

**POLK COUNTY LAND USE REGULATIONS  
CHAPTER 18 SUBDIVISIONS**

**Effective: July 1, 2005**

Approved: June 21, 2005

**The County Board of Supervisors of the County of Polk does ordain as follows:**

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## 18.01 PURPOSE

The purpose of this Ordinance is to regulate and control subdivision development within Polk County in order to promote public health, safety, general welfare, water quality, and aesthetics. This can be accomplished by requiring an orderly layout and use of land, providing safe access to highways, roads and streets, facilitating adequate provision of water, sewer, transportation and surface drainage systems and parks, playgrounds and other public facilities.

## 18.02 AUTHORITY

This Ordinance is adopted under the authority granted by Chapters 59.69, 87.30, 92, 145, 236, and 281, Wisconsin Statutes.

## 18.03 DEFINITIONS

For purposes of this Ordinance, certain words or phrases used herein are defined as follows:

- (A) County. The County of Polk, a political subdivision of the State of Wisconsin.
- (B) Committee. The subcommittee of the Polk County Board of Supervisors responsible for the administration of land use regulations including subdivisions. The name of the Committee at the time of the adoption of this ordinance is the Revolving Loan Fund, Planning, Zoning, and Land Records Committee. The Committee is the County planning agency under Chapters 236.02(3), 236.45(2)(a), and 59.69 Wisconsin Statutes.
- (C) CSM. A Certified Survey Map showing division of land prepared in accordance with sec. 236.34, Wisconsin Statutes, and this Ordinance.
- (D) Director. The county staff person responsible for the implementation and administration of land use ordinances in Polk County.
- (E) DNR. The Wisconsin Department of Natural Resources. Wisconsin Administrative Code rules promulgated by DNR are preceded by “NR”, as in NR 115.
- (F) DOA. The Wisconsin Department of Administration. Wisconsin Administrative Code rules promulgated by DOA are preceded by “Adm”, as in Adm 47.
- (G) DOC. The Wisconsin Department of Commerce. Wisconsin Administrative Code rules promulgated by DOC are preceded by “COMM”, as in COMM 83.
- (H) DOT. The Wisconsin Department of Transportation. Wisconsin Administrative Code rules promulgated by DOT are preceded by “Trans”, as in Trans 233.
- (I) Driveway. An access used for purposes of ingress and egress serving not more than two (2) lots.

- (J) Dwelling. A main building or principle structure designed for human habitation.
- (K) Easement. Part of a lot so designated on a CSM or plat and utilized for a specific purpose.
- (L) Extraterritorial subdivision approval jurisdiction. The unincorporated area or within one and one half (1-1/2) miles of the corporate limits of a city of the fourth class or a village if the city or village has a subdivision ordinance or official map.
- (M) FEMA. The Federal Emergency Management Agency responsible for implementing the National Flood Insurance Program.
- (N) Flag Lot. A lot where access to the public road system is by a narrow strip of land, easement, or private right-of-way, greater then 100 feet in length.
- (O) Impervious Surface. Surfaces that do not allow the infiltration of water to occur.
- (P) Lot. A parcel of land numbered in sequence with other parcels shown on a plat or CSM used for a dwelling, commercial, industrial, or other business uses. No more than one (1) dwelling may be placed on a lot, unless the lot is part of a condominium plat, multi-family development owned by one entity, or other development approved through the Committee or Polk County Board of Adjustment.
- (Q) LWRD. The Polk County Land and Water Resources Department.
- (R) Navigable waters. Waters deemed navigable under the navigable-in-fact principle of Chapter 30, Wisconsin Statutes.
- (S) Net project area. The area of a lot exclusive of wetlands, ponds, lakes, drainage ways, dedicated road rights-of-way or road easements, floodplains, and slopes of 20% or greater. **(Note: Building within floodplains and on slopes of 20% or greater is not restricted, however, further erosion control measures may be necessary, and in Shoreland areas, Special Exception Permits may be required.)**
- (T) NRCS. The Natural Resource Conservation Service, a division of the USDA.
- (U) OHWM. The ordinary high water mark is the point on the banks or shore up to which the presence and action of water is so continuous as to have a distinct mark either by erosion, destruction of terrestrial vegetation, or other easily recognized characteristics.
- (V) Outlot. A parcel of land, other than a lot or block, so designated on a plat or CSM used for purposes other than a dwelling, or commercial, industrial, or other business use.
- (W) Parcel. Contiguous land not separated by road or railroad rights-of-way.

