

Article D: Plat Review and Approval

Sec. 14-1-30 Preliminary Consultation; Concept Plan Review.

(a) **Pre-Application Conference.**

(1) **Optional Consultation.**

- a. Prior to the filing of an application for the approval of a Preliminary Plat or Condominium, the Subdivider or Condominium Developer (as applicable) is encouraged to submit an application for a "Concept Plan Review" and to consult with all affected utilities, the Village Administrator, Director of Public Works, Village Planner, Village Engineer, affected Village departments, and the Plan Commission in order to obtain their advice and assistance. Information on meeting dates, agenda deadlines and filing requirements may be obtained from the Village Administrator.
- b. This consultation is neither formal or mandatory and is intended to inform the Subdivider of the purpose and objectives of these regulations; the Village of Bangor Comprehensive Plan and Comprehensive Plan components; duly adopted Plan implementation devices of the Village; the availability of sanitary sewer, public water supply, stormwater management facilities, and site grading requirements; and to otherwise assist the Subdivider or Condominium Developer (as applicable) in planning the development.

- (2) **Conference Objectives.** In doing so, both the Subdivider or Condominium Developer (as applicable) and the Village of Bangor may reach mutual conclusions regarding the general program and objectives of the proposed development and its possible effects on the neighborhood and surrounding area. The Subdivider or Condominium Developer will gain a better understanding of the subsequent required procedures.

- (b) **Concept Plan Review.** Prior to the submission of a Preliminary Plat or Condominium Plat to the Village, a Concept Plan may be prepared and submitted in accordance with Section 14-1-40, and the Subdivider or Condominium Developer (as applicable) shall file at least ten (10) copies of the Concept Plan with the Village Administrator, or other Village-authorized agent/employee, together with all necessary fees and deposits. Within forty (40) days of the filing of a Concept Plan Review application with the Village Administrator or designee, the Director of Public Works, Village Planner, Village Engineer, Village Attorney, affected Village departments, and Plan Commission shall review the Concept Plan and conduct the pre-application conference pursuant to Subsection (a) above. In addition:

- (1) **Copies of Concept Plan to Plan Commission.** The Village Administrator or designee shall, within two (2) regular business days after the filing of the Concept Plan, transmit seven (7) copies to the members of the Plan Commission.
- (2) **Copies of Concept Plan to Affected Entities.**
 - a. The Village Administrator or designee shall, within two (2) days transmit a copy of the Concept Plan to affected Village departments, the Village Planner, affected

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utilities, Director of Public Works, Village Engineer and Village Attorney for review and recommendations concerning matters within their jurisdiction.

- b. The recommendations of Village departments, Director of Public Works, Village Planner, Village Attorney, Village Engineer, and the recommendations of affected local utilities shall be transmitted to the Plan Commission within twenty (20) days from the date the Concept Plan is filed.
- c. The Concept Plan shall then be reviewed by the Plan Commission at the pre-application conference for general conformance with this Chapter and all other ordinances, rules, regulations, adopted regional or county development plans, Village master or comprehensive plans, or adopted plan components which affect it.

Cross-Reference: Section 14-1-40.

Sec. 14-1-31 Submission of Preliminary Plat.

(a) **Preliminary Plat Submission.**

- (1) **Filing of a Preliminary Plat.** Before submitting a Final Plat for approval, the Subdivider or Condominium Developer (as applicable) shall prepare a Preliminary Plat and associated application. The Preliminary Plat shall be prepared in accordance with Section 14-1-41, and the Subdivider or Condominium Developer (as applicable) shall file at least thirty (30) copies of the Preliminary Plat, Landscape Plan for any landscape easement area (See Section 14-1-44), and the application with the Village Administrator or designee, together with all necessary fees at least forty-five (45) days prior to the meeting of the Plan Commission at which first consideration is desired and is properly noticed.
- (2) **Preliminary Plat Documents to be Transmitted by Village Administrator.** The Village Administrator or designee shall, within two (2) normal business days after filing, transmit:
 - a. Seven (7) copies to the Plan Commission;
 - b. Seven (7) copies to the Village Board;
 - c. One (1) copy to the Village Planner (if involved);
 - d. One (1) copy each to the Village Engineer and Village Attorney;
 - e. One (1) copy each to the Village's Public Works Director, Fire Chief, and law enforcement authorities;
 - f. Two (2) copies to the Director of Plat Review, Wisconsin Department of Administration;
 - g. Additional copies to the Director of Plat Review, Wisconsin Department of Administration for retransmission of two (2) copies each to:

