

**Town of Oconto Falls - Oconto County, Wisconsin**  
**APPLICATION for**  
**FINAL PLAT**

NOTE: Prior to the filing of an application for the approval of a final plat, the subdivider shall first inform the Town Clerk of the subdivider's plans and then consult with the Town in order to obtain advice and assistance. The information included below and on the following pages must be provided in accordance with Town of Oconto Falls Subdivision Ordinance Title 14 of the Town Code and State statutes and as necessary to permit review that is consistent with proper planning practice. The Town shall not place any items on the agenda for Plan Commission consideration until such time as the application is complete in accordance with all requirements specified on this and other attached application forms.

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

Owner Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Subdivider / Developer Name: \_\_\_\_\_

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Surveyor Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Property Address (if different from Owner address): \_\_\_\_\_

\_\_\_\_\_

Location of Property: \_\_\_\_\_ ¼ \_\_\_\_\_ ¼, Section \_\_\_\_\_, Town \_\_\_\_\_, Range \_\_\_\_\_

Tax Parcel #: \_\_\_\_\_ Acreage: \_\_\_\_\_

Current Zoning: \_\_\_\_\_ Present Use of Land: \_\_\_\_\_

Total Number of Proposed Lots: \_\_\_\_\_

(If more than 40 lots are proposed, phases must be provided on the Final Plat such that no more than 50% of the total number of lots are included in any one phase)

Phase I: \_\_\_\_\_

Phase II: \_\_\_\_\_

Phase III: \_\_\_\_\_

Anticipated Timeframe for Completed Project (or Phase I, if relevant): \_\_\_\_\_

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Proposed Wastewater Treatment System. Clustered systems are required for any land division creating five or more lots; POWTS refers to Personal Onsite Wastewater Treatment Systems (check one):

Clustered System: \_\_\_\_\_ POWTS: \_\_\_\_\_

Proposed Water System. A community water system is required for any land division creating fifteen or more lots (check one):

Community Water System: \_\_\_\_\_ Private Wells: \_\_\_\_\_

Will an internal trail system be included within the proposed subdivision? Yes \_\_\_ No \_\_\_

**Final Plat Checklist:**

The Applicant shall submit 12 copies of the final plat and a letter of application with the application packet. The final plat of the proposed conventional subdivision shall be at a scale of 1"=100'. The Town of Oconto Falls will not accept any application for a final plat until the following information and materials are completed and submitted in their entirety and the application fee is paid in full.

Prior Preliminary Plat Submittal: \_\_\_\_\_ Date: \_\_\_\_\_

Prior Preliminary Plat Meeting with Plan Commission: \_\_\_\_\_ Date: \_\_\_\_\_

Final Plat, including all of the following *(please check)*:  
*(In addition to all of the requirements of the Preliminary Plat and Chapter 236 Wis. Stats. the Final Plat submitted shall include the following):*

- A clear and concise legal description that exactly matches the bearings and distances shown on the map. The error of closure for the legal may not exceed 1 in 3,000. \_\_\_\_\_
- Area of each parcel shown in square feet (nearest square foot) and acres (nearest 100th acre). \_\_\_\_\_
- All curve data. \_\_\_\_\_
- Building setback lines shall be shown or noted on the face of the map. \_\_\_\_\_
- Lands reserved for the common use of the property owners within the subdivision. The ownership of these common lands shall be shown and described. These lands shall be established as outlots. \_\_\_\_\_
- Proposed deed and Plat restrictions. \_\_\_\_\_
- It shall be required that on sheet one of the Plat a pre-designed recording block be available for the Register of Deeds to be placed on the Plat for recording information. \_\_\_\_\_
- Show arc distances on the face of the map. \_\_\_\_\_
- Certificates of approval in substantially the same form as required by Chapters 236.21(2)(a) and 236.21(3), Wis. Stats., and as per this Chapter as follows:
  - Owner(s) Certificate with Notary Seal. \_\_\_\_\_
  - Mortgagee's Certificate. \_\_\_\_\_
  - Town Certificate. \_\_\_\_\_
  - Other certificates as required by Chapter 236.21, Wis. Stats. \_\_\_\_\_
  - Certification that the Plat is a true and correct representation of the features surveyed and mapped and that the Surveyor has fully complied with all local ordinances. \_\_\_\_\_
  - Special restrictions required by the reviewing authorities. \_\_\_\_\_

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Application Fee:  
(\$150.00 plus \$5.00 for each proposed lot)

Check Number: \_\_\_\_\_

Total Amount: \_\_\_\_\_

Applicant Signature: \_\_\_\_\_

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

**Professional Services:**

All costs of professional services such as legal, engineering, and planning review; research; recording fees; and traffic control costs related to any action initiated by a responsible party, other than the Town, to be reviewed or acted upon by the Town of Oconto Falls Plan Commission, Board of Appeals, or Town Board shall pass to the responsible party.

The Plan Commission will review the application packet and the recommendation from Town Staff before making a recommendation to approve or deny the application to the Town Board. The Plan Commission recommendation will be placed on the agenda of the next Town Board meeting. The Town Board will rule on the application.