- (X) Plat. A map of a major or state subdivision.
- (Y) Road. A public or private way for vehicular traffic that includes the following:
- (a) Cul-de-sac roads have a turn-around at one end.
  - (b) Dead-end roads are closed at one end.
- (Z) Shoreland area. All land within 300 feet of the OHWM of a navigable river or stream and within 1,000 feet of the OHWM of a navigable lake, pond, or flowage or to the landward side of the flood plain, whichever is greater.
- (AA) Subdivision. A division of a lot, parcel or tract of land existing on June 30, 1996, by the owner or the owner's agent for the purpose of transfer of ownership or building development where the act of division creates or results in one or more parcels, lots, outlots, or building sites of nineteen (19) acres or less in area. Subdivisions are further defined as:
- (1) Major subdivision. A subdivision creating five (5) or more lots and/or outlots, any of which are nineteen (19) acres or less in size, within a 5-year period from a parcel of land existing on June 30, 1996. Subdivisions that have five (5) or more lots or outlots of 1½ acres or less shall be considered state subdivisions.
  - (2) Minor subdivision. A subdivision creating one (1) to four (4) lots and/or outlots, any of which are nineteen (19) acres or less in size, within a 5-year period from a parcel of land existing on June 30, 1996.
  - (3) State subdivision. The division of a lot, parcel, or tract of land by the owners thereof, or their agents, for the purpose of transfer of ownership or building development where the act of division creates five (5) or more parcels or building sites of one and one-half (1-1/2) acres each or less in area, or where the act of division creates five (5) or more parcels or building sites of one and one-half (1-1/2) acres each or less in area by successive division within a period of five (5) years.
- A subdivision can be created by the following means (not an exclusive list):
- (1) Recording a state or major subdivision plat or a certified survey map.
  - (2) Recording any other document or instrument that creates a parcel not previously created pursuant to this Ordinance or its predecessor.
  - (3) Foreclosure of a mortgage or a land contract if the foreclosure creates and/or conveys a parcel not previously created pursuant to this Ordinance.
- (AB) Subdivider. Any person, partnership, corporation, or other entity creating a subdivision.

- (AC) USDA. The United States Department of Agriculture.
- (AD) USGS. The United States Geological Survey, a division of the United States Department of the Interior.
- (AE) Wetland. An area where water is at, near, or above the land surface long enough to support aquatic or hydrophytic (water-loving) vegetation and has soils indicative of wet conditions.

#### **18.04 COMPLIANCE AND REQUIREMENTS**

No person, partnership, corporation or other entity shall subdivide any land in the unincorporated areas of the County subject to this Ordinance without complying with the applicable rules and regulations listed below:

- (A) Chapters 59.69, 87.30, 92, 15, 236, and 281, Wisconsin Statutes.
- (B) For state plats, the rules of the Wisconsin Department of Administration (DOA) regarding that agency's administration of Chapters 236.13(2m), 236.15, 236.16, 236.20, and 236.21(1) and (2), Wisconsin Statutes.
- (C) Rules of the DOT relating to safety of access and the preservation of the public interest and investment in the highway system if the land owned or controlled by the subdivider abuts on a state trunk highway or connecting road (Trans 233, Wisconsin Administrative Code).
- (D) Rules of the DNR regulating development within floodplain, wetland, shoreland areas, and Standard Best Management Practices, including Chapter 30, Wisconsin Statutes, and NR 102, 103, 115, 116, 118, and 151 Wisconsin Administrative Code.
- (E) All County land use regulations, including this Ordinance, and all other applicable local and County regulations and plans.
- (F) Dedication of lands for streets, highways, and parkways, parks, playgrounds, trails, waterways, and public transit facilities. Whenever a parcel of land to be divided within the jurisdiction of this Ordinance encompasses all or any part of a road, highway, parkway, park, playground, trail, waterway, or public transit facility that has been designated on a duly adopted city, village, town or County comprehensive plan, public facilities plan, or park plan, it shall be made a part of the subdivision and dedicated in the locations and dimensions indicated in said plan and as set forth in Section 18.17 of this Ordinance.
- (G) Regulations applicable to the St. Croix Riverway district and/or to the banks, bluffs and blufftops of the Lower St. Croix River, as provided in the Polk County Lower St. Croix Scenic Riverway Ordinance.