1. The Wisconsin Department of Transportation (WisDOT), if the subdivision abuts or adjoins a State Trunk Highway or a connecting highway;
 2. The Wisconsin Department of Safety and Professional Services, if the subdivision is not served by a public sewer and provision for such service has not been made;
 3. The Wisconsin Department of Natural Resources (WDNR), if lands included in the plat lie within five hundred (500) feet of the ordinary high water mark of any navigable stream, lake, or other navigable body of water, or if any shorelands or floodlands are contained within the proposed subdivision;
 - h. One (1) copy to each school district with jurisdiction;
 - i. Copies as needed to affected Village departments and commissions; and
 - j. Additional copies that may be requested by approving authorities and objecting agencies; and
- (3) **Alternative Transmittal Procedure.** In lieu of the procedure set forth under Subsections (a)(2)f-h above, the Subdivider may, pursuant to Section 236.12(6), Wis. Stats., submit the original of the Preliminary Plat directly to the Plat Review Section of the Wisconsin Department of Administration, which will prepare and forward copies of the plat at the Subdivider's expense to the objecting agencies. When the Subdivider elects to use this alternative procedure, it shall be the responsibility of the Subdivider to submit to the Village Administrator the additional copies required for the reviews required under this Subsection.
- (4) **Fees Required by State Agencies to be Transmitted by Village Administrator.** Any appropriate fees paid by the Subdivider or Condominium Developer (as applicable) for the required state agency reviews shall be forwarded by the Village Administrator or designee to the Wisconsin Department of Administration.
- (5) **Preliminary Plat Copies To Affected Village Commissions by Village Administrator.** The Village Administrator or designee may transmit a copy of the Preliminary Plat to affected Village commissions, committees or departments for their review and recommendations concerning matters within their jurisdiction.
- a. The recommendations of the Village commissions, committees, departments, and of affected local utilities shall be transmitted to the Plan Commission within twenty (20) days from the date the plat is filed.
 - b. The Preliminary Plat shall then be reviewed by the Plan Commission for conformance with this Chapter and all other ordinances, rules, regulations, adopted regional or county development plans, Village master or comprehensive plans or adopted plan components which affect it.
- (6) **Certified Survey Maps.** Certified survey maps shall be submitted and approved pursuant to Sections 14-1-35 and 14-1-43.
- (b) **Public Improvements, Plans and Specifications.** Simultaneously with the filing of the Preliminary Plat of map, the owner shall file with the Village Administrator ten (10) complete sets of preliminary engineering reports, plans and specifications for the construction of any public improvements required by this Chapter, specifically addressing

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sewer and water service feasibility, drainage facilities, traffic patterns, typical street cross sections, erosion control plans, pavement design and other improvements necessary in the subdivision.

- (c) **Property Owners Association; Draft Restrictive Covenants.** A draft of the legal instruments and rules for proposed property owners associations, when the subdivider proposes that common property within a subdivision would be either owned or maintained by such an organization of property owners or a subunit of the Village pursuant to Sec. 236.293, Wis. Stats., and proposed deed restrictions or restrictive covenants, shall be submitted at the time of filing the Preliminary Plat with the Village Administrator. (Note: Deed restrictions and restrictive covenants in subdivisions are private contractual agreements and are not enforceable by the Village.)
- (d) **Affidavit.** The surveyor preparing the Preliminary Plat shall certify on the face of the plat that it is a correct representation of all existing land divisions and features and that he has fully complied with the provisions of this Chapter.
- (e) **Street Plans and Profiles.** The Subdivider or Condominium Developer (as applicable) shall submit with the Preliminary Plat street plans and profiles existing and proposed ground surface, proposed and, when requested by the Plan Commission or Village Engineer, established street grades including extensions for a reasonable distance beyond the limits of the proposed subdivision. All elevations shall be based upon mean sea level (1929) datum, and plans and profiles shall meet the approval of the Village Engineer.
- (f) **Soil Testing.**
 - (1) **Testing Purpose.** Certain soils in the county have severe limitations that are difficult to overcome or that preclude their use for residential development either because of the inability of on-site sewerage systems to function properly and/or because of fluctuating or seasonable high water table or other reasons. The purpose of this requirement is to save the developer engineering costs should the subject areas be determined to be unsuitable for residential development. The data obtained is to assist the Village Board and Plan Commission in making determinations of land suitability. When requested by the Village, the subdivider shall provide a preliminary soils report, listing the types of soil in the proposed subdivision, their effect on the subdivision and a proposed soil testing and investigation program. Pursuant to the public policy concerns prescribed in Section 14-1-21, the Village Board may require that borings and soundings be made in specified areas to ascertain subsurface soil, rock and water conditions, including depth to bedrock and depth to ground water table.
 - (2) **Compliance with State/County Requirements.** The applicant shall provide verification that all applicable State of Wisconsin and County sanitary permit requirements can be satisfied.
- (g) **Drafting Standards.** The subdivider shall submit to the Village Administrator and to those agencies having the authority to object to plats under provisions in Ch. 236, Wis. Stats., copies of a Preliminary Plat (or Certified Survey Map) based upon an accurate exterior

