

Village of Belleville Preliminary Plat Application

BOX 1 - CONTACT INFORMATION

Name	Company Name (if Applicable)
Address	City / State / Zip
Work Phone	Home or Cell Phone
Email	Fax
Best way to reach me is:	I am the:

BOX 2 - PROCEDURE

Pick up application. Read through expectations.
 Meet with Village officials (zoning inspector) to discuss planned use and necessary submittals.
 Complete application, submittals and pay fees 45 days before Plan Commission meeting.
 Attend Plan Commission meeting at which application will be considered.
 Plan Commission meeting held. Date: _____

BOX 3 - REFERENCE MATERIALS - www.bellevillewi.org

Village Ordinance Article II, Ch. 600 [Ordinance 600 - Subdivision of Land](#)
 Zoning Tables [Zoning Table-Residential Uses](#) [Zoning Table - Non Residential Uses](#)

BOX 4 - PROPERTY INFO

Preliminary Plat Name:	_____
Current Parcel Number(s):	_____
Current Use of Property:	_____
Current Zoning District:	_____
Proposed Number of Lots with Zoning:	_____
Location of Proposed Subdivision:	_____

BOX 5 - SUBMITTALS

Submit five copies of these items to the Plan Commission Secretary:

Submitted:

- 1 **Preliminary Plat** (See 600-17) - *Must include:*
 - Title Block with name and address of current property owner, surveyor, etc.
 - Date of the original plan and latest revision of the plan
 - North arrow, dimensions with bearing and distance
 - Entire area contiguous proposed plat
 - Proposed zoning changes
 - Plat data (see 600-17B), which includes:
 - All property lines and existing and proposed right-of-way lines
 - All existing and proposed easement lines and dimensions
 - Location of all access points & lands within a floodplain
 - Approximate dimensions of all lots & outlots with proposed numbers
- 2 **Environmental Checklist**
- 3 **Executed Cost Recovery Agreement** (See 600-35)
- 4 **Deposit** (See Fee Schedule)

BOX 6 - OWNER'S SIGNATURE

I, the applicant, understand that if any of the above required information is not submitted, the application and plans will be returned to me for resubmittal. The applicant or applicant's agent is required to be present at the review meeting. Applicant agrees to pay all reasonable costs and fees incurred by the Village for any and all reviews, approval requests and document preparation by the Village Engineer, Village Attorney or other Village Consultants relating to this application. If such fees are not paid, the Village may stop work at the site.

Applicant's Signature:

Date

BOX 7 - RETURN THIS FORM TO:

Mail: PO Box 79, Belleville, WI 53508

Drop Box: Village Hall at 24 West Main Street

Fax: 608-424-3423

Questions: 608-424-3341

Email: info@villageofbelleville.com

BOX 8 - OFFICE USE ONLY

Date Received: _____

By: _____

NOTE: Village SHALL **within 90 days** from the date of all required being received (or within extended time as agreed to) approve, approve conditionally, or reject the preliminary plat and shall state in writing the conditions of approval or reasons for rejection (600-14A). **Failure to act constitutes approval.**

Referred to Plan Commission meeting:

Admin. Fee: \$250 + \$20/ lot Check # _____

Deadline to act:

Deposit \$5000 (or per cost agreement)

Reviewed by: _____

Plan Commission: _____

Attorney: _____

BOX 9 - OFFICE USE ONLY - MATERIALS SENT TO:

	Date Sent:	Return By:	Response:
Zoning/Building Inspector	_____	_____	_____
WI DOT	_____	_____	_____
Public Works / Parks	_____	_____	_____
Police Department	_____	_____	_____
Fire Inspector	_____	_____	_____
EMS	_____	_____	_____
Planner(Comp Plan Verif.)	_____	_____	_____
Village Administrator(res.)	_____	_____	_____
Attorney - for cost agree.	_____	_____	_____
Engineer (plans, specs)	_____	_____	_____

BOX 10 - APPROVALS

Plan Commission meeting date: _____

Your request has been:

Village of Belleville Environmental Assessment Checklist

For Subdivisions and Land Divisions by Certified Survey

BOX 1 - PROJECT / OWNER NAME

BOX 2 - CHECKLIST

All **yes** answers must be explained in detail by attaching maps and supporting documentation describing the impacts of the proposed development.

Land Resources

Yes	No	Does the project site involve:
_____	_____	Changes in relief and drainage patterns
_____	_____	A landform or topographical feature of local or regional interest
_____	_____	An area having importance for wild plants and animals of community interest
_____	_____	An area of soil instability greater than 12% slope or organic soils, peats or mucks at or near the surface
_____	_____	An area of bedrock within 6 feet of the soil
_____	_____	An area with the groundwater table within 10 feet of the soil surface
_____	_____	An area with fractured bedrock within 10 feet of the soil surface
_____	_____	A drainage way for 5 or more acres of land
_____	_____	More than 50% impermeable surface
_____	_____	Prime agricultural land
_____	_____	Wetlands, floodplains and/or marshes
_____	_____	An area of hydrological interest
_____	_____	An area of historical interest
_____	_____	Historic buildings or monuments
_____	_____	Buildings or monuments of unique architecture
_____	_____	An area of identified community recreational use

Energy, Transportation and Communications:

_____	_____	Does the development increase the traffic flow in any collector system by more than 10%?
_____	_____	Is the development traversed by an existing or planned utility corridor (gas, electricity, water, sewer interceptor, communications, storm sewer)?
_____	_____	Is safe exit and access provided for?
_____	_____	Does the development encompass any future street appearing on the Village map?

Population

_____	_____	Does the development increase the school population of any school by more than 10%?
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Comments: Comments on any of the above which may have a significant environmental impact.

BOX 3 - APPROVALS

Zoning Administrator Signature: _____ Date _____