#### **18.05 EXEMPTIONS**

- (A) The following subdivisions are exempt from Sections 18.11-14, 18.18(B)&(C), 18.20, and 18.22 of this Ordinance:
- (1) The single division of a fractional or full quarter-quarter section into two (2) equal parcels.
  - (2) Lots created by CSM for utility and/or telephone transmission facilities not to exceed 10,000 square feet in size.
  - (3) The sale or exchange of parcels of land between owners of abutting property if additional lots are not thereby created and the parcels resulting are not reduced below the minimum survey standards or minimum lot sizes required by this Ordinance or other applicable laws or regulations.
  - (4) Transfers of land by will or court order except when a division of land occurs in said transfer.
  - (5) Leases creating less than five parcels for terms not to exceed ten years; easements; or mortgages.
  - (6) Cemetery plats made under Chapter 157.07, Wisconsin Statutes.
  - (7) Assessors' plats made under Chapter 70.27, Wisconsin Statutes.
- (B) The document, plat, or survey map shall identify the specific exemption claimed. Anyone using an exemption described in this section shall be subject to prosecution under this Ordinance if the Committee subsequently determines that the exemption was not available.
- (C) A parcel created by virtue of any exemption under this section is not exempt from other applicable regulations. Any parcel that does not satisfy the standards of any regulation or law as to characteristics, such as parcel size or dimension, standards governing waste disposal, or the like, shall not be eligible for relief from such standards by variance.

## **18.06 ABROGATION AND GREATER RESTRICTIONS**

This Ordinance does not repeal, abrogate, annul, impair, or interfere with easements, covenants, agreements, rules, regulations, local ordinances, or permits. Where this Ordinance or local regulations or ordinances imposes greater restrictions, those greater restrictions shall govern.

## **18.07 INTERPRETATION**

In their interpretation and application, the provisions of this Ordinance shall be construed in favor of the County and shall not be deemed a limitation or repeal of any other powers granted by the Wisconsin Statutes.

## **18.08 DISCLAIMER OF LIABILITY**

The County does not guarantee, warrant, nor represent that only those areas delineated as floodways or flood fringe areas on plats and CSM's will be subject to periodic inundation. Nor does the County guarantee, warrant, nor represent that the soils shown to be unsuitable for a given land use from tests required by this Ordinance are the only unsuitable soils on the parcel. The County asserts that there is no liability on the part of the County, its agencies, or employees for flooding problems, sanitation problems, or structural damages that may occur as a result of reliance upon, and conformance with, this Ordinance.

## **18.09 SEVERABILITY**

If any section, provision or portion of this Ordinance is determined to be invalid by a court of competent jurisdiction, the remainder of this Ordinance shall not be affected thereby.

## **18.10 SURVEY REQUIRED**

Any division of land creating a lot or outlot of less than 19 acres in size, or the division of a parcel resulting in the remaining parcel being reduced to less than 19 acres in size, shall be implemented using a CSM or plat prepared by a Wisconsin registered land surveyor. If such division requires the construction of a road, the design standards found in Section 18.16(C) (Design Standards for Subdivisions) shall apply.

## **18.11 APPLICATION AND REVIEW OF PRELIMINARY PLATS**

- (A) Pre-application meeting.
  - (1) Before applying for approval of a preliminary plat, the subdivider or agent shall meet with the Director and other staff to receive advice and assistance, and review the procedures and requirements of this Ordinance, other regulations, and any plans or data that may affect the proposed development. All subdivisions must reference bearings to the Polk County Coordinate System.
  - (2) Staff may require the subdivider to bring a sketch-concept drawing of the proposed subdivision to the pre-application meeting, along with a USGS quadrangle map and County soils map for the proposed subdivision and relevant adjacent land. As part of the pre-application review, the proposal may be referred to DNR or other appropriate state agencies for review and comment. Pre-application procedures may include a site visit by staff.

- (3) A principal function of the pre-application procedure shall be to review the concept of the proposed subdivision, the characteristics of the parcel proposed to be subdivided and relevant adjacent land to identify and document suitability questions. The assignment of the vertical datum will be discussed at this meeting.

(B) Preliminary plat application.

- (1) The preliminary plat shall cover the entire contiguous area owned or controlled by the subdivider even if only a portion is proposed for development. The preliminary plat application shall show or identify the original parcel of which the proposed subdivision was part on the effective date of this ordinance, and the present status of the remainder of the original parcel as it existed on the effective date of this ordinance. Each preliminary plat shall be based upon a boundary survey by a Wisconsin registered land surveyor at a scale of not more than 100 feet to one inch and shall show, at a minimum, the data identified below on its face or in accompanying materials:
  - (a) The date, graphic scale and north point.
  - (b) The name of the proposed plat.
  - (c) The name, address and telephone number of the subdivider and, if different, the person to be contacted regarding the plat.
  - (d) The owner of record.
  - (e) A scale drawing of the exterior boundaries of the proposed subdivision referenced to a line established in the U.S. Public Lands Survey, and the total acreage encompassed thereby.
  - (f) The location and names of adjacent plats, certified survey maps, parks, and cemeteries, underscored with a dotted or dashed line.
  - (g) The location, right-of-way width and names of any existing roads or other public ways, easements, railroad or utility rights-of-way, and any existing access control limitations included within or adjacent to the proposed plat, underscored with a dotted or dashed line.
  - (h) The location, construction plans, and specifications for all public and private roads. In addition, the subdivider shall identify areas suitable for driveways and shall require the subdivider to dedicate access restrictions and such restrictions shall be explained within the application material, and noted on the face of the plat.

- (i) Dimensions, size and numbers of all lots. Where applicable, size shall be indicated with inclusion and exclusion of rights-of-way and areas below the OHWM of navigable waters.
  - (j) A general statement indicating the existing land use and zoning and any proposed changes. Each lot description shall identify the net project area and the driveway access to the abutting road. In some cases, the County may require the subdivider to show all required setbacks for each lot.
  - (k) The locations of all soil borings shall be shown with cross-reference to test results within soil test forms (SBD-6309) or other report documents.
  - (l) Specific identification of all proposed outlots, indicating purpose and proposed ownership and control. Any lot or outlot owned by a homeowners association or commonly owned, and any private road shall have deed restrictions or covenants against all lots within the subdivision providing for assessments against the lots within the subdivision for taxes and maintenance of the road. The plat shall reference these deed restrictions.
- (2) County staff shall conduct an on-site review. The following information may be required by the County based on that review:
- (a) The surveyed location of existing property lines, buildings, streams, rivers, watercourses, ponds, and lakes as identified in the DNR "Inland Waters Inventory". The locations of other significant features within the proposed subdivision such as, wetlands, rock outcrops, wooded areas, etc.
  - (b) The water elevations referenced to the assigned datum, of on-site lakes, ponds or streams at the date of the survey, the OHWM, and depicted flood areas from "FEMA" maps and floodplain zoning maps. OHWM's shall be verified by the DNR or its designated agent.
  - (c) The contours at vertical intervals of not more than two (2) feet for a slope less than 20% and five (5) feet for a slope of 20% or more. Land areas with 20% slope or greater shall be shaded or otherwise clearly indicated.
  - (d) The location and dimensions of all land proposed to be dedicated for parks, playgrounds, trails, and drainage ways.
  - (e) Stormwater Management and Erosion and Sediment Control plans. The Director may waive the requirements of Sections 18.11 (B)(2)(c)

and (e), and Section 18.12 (B)(1) for LWRD review, under authority of Sections 18.11 (B)(2), and 18.14(A)(2).

- (1) Stormwater Management and Erosion and Sediment Control Plans shall meet or exceed the design criteria, standards, specifications and Best Management Practices identified in paragraphs (2) through (9) below and in the following documents or their subsequent revisions:
  - a. NR 151 Subchapters I, III, and IV.
  - b. The Wisconsin Stormwater Manual, DNR WR-349-94.
  - c. The Wisconsin Construction Site Best Management Practices Handbook, DNR WR-222-93.
  - d. DOT Erosion Control Product Acceptability List.
  - e. DOT Standard Specifications for Highway and Structure Construction Manual.
  - f. DOT Facilities Development Manual, Chapter 10.
  - g. USDA Technical Guide 4.
  - h. LWRD Policy Procedures.
  - i. Any erosion and sediment control measures shall be installed before land disturbing activities commence.
- (2) Stormwater management and erosion and sediment control plans shall be certified by a registered professional engineer.
- (3) A developer's agreement (if required) shall contain a provision that requires the registered professional engineer to do the following:
  - a. Commit to oversee installation of all stormwater management and erosion and sediment control features shown on the approved plans.
  - b. Submit a set of record drawings upon completion.
  - c. Certify that all required improvements have been installed in substantial conformance with the approved plans. (This certification shall not release the subdivider from the responsibility to construct improvements in accordance with approved plans until Town and County inspections have been made, and approval of the substantial conformance conditions has been given by the respective public agencies).
- (4) Post development runoff volume must be maintained or reduced compared to pre-development conditions for the 25-year, 24-hour, Type II storm event.
- (5) Peak runoff discharge rates must be maintained or reduced compared to pre-development conditions for the 2-, 10-, and 100-year, 24-hour, Type II storm event.
- (6) A maintenance plan shall be submitted for all designed stormwater ponds.
- (7) Perennial and intermittent streams, springs, and drainage ways that contain concentrated flow water or during a 10-year, 24-hour, Type II