>rd</sup> Tuesday of the month and begin at 6:30 p.m. The deadline for submitting documentation to the Town Clerk is the 1<sup>st</sup> Wednesday of the month. Documents submitted after the deadline will be scheduled for the following month's Plan Commission meeting.


## **Town of Star Prairie Contacts**

 **Town of Star Prairie**  
Andrea Neumann, Clerk/Treasurer  
2118 Cook Drive  
Somerset, WI 54025  
(715) 246-9878  
clerk2118@gmail.com

 **Town Chairman**  
Tom Heintz  
(715) 529-7400  
theintz2118@gmail.com

 **Town Engineer**  
Ayres Associates  
Josue Gonzalez, PE Civil Engineer,  
215 North 2<sup>nd</sup> Street, Suite 204  
River Falls, WI 54022  
(651) 604-3139  
gonzalezj@AyresAssociates.com

 **Plan Commission Chairman**  
Bob Crotty  
(715) 338-2264  
bcrotty48@yahoo.com

 **County Land Use Administrator**  
Mike Wozniak  
St. Croix County Zoning  
1101 Carmichael Road  
Hudson, WI 54016  
(715) 381-4409  
mike.wozniak@sccwi.gov

 **Building Inspector**  
All Croix Inspections, Inc.  
1810 Crest View Drive, Ste. 1C  
Hudson, WI 54016  
(715) 377-2152  
office@allcroix.com  
www.allcroix.com

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## Application for Minor Subdivision

Name of Subdivision: \_\_\_\_\_

Total Acreage: \_\_\_\_\_ Number of Lots: \_\_\_\_\_ Number of Outlots: \_\_\_\_\_

Property Location: \_\_\_\_\_ ¼ , \_\_\_\_\_ ¼ , Sec. \_\_\_\_\_, T 31 N, R 18 W

**Property Owner:** \_\_\_\_\_ **Developer/Agent:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Mailing Address: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_ Daytime Phone: (\_\_\_\_) \_\_\_\_\_

**Surveyor:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_

I, certify by my signature that all information presented herein as well as supporting information are true and correct to the best of my knowledge. I further agree to withdraw this written application if substantive false or incorrect information has been included. I hereby request the Town of Star Prairie to process this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner       Authorized Agent

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### Certified Survey Map Submittal:

Submittal deadline for a CSM is 14 days prior to the Plan Commission meeting. The commission may recommend approval, conditional approval, table or denial of the CSM to the Town Board. All revisions must be addressed and resubmitted in final form to the Town Board. The Town Board will approve, conditional approve, table or deny the CSM.

Materials to submit should include:

- 14 complete sets 8 ½ x 11 to include copies of the CSM. If necessary, road plans and storm water and erosion control plans must be submitted and reviewed by the Town’s Engineer.
- Preliminary soils information (1 soil boring per 3 acres)(1 boring minimum)
- Completed Town Concept Review checklist and copies of completed St. Croix County checklist and St. Croix County Land and Water Conservation Department Storm Water, Sediment and Erosion Control Checklist.
- Applicable fees
- Mailing labels for adjoining landowners; **Applicant to provide Town Clerk with actual mailing labels.**
- Disturbance of slopes, 20% or greater must appear on the map
- If required, wetland delineation to be done by a professional
- Applicant shall flag all applicable property/project corners and label such flags

**Certified Survey Map Fees: \$ 200.00 for concept review. Engineer review fee is \$400 for the first lot and \$30 for each additional lot. \$ 100.00 for Preliminary and Final Plat Review Fee. Additional Attorney and Engineer fees that are directly related to this project will be billed separately as they occur.**

A final map, reflecting all required revisions, soil test must be submitted for signature prior to County Planning Zoning Committee approval.

.....  
TOWN USE ONLY: Application accepted: \_\_\_\_\_ Received By: \_\_\_\_\_

## Certified Survey Map Review Checklist

Applicant: \_\_\_\_\_ Surveyor: \_\_\_\_\_

Property Location/Legal Description: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Certified Survey Map requirements apply to all minor subdivisions unless, at the time of concept review, the applicant request for exceptions to these requirements was determined by the Town Board to be appropriate. A CSM shall be based upon a survey performed by a registered Land Surveyor. The plat shall be prepared on suitable drafting media of good quality at a scale of not more than 100 feet to one inch. It shall show correctly on its face, or accompanying documents, all information required on a Preliminary Plat by Sections 236.15; 236.20; and 236.21 of the Wisconsin Statutes and Chapter A-E7 of Wisconsin Administrative Code, and Section 18.11, 18.13 and 18.16 of the St. Croix County Ordinances as well as the requirements outlined within **Chapter 168, Subdivision of Land, Chapter 151 Roadway Numbering or Naming and House Numbering and Chapter 149 Roads, Driveways, Trails, Erosion and Sediment Control and Right of Way Construction in the Code of the Town of Star Prairie** and any other pertinent and subsequent supporting resolutions of the Town of Star Prairie Town Board.

