

# PRELIMINARY PLAT CHECKLIST

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Applicable  
Completed

Professional Land Surveyor Name

Person Commissioning the Survey

**Survey Section**

- 1. **236.20 (1)** Preliminary plat drawings. Map shall be drawn on a sheet size of 22" wide by 30" long and at a scale of not more than 1" = 100', accurately and clearly drawn, signed, sealed and include the proposed layout of the subdivision, showing the following:
  - a. Identification.
    - 1) Proposed name of subdivision
    - 2) Town, tract or original lot or section number.
    - 3) Names, addresses, and telephone numbers of owners, developer, and professional land surveyor.
    - 4) Preliminary plat may be on several sheets and shall be accompanied by an index sheet that will allow the entire subdivision to be shown on a sheet size of 22" X 30".
- 2. **236.20 (3)(c)** Vicinity map. Relationship of the proposed subdivision to existing community facilities which serve or impact it. Vicinity map may be on the same sheet as the preliminary plat drawing and shall be drawn at a legible scale with enough information to determine the location of the project area and shall show the following:
  - a. Quarter-quarter section, section, township, range, name of town, and county noted immediately under the subdivision name.
  - b. Existing town and county road traffic arteries adjacent to the proposed subdivision.
- 3. **236.34 (1m)(c)** Original map with stamp, signature, and date on all pages.
- 4. **236.34 (1m)(a)** Mathematical closure of 1/3,000 or better for exterior and interior lots, outlots or other areas.
- 5. **236.20 (9)(b)** Ties to at least two US Public Land System (PLSS) corners within ¼ section by bearing and distance. Include ALL PLSS corners used to determine any boundary. (*i.e. show breakdown of ¼ section if establishing an interior forty line*)
- 6. **236.20 (3)** All adjoining lands and state if the lands adjoining the surveyed parcel(s) have been platted (CSM, Plat of Survey, Plat, or Unplatted) and identify ownership as owned by others, owned by divider, or specify the owners by name.
- 7. **236.20 (2)(c)** Exact length and bearing of all exterior and interior boundary lines and "recorded as" bearings and distances if different.
- 8. **236.20 (2)(g)** Meander line bearing and distance along with bearing and distance from meander line to water's edge.
- 9. **236.20 (2)(c)** All easements as follows: if previously recorded, show recording information. If not recorded, show easement validation note. Show the easement width and bearings and distances of exterior or centerline of easement if not parallel to a boundary line. If the CSM is creating and conveying the easement, owners' and mortgagee certificates shall be placed on the map as set forth in 236.34(1m)(c).
- 10. **236.34 (3)(b)** All Public Land Survey System lines (*section lines, quarter – quarter line, etc.*).
- 11. **236.20 (2)(e) and (j)** All lots and outlots shall be consecutively numbered and area shown to the nearest square foot.
- 12. **236.20 (3)(d)** Adjacent roads, road names, and road right angle widths. If there is no record, a statement explaining how the location and width of the Right-of-Way was established. (*Per Wis. Stats., 82.18, previous surveys, field evidence, etc.*)
- 13. **236.20 (2)(i)** North arrow and a bearing being referenced to magnetic, true or other identifiable direction related to a boundary line of the quarter section that the survey is located.
- 14. **236.20 (2)(k)** Curve information, on curve or in a table. Include: radius, chord length, chord bearing, central angle, arc length, and tangent bearing or direction if a nontangential curve and show main chords as dashed or dotted lines.
- 15. Width of access to each lot shall be 66' of easement or ownership.
- 16. **236.20 (5)** Location of existing buildings, structures, adjoining roads, highways, parks, cemeteries, driveways, and subdivisions. For any existing building or structure on the subject property that is 50 feet or less from an existing or proposed parcel line(s), the distance between the building and said parcel line(s).
- 17. **236.20 (5)** Location of existing wells, POWTS, drain field vents, septic, pump, and/or holding tanks, and the approximate footprint of the base of any mound system. If applicable, the location of any soil tested area.
- 18. Marathon County Highway Department access approval. Location shown on map and copy of County Highway approval. **(10 Day wait)**
- 19. WI DOT approval of access. Sent to DOT for review
- 20. Any proposed deed or plat restrictions.
- 21. Other Comments.

Survey Portion of CSM will **NOT** be approved until the above, following, or attached information is submitted or explained.

Survey Portion of CSM **APPROVED**. Future submittals must address following comments:

Survey Portion of CSM Approved

Marathon County Surveyor

Date

- 22. Proposed parcel(s) have NO Town or County zoning requirements.
- 23. Proposed parcel(s) are subject to Town zoning requirements.
- 24. Proposed parcel(s) are subject to Marathon County Zoning requirements:  
**Zoning District:**
  - 24a. Minimum lot size of \_\_\_\_\_ is adhered to.
  - 24b. Minimum street frontage of \_\_\_\_\_ has been met.
  - 24c. All setbacks required to be shown meet Zoning District standards.
  - 24d. Are any uses on the proposed parcel(s) changing?
  - 24e. Rezone of property is required for land division. *(Note: Staff may recommend approval of the preliminary plat with the condition that the rezone is approved by County Board.)*
- 25. Proposed parcel(s) are located within a floodplain area.
  - 25a. Regional floodplain elevation, datum used (USGS datum preferred), and a benchmark within the subdivision for use when the parcel is developed. Where no flood study has been approved at or near a proposed development a flood study may be required. Location of the 100-year regional flood boundary contour based on data collected in the field.
  - 25b. When no flood study is available, a mapped floodplain shown on the map scaled from the approved FEMA Map with note: “The mapped floodplain shown is scaled from approved FEMA Flood insurance Rate Maps. No flood study has been done and for any development a flood study may be required.”
- 26. Wetland boundaries from the DNR Wetland Inventory Maps or as field mapped by the U.S. Army Corps of Engineers (USACOE), WDNR, or assured wetland delineator. When the delineation is conducted by a private delineator that is not assured, confirmation shall be required from ACOE and/or WI DNR.
- 27. Is the proposed parcel(s) in a Shoreland Zoning Area?
  - 27a. **236.20 (5)** Location of the Ordinary High Water Mark (OHWM) that has been determined by the DNR or otherwise determined pursuant to law. An approximated OHWM may be shown on the face of the plat/map with a statement that the mark is shown for reference only. Location of ordinary high water mark wherever the OHWM is within 100 feet of the subject parcel. *(NR 115 requirements applicable especially when the subject property does not abut a navigable water body but a neighboring property does which will affect the setbacks on the subject property.)*
  - 27b. **236.20 (5)** Location of water elevation and datum used (USGS datum preferred) on the date of survey of any navigable water and location of non-navigable streams, drainage ditches and easements, ponds, lakes, flowages and other features.
  - 27c. **236.20 (6)** Public Trust Information, if applicable, as set forth in Wis. Stats., 236.16(4) the following statement placed on the face of the map:  
 “Any land below the OHWM of a lake or a navigable stream is subject to the public trust in navigable waters that is established under article IX, section 1, of the state constitution.”
- 28. **236.20 (5)** Location of the Ordinary High Water Mark (OHWM) that has been determined by the DNR or otherwise determined pursuant to law. An approximated OHWM may be shown on the face of the plat/map with a statement that the mark is shown for reference only. Location of ordinary high water mark wherever the OHWM is within 100 feet of the subject parcel. *(NR 115 requirements applicable especially when the subject property does not abut a navigable water body but a neighboring property does which will affect the setbacks on the subject property.)*
- 29. **236.20 (5)** Location of water elevation and datum used (USGS datum preferred) on the date of survey of any navigable water and location of non-navigable streams, drainage ditches and easements, ponds, lakes, flowages and other features.
- 30. Regional floodplain elevation, datum used (USGS datum preferred), and a benchmark within the subdivision for use when the parcel is developed. Where no flood study has been approved at or near a proposed development a flood study may be required. Location of the 100-year regional flood boundary contour based on data collected in the field.
- 31. Wetland boundaries from the DNR Wetland Inventory Maps or as field mapped by the U.S. Army Corps of Engineers (USACOE), WDNR, or assured wetland delineator. When the delineation is conducted by a private delineator that is not assured, confirmation shall be required from ACOE and/or WI DNR.
- 32. Easements or private roads which adjoin or cross the property, existing driveways, and any other driveway(s) located on the parent parcel. If the map scale prevents drafting other driveways located on the parent parcel they may be referred to by a note indicating distance and direction from the proposed parcel boundary.
- 33. Existing information, if applicable, to be shown on map or submitted documentation:
  - a. Location of proposed underground utilities in or near the subdivision.
  - b. Existing utilities in and adjacent to the subdivision: location and size of sanitary and storm sewers; location and size of water mains; location of gas lines. If water mains, sewers, and/or culverts are not on or adjacent to the tract, indicate direction and distance to and size of nearest one.
  - c. Two (2) foot contours of ground elevations within the subdivision.
  - d. Drainage information, including streams and drainage ways within the proposed for development design purposes.
  - e. Other conditions within the subdivision:
    - 1) Ponds, lakes, and streams.
    - 2) Floodplains and areas subject to flooding. The base flood elevation data and the boundary of the flood hazard area(s) shall be delineated on the preliminary plat. If there are no flood hazard areas in the subdivision pursuant to the FEMA Flood Insurance Rate Map(s) then a statement shall be provided on the preliminary plat indicating same. The developer shall show the 100-year flood boundary on the topographic map for the subdivision.
    - 3) Rock outcroppings. Subsurface conditions in the subdivision that are not typical such as abandoned nonmetallic mines.
    - 4) Wooded areas and/or other environmentally sensitive areas.
    - 5) Embankments or retaining walls and direction and gradient of down slope.
    - 6) Power lines, poles, and towers.
    - 7) Land use and adjacent zoning district boundaries.
    - 8) Above ground and underground storage tanks and the associated utility and service lines if known.
    - 9) Soil evaluation/preplanning results as set forth in Section 18.006.04.
    - 10) Known construction debris disposal sites.
    - 11) Existing fire ponds.
  - f. If the proposed subdivision is to be served by an existing public or private water system or a local sanitary sewer district, the developer shall obtain a letter stating that the water system and or sanitary sewer district has the capacity and will serve the proposed subdivision.
- 34. Proposed Information, if applicable, to be shown on the map or submitted documentation;
  - a. Roads (indicate each road by name and private or public), right-of-way widths, classification (arterials, collector, or local) as designated by the town engineer, and proposed improvements. The town engineer may also require profiles of approximate road grades. Proposed road names shall not duplicate existing road names recorded in the county. The developer shall furnish written approval of road names from staff and from the town(s) in which the final plat is located.
  - b. Other rights-of-way or easements showing location, width, and purpose.