boundary survey by a registered land surveyor which shall show clearly the proposed subdivision at a scale of not more than one (1) inch per one hundred (100) feet having two (2) foot contour intervals, shall identify the improvements (grading, tree planting, paving, installation of facilities and dedications of land), easements which the subdivider proposes to make and shall indicate by accompanying letter when the improvements will be provided. Any proposed restrictive covenants for the land involved shall be submitted.

Cross-Reference: Sections 14-1-41, 14-1-44 and 14-1-45.

Sec. 14-1-32 Preliminary Plat Review and Approval.

(a) Plan Commission Review.

- (1) The Preliminary Plat (including a Natural Resource Protection Plan and Landscape Plan, if applicable) shall be reviewed by the Plan Commission for conformance with this Chapter and all other ordinances, rules, regulations, adopted regional or county development plans, the Village Comprehensive Plan or other master plans or adopted plan components which affect it.
- (2) All reviews and reports concerning the Preliminary Plat prepared by the Village Planner, Village Engineer, Director of Public Works, law enforcement authorities, and/or Fire Chief shall be submitted to the Plan Commission for its consideration.
- (3) The Village Administrator shall give notice of the Plan Commission's review of the Preliminary Plat by listing the application as an agenda item on the Plan Commission's meeting notice. Such notice shall include the name of the applicant, the address of the property in question, and the requested action.

- (b) Plan Commission Recommendation to Village Board.** The Plan Commission shall within sixty (60) days of the date of the filing of a Preliminary Plat (including a Landscape Plan, as applicable) with the Village Administrator or designee recommend to the Village Board approval, conditional approval, or rejection of the Preliminary Plat (including the Landscape Plan, as applicable), and shall transmit the Preliminary Plat and application, along with its recommendation, to the Village Board. [Pursuant to Section 236.11(1)(a), Wis. Stats., extensions of time from the timeline in Subsection (b)(1) above or a decision to hold an application in abeyance may only be made by agreement between the Subdivider and Village Board, not the Plan Commission.]

(c) Notification by Objecting Agencies.

- (1) The objecting agencies shall, within twenty (20) days of the date of receiving their copies of the Preliminary Plat (statutory period) notify the Subdivider or Condominium Developer (as applicable) and all other approving and objecting agencies of any objections.
- (2) If there are no objections, they shall so certify on the face of the copy of the Plat and shall return that copy to the Village Administrator or designee.

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- (3) If an objecting agency fails to act within the twenty (20) day period allowed by law, the objecting agency will be deemed to have no objections to the Plat, unless the time is extended by agreement with the Subdivider or Condominium Developer (as applicable).
- (d) **Village Board Action.**
 - (1) The Village Board shall within ninety (90) days of the date of filing a Preliminary Plat with the Village Administrator or designee shall approve, approve conditionally, or reject such Plat after receipt of the Plan Commission's recommendation, unless review time is extended by written agreement with the Subdivider or Condominium Developer pursuant to Section 236.11(1)(a), Wis. Stats.
 - (2) The Village Administrator shall give notice of the Village Board's consideration of the Preliminary Plat by listing it as an agenda item in the Village Board's meeting notice published in the official Village newspaper or legally posted. Such notice shall include the name of the applicant, the address of the property in question, and the requested action. Property owners within two hundred (200) feet of the proposed Preliminary Plat shall receive written notice from the Village of the meeting.
 - (3) One (1) copy of the Preliminary Plat may thereupon be returned to the Subdivider or Condominium Developer (as applicable) with the date and action endorsed thereon, and if approved conditionally or rejected with a letter setting forth the conditions of approval or the reasons for rejection accompanying the plat. One (1) copy each of the Preliminary Plat and accompanying letter shall be placed in the Village's permanent records.
- (e) **Failure of Village Board to Act.** Failure of the Village Board to act within ninety (90) days of the date of filing of the Preliminary Plat, or within the time extended by written agreement with the Subdivider or Condominium Developer (as applicable), shall constitute an approval of the Preliminary Plat pursuant to state law.
- (f) **Effect of Preliminary Plat Approval.** Approval or conditional approval of a Preliminary Plat shall not constitute automatic approval of the Final Plat, except that if the Final Plat is submitted within thirty-six (36) months of Preliminary Plat approval and conforms substantially to the Preliminary Plat layout, the Final Plat shall be entitled to approval with respect to such layout pursuant to Sec. 236.11(1)(b), Wis. Stats. The Preliminary Plat shall be deemed an expression of approval or conditional approval of the layout submitted as a guide to the preparation of the Final Plat, which will be subject to further consideration by the Plan Commission and Village Board at the time of its submission.
- (g) **Preliminary Plat Amendment.** Should the Subdivider or Condominium Developer desire to amend the Preliminary Plat as approved, he/she may resubmit the amended plat which shall follow the same procedure, except for the fee, unless the amendment is, in the opinion of the Village Board, of such scope as to constitute a new plat, in which such case it shall be refiled in its entirety.

Sec. 14-1-33 Final Plat Review and Approval.

- (a) **Designation of Approving Authorities.** The Village Board is the designated approving authority for Final Plats.
- (b) **Designation of Objecting Agencies.** The Wisconsin Department of Administration, Wisconsin Department of Safety and Professional Services, Wisconsin Department of Transportation (if the subdivision, certified survey map or condominium abuts or adjoins a state trunk highway or connecting highway) and Wisconsin Department of Natural Resources (if applicable) shall be hereinafter referred to as objecting agencies.
- (c) **Final Plat and Application Submittal.** The Subdivider or Condominium Developer (as applicable) shall prepare a Final Plat and an application in accordance with Section 14-1-42 and shall file the required number of Final Plat copies and the application as set forth below:
 - (1) **Submittal of Final Plat to the Wisconsin Department of Administration; Objecting Agencies.** Before any approvals of the Final Plat are made, the Subdivider or Condominium Developer (as applicable) or agent shall submit the original Final Plat to the Director of Plat Review, Wisconsin Department of Administration, which agency shall forward, at the Subdivider's or Condominium Developer's expense, the following:
 - a. Two (2) copies of the Final Plat to the Wisconsin Department of Transportation (WisDOT) if the subdivision abuts or adjoins a state trunk highway or a connecting highway;
 - b. Two (2) copies to the Wisconsin Department of Safety and Professional Services if the subdivision is not served by a public sewer and provision for such service has not been made; and
 - c. Two (2) copies to the Wisconsin Department of Natural Resources (WDNR), if lands included in the Final Plat lie within five hundred (500) feet of the ordinary high water mark or any navigable stream, lake, or other navigable body of water, or if any shorelands or floodlands are contained within the proposed subdivision.
 - (2) **Submittal of Final Plat to the Village Administrator.**
 - a. After approval by the Wisconsin Department of Administration and other state objecting agencies, the Subdivider or Condominium Developer (as applicable) shall file a minimum of thirty (30) copies of the Final Plat and application with the Village Administrator with required fees and the receipt for the proper filing fees of each of the other approving authorities and objecting agencies at least fifteen (15) days prior to the meeting of the Plan Commission at which consideration is desired.
 - b. The Final Plat shall conform to the Preliminary Plat as approved and to the requirements of all applicable ordinances and state laws.
 - c. Simultaneously with the filing of the Final Plat, the owner shall file with the Village Administrator six (6) copies of the final plans and specifications of public improvements required by this Chapter.

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- d. If the Final Plat is not submitted within thirty-six (36) months of the required approval of the Preliminary Plat, the approving authorities may refuse to approve the Final Plat. Extensions may be granted upon mutual agreement of all approving authorities.
- (3) **Village Transmittal of Final Plat.** The Village Administrator or designee shall, within two (2) business days after the filing by the Subdivider or Condominium Developer, transmit with a cover letter and copies of the Final Plat and application:
 - a. Seven (7) copies to the Plan Commission;
 - b. Five (5) copies to the Village Board;
 - c. One (1) copy to the Village Planner (if involved);
 - d. One (1) copy each to the Village Engineer and Village Attorney;
 - e. One (1) copy each to the Director of Public Works, law enforcement authorities, and Fire Chief;
 - f. One (1) copy to each school board with jurisdiction;
 - g. Copies as needed to affected Village departments and commissions; and
 - h. Additional copies that may be requested by approving authorities and objecting agencies.
- (d) **Response From Objecting Agencies.** The objecting agencies shall, within twenty (20) days of the date of receiving their copies of the Final Plat, notify the Subdivider or Condominium Developer (as applicable) and all other approving authorities and objecting agencies of any objections, as follows:
 - (1) **Certification of No Objections.** If there are no objections, the objecting agencies shall so certify on the face of the copy of the Final Plat and shall return that copy to the Plan Commission.
 - (2) **Failure to File Objections.** If an objecting agency fails to act within twenty (20) days, it shall be deemed to have no objections to the plat.
- (e) **Professional Examination.** The Final Plat shall be examined by the Village Engineer, Village Planner, Village Attorney or other qualified staff to determine whether the Final Plat conforms substantially to the Preliminary Plat. Any such conclusions shall be made a part of the record of any meeting at which the Final Plat is considered, pursuant to Section 236.11(1)(e), Wis. Stats.
- (f) **Plan Commission Consideration and Recommendation.**
 - (1) **Plan Commission Review.** The Plan Commission shall examine the Final Plat as to its conformance with the approved Preliminary Plat, any conditions of approval of the Preliminary Plat, this Chapter, and all ordinances, rules, regulations, adopted regional and county development plans, and Village Comprehensive Plans and adopted plan components which may affect it. All reviews and reports concerning the Final Plat prepared by the Village Planner, Village Attorney, Village Engineer, Director of Public Works, law enforcement authorities, and Fire Chief shall be submitted to the Plan Commission for its consideration.

- (2) **Plan Commission Recommendation.** The Plan Commission shall, within forty (40) days of the date of filing of the Final Plat with the Village Administrator or designee recommend approval, conditional approval, or rejection of the Final Plat and shall transmit the Final Plat and application along with its recommendations to the Village Board.
- (g) **Village Board Approval or Rejection of Final Plat.**
- (1) **Village Board Action; Timeline.**
- a. The Village Board shall, within sixty (60) days of the date of filing the original Final Plat with the Village Administrator or designee, approve or reject the Final Plat, unless the time is extended by agreement with the Subdivider or Condominium Developer (as applicable).
- b. Failure of the Village Board to act within sixty (60) days, the time having not been extended and no unsatisfied objections having been filed, the Final Plat shall be deemed approved.
- (2) **Reasons For Rejection To Be Stated.** If the Final Plat is rejected, the reasons shall be stated in the minutes of the meeting and a written statement of the reasons forwarded to the Subdivider or Condominium Developer (as applicable).
- (3) **Wisconsin Department of Administration Certification.** The Village Board may not inscribe its approval on the Final Plat unless the Wisconsin Department of Administration has certified on the face of the Final Plat that the copies were forwarded to the objecting agencies as required herein, the date thereof, and that no objections have been filed within twenty (20) days, or, if filed, have been met.
- (h) **Recordation.**
- (1) **Village Certification.**
- a. After the Final Plat has been approved by the Village Board and improvements as shall be required by the Village have either been installed or a Subdivider's Agreement with sufficient sureties assuring their installation is executed and filed with the Village Administrator, the Village Administrator shall cause the certificate inscribed upon the Final Plat attesting to such approval to be duly executed and the Final Plat returned to the Subdivider or Condominium Developer (as applicable) for recording with the County Register of Deeds.
- b. When the Plan Commission and Village Board have conditionally approved a Final Plat, the Subdivider or Condominium Developer (as applicable) shall satisfy all of the conditions specified for the execution of the Plat, including final approval by the county planning agency, within sixty (60) days of such conditional approval.
- (2) **Recording Time Requirement.** Pursuant to Sec. 236.25(2)(b), Wis. Stats., the County Register of Deeds cannot record the Final Plat unless it is offered within twelve (12) months from the date of last approval of the Final Plat or thirty-six (36) months from the last required approval of the Preliminary Plat.

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- (i) **Copies of the Recorded Final Plat.** The Subdivider or Condominium Developer (as applicable) shall file at least ten (10) copies of the recorded Final Plat with the Village Administrator and copies, as necessary, to other affected agencies for their files.
- (j) **Partial Platting.**
 - (1) **Plat and Condominium Phasing.** The Final Plat may, if permitted by the Village Board, upon the recommendation of the Plan Commission, be platted as a Final Plat in phases with each phase constituting only that portion of the approved Preliminary Plat which the Subdivider or Condominium Developer (as applicable) proposes to record at that time. It is required that each such phase be platted as a Final Plat and be designated as a "phase" of the approved Preliminary Plat.
 - (2) **Time Extension for Approval of a Final Plat for Portion of Preliminary Plat.** Final Plats for only a portion of the Preliminary Plat shall extend approval for the remaining portion of the Preliminary Plat for not less than six (6) months but may be allowed to be extended for up to thirty-six (36) months from the date of such Final Plat approval as may be allowed by the Village Board.
 - (3) **Expansion of a Condominium.** Any expansion of a condominium permitted under Section 703.26, Wis. Stats., shall be treated as a separate phase of the condominium.
- (k) **Deed Restrictions and Conservation Easements.** For properties proposed to be divided by Subdivision Plat and which contain natural resources required to be preserved under this Chapter, and/or by the developer, deed restrictions and/or conservation easements shall be filed with the Final Plat.

Sec. 14-1-34 Land Divisions and Consolidations by Certified Survey Map.

- (a) **Use of Certified Survey Map.**
 - (1) **Requirements.** When it is proposed to divide land into at least two (2) but not more than four (4) parcels or building sites, or when it is proposed to create by land division not more than four (4) parcels or building sites within a recorded subdivision plat without changing the exterior boundaries of a block, lot or outlot (thus not constituting a "subdivision" as defined in Section 14-1-10), the subdivider may subdivide by use of a Certified Survey Map (CSM). The subdivider shall prepare the Certified Survey Map in accordance with this Chapter and shall file fifteen (15) copies of the Map and the letter of application with the Village Administrator at least fifteen (15) days prior to the meeting of the Village Plan Commission at which action is desired.
 - (2) **When Plat is Required.**
 - a. A preliminary Certified Survey Map shall be required when the division provides for land to be dedicated to the public.

- b. In the event a proposed land division does not meet the above requirements, the proposed land division must be pursued as a subdivision plat.
- (3) **Required Standards.** The Certified Survey Map shall include the entire original parcels of land owned or controlled by the applicant, including those proposed for division or consolidation. The applicant shall comply with all requirements of this Chapter including, but not limited to, Article F (Design Standards), Article E (Required Public Improvements), and Article G (Park and Public Land Dedications) when a Certified Survey Map is used. A certification of the approval of the CSM by the Village Board shall be inscribed legibly on the face of the map. A certificate of the Village Administrator stating that there are no unpaid special assessments or taxes on the lands shall be included on the CSM.
- (4) **Copies.** The applicant for a land division shall file ten (10) acceptable reproductions of a Certified Survey Map and a written application requesting approval with the Village Administrator.
- (b) **Referral to Plan Commission.** The Village Administrator shall, within two (2) normal work days after filing, transmit the copies of the CSM and letter of application to the Plan Commission.
- (c) **Review by Other Village Agencies.** The Village Administrator shall transmit a copy of the CSM to the Village Engineer, Village Attorney, Director of Public Works and to all affected Village boards, commissions or departments for their review and recommendations concerning matters within their jurisdiction. Their recommendations shall be transmitted to the Plan Commission within ten (10) days from the date the CSM is filed. The CSM shall be reviewed by the Plan Commission for conformance with this Chapter and all ordinances, rules, regulations, comprehensive plans, comprehensive plan components and neighborhood plans. The applicant shall be required to file at the time of application public improvement plans as required for Final Plats.
- (d) **Plan Commission Review and Village Board Approval.** The Plan Commission shall, within thirty (30) days from the date of filing of the Certified Survey Map, recommend approval, conditional approval or rejection of the CSM and shall transmit the CSM along with its recommendations to the Village Board. The Village Board shall approve, approve conditionally and thereby require resubmission of a corrected CSM or reject such CSM within sixty (60) days from the date of filing of the Map unless the time is extended by agreement with the applicant. If the CSM is rejected, the reason shall be stated in the minutes of the meeting and a written statement forwarded to the applicant. If the CSM is approved, the Village Board shall cause the Village Administrator to so certify on the face of the original CSM and return the CSM to the applicant.
- (e) **Certified Survey Map Procedure for Zero-Lot Line Duplexes.**
- (1) **Zoning Determination.** No Certified Survey Map purporting to create lots to accommodate zero-lot line dwellings may be approved and recorded unless the Zoning Administrator first determines that the lots are zoned R-3 Two-Family Residential

District, conform to the minimum requirements for zero-lot line duplexes in that District, and properly show existing easements, dedications, and restrictions. This requirement shall also apply to zero-lot line duplex parcels created by a plat.

- (2) **Required Certified Survey Map Notation.** A Certified Survey Map or plat creating zero-lot line duplex parcels must display the following notation:

"When attached zero-lot line duplex dwelling units are created, matters of mutual concern to the adjacent property owners, due to construction, maintenance and catastrophe, shall be addressed by private covenants and deed restrictions and the approving authorities shall not be held responsible for the same. Both such lots shall be subject to a perpetual easement along and six (6) feet either side of the zero-lot line side property line to allow for normal maintenance of each single-family unit and access to sewer and water laterals."

(f) **Recordation.**

- (1) **Recording with Register of Deeds.** The applicant shall file a copy of the approved Certified Survey Map together with the approving resolution with the County Register of Deeds within thirty (30) days of the date of the last resolution of approval and not later than six (6) months following the date of the first resolution of approval. All recording fees shall be paid by the applicant.
- (2) **Building Permit Issuance.** No building permits shall be issued and no improvements shall be made until the Certified Survey Map is recorded and a document recording number is filed with the Village.

- (g) **Copies.** The subdivider shall file ten (10) copies of the adapted Certified Survey Map with the Village Administrator for distribution to the Village Engineer, Building Inspector and other affected departments for their files.

Cross-Reference: Section 14-1-43, Technical Requirements for Certified Survey Land Division; Review and Approval

Sec. 14-1-35 Administrative Fees.

- (a) **General.** The subdivider shall pay the Village of Bangor all fees as hereinafter required per Section 14-1-90 and at the times specified before being entitled to recording of a Subdivision Plat, Condominium Plat, or Certified Survey Map.

- (b) **Engineering and Other Professional Fees.** Per Section 14-1-90, the subdivider shall pay a fee equal to the actual cost to the Village for all engineering, planning, legal and other professional services work incurred by the Village in connection with the Plat, Condominium Plat or Certified Survey Map, including inspections required by the Village. The subdivider shall pay a fee equal to the actual cost to the Village for such inspection(s) as the Village Board deems necessary to assure that the construction of the required improvements is in compliance with the plans, specifications and ordinances of the Village or any other governmental authority.
- (c) **Administrative Fee.** Per Section 14-1-90, subdivider shall pay a fee equal to the cost of any legal, administrative or fiscal work which may be undertaken by the Village in connection with the Subdivision Plat, Condominium Plat, or Certified Survey Map. Included as such administrative fees shall be the cost of publication.

Sec. 14-1-36 Replat.

- (a) Except as provided in Section 70.27(1), Wis. Stats., when it is proposed to replat a recorded subdivision, or part thereof, so as to change the boundaries of a recorded subdivision, or part thereof, the subdivider or person wishing to replat shall vacate or alter the recorded Plat as provided in Sections 236.40 through 236.44, Wis. Stats. The subdivider or person wishing to replat shall then proceed, using the procedures for Preliminary and Final Plats.
- (b) The Village Administrator shall schedule a public hearing before the Village Board when a Preliminary Plat of a replat of lands within the Village is filed, and shall cause notices of the proposed Replat and public hearing to be mailed to the owners of all properties within the limits of the exterior boundaries of the proposed Replat and to the owners of all properties within two hundred (200) feet of the exterior boundaries of the proposed Replat.
- (c) Where lots are more than double the minimum size required for the applicable zoning district, the Village Board may require that such lots be arranged so as to allow resubdivision of such parcels into normal lots in accordance with the provisions of the Chapter.

Sec. 14-1-37 through Sec. 14-1-39 Reserved for Future Use.