All variances required due to nonconformance with the Town and County ordinances must be clearly identified on the plat. A CSM may be denied by the Town of Star Prairie Town Board on the basis of any item found to be in noncompliance with State, County or Town requirements. Any requirement for a variance must be resolved between the Developer, Property Owner and the Town Attorney and/or Engineer BEFORE the Town Plan Commission and/or Town Board meeting at which Final Plat approval is to be considered.

In addition to all items required by St. Croix County Minor subdivision plat checklist and St. Croix County land and Water Conservation Department Storm Water, Sediment and Erosion Control checklist, a copy of each which must accompany this application, the Town of Star Prairie requires the following:

- \_\_\_ P1. Area of each lot shall be shown with a buildable footprint to be drawn for each lot as defined by applicable Town of Star Prairie setback requirements.
- \_\_\_ P2. Location of existing driveways, perc test and septic system sites and well location sites shall be shown.
- \_\_\_ P3. Future utility easement locations.
- \_\_\_ P4. The statement: "Note: lots may be subject to future special assessments for any upgrades and improvements to the road" shall appear on the plat.
- \_\_\_ P5. Preliminary Project design plans and profiles of roadway improvements if necessary.
- \_\_\_ P6. Location and dimensions of all land proposed to be dedicated for parks, playgrounds, open space, buffer space and conservation easement areas.
- \_\_\_ P7. Information for the formulation of a draft Developer's Agreement, if required by the Town, including the following:
  - a. Proposed restrictive covenants
  - b. proposed Homeowner's Association bylaws
  - c. Letter of Credit format
- \_\_\_ P8. Any proposed subdivision signage or address signage
- \_\_\_ P9. Preliminary construction cost estimate for roadway construction.
- \_\_\_ P10. Style, location, and lumens output of any proposed subdivision, walkway, monumentation and signage lighting. (Specific Town approval required).

**Copies of all plans, changes and paperwork submitted to the Town shall be mailed to the Town's Engineer and Attorney.**

I, \_\_\_\_\_ certify that all of the above information has been submitted to the Engineer, Attorney and Town Clerk in order that they receive it at least 14 days prior to the Plan Commission Meeting where approval is being sought and that the information provided is a true representation to the best of my knowledge.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Received by: \_\_\_\_\_ Date: \_\_\_\_\_



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## Application for Special Exceptions and Variances

Property Location: \_\_\_\_\_ ¼ , \_\_\_\_\_ ¼ , Sec. \_\_\_\_\_, T 31 N, R 18 W

**Property Owner:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_

**Surveyor:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Daytime Phone: (\_\_\_\_) \_\_\_\_\_

I, certify by my signature that all information presented herein as well as supporting information are true and correct to the best of my knowledge. I further agree to withdraw this written application if substantive false or incorrect information has been included. I hereby request the Town of Star Prairie to process this application.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner       Authorized Agent

### Certified Survey Map Submittal:

Submittal deadline for a CSM is 14 days prior to the Plan Commission meeting. The commission may recommend approval, conditional approval, table or denial of the CSM to the Town Board. All revisions must be addressed and resubmitted in final form to the Town Board. The Town Board will approve, conditional approve, table or deny the special exception or variance (CSM).

Materials to submit should include:

- 14 complete sets 8 ½ x 11 to include copies of the CSM. If necessary, road plans and storm water and erosion control plans must be submitted and reviewed by the Town’s Engineer.
- Preliminary soils information (1soil boring per 3 acres)(1 boring minimum?)
- Completed Town Concept Review checklist and copies of completed St. Croix County checklist and St. Croix County Land and Water Conservation Department Storm Water, Sediment and Erosion Control Checklist.
- Applicable fees
- Mailing labels for adjoining landowners; **Applicant to provide Town Clerk with actual mailing labels.**
- Disturbance of slopes, 20% or greater must appear on the map
- If required, wetland delineation to be done by a professional
- Applicant shall flag all applicable property/project corners and label such flags

**Fee: \$ 225.00** - Attorney and Engineer fees that are directly related to this project will be billed separately as they occur.

A final map, reflecting all required revisions, soil test must be submitted for signature prior to County Planning Zoning Committee approval.

.....  
TOWN USE ONLY: Application accepted: \_\_\_\_\_ Received By: \_\_\_\_\_