

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

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 18 W

☐ 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 15th of the current year, the developer shall cease all work until after May 15th 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.

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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 ☐

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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 ☐

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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 3rd Tuesday of the month and begin at 6:30 p.m. The deadline for submitting documentation to the Town Clerk is the 1st 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 2nd 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

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: _____

TOWN OF STAR PRAIRIE

ST. CROIX COUNTY, WISCONSIN

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Somerset, WI 54025
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Application for Special Exceptions and Variances – Certified Survey Map

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

Property Owner: _____

Mailing Address: _____

Daytime Phone: (____) _____

Surveyor: _____

Mailing Address: _____

Daytime Phone: (____) _____

State the nature of your request:

.....
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

Variance Criteria

Pursuant to Wisconsin statutes, St. Croix County Zoning Ordinance 15.570 and Star Prairie Code of Ordinances Sec. 14-1-100, the Town of Star Prairie has the authority to issue a variance only when the following criteria are met:

- An unnecessary hardship must be present; meaning that literal enforcement of the ordinance would unreasonably prevent the owner from using the property for a permitted purpose or would render conformity with such restrictions unnecessarily burdensome.
- The hardship must be due to unique physical limitations of the property rather than the circumstances of the property owner.
- The hardship cannot be self-created.
- The hardship cannot be based upon the financial gain or loss of the property owner.
- The variance will not be contrary to the public interest.
- The spirit of the ordinance shall be observed and substantial justice done.

It is the applicant's responsibility to prove that these criteria are met. Please answer the following questions and provide any additional information that you feel addresses these criteria in support of your request (attach additional paper if necessary).

-
1. Describe the details of your request.
 2. Explain how literal enforcement of the ordinance would unreasonably prevent you from using your property for your proposed use and why the standards in the ordinance should not apply to your property.
 3. Describe the unique characteristics of your property with respect to lot size, shape, topography, and other physical limitations that make literal enforcement of the ordinance impractical. Were any of these limitations created by you or by past property owners?

4. What other options have you considered and why were they not chosen?
5. Explain how granting this variance is consistent with protecting the public interest; in particular, explain how it will impact sensitive public resources and/or adjacent properties.

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The Town of Star Prairie can grant a variance if it finds that there is a hardship and that other criteria are present. The applicant may appear in person or through agent of their choosing, and pay present testimony, evidence and arguments in support of the application. The fact that an application for a variance has been filed does not automatically mean that a variance is granted.

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Special Exception or Variance – Certified Survey Map Submittal:

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

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TOWN USE ONLY: Application accepted: _____ Received By: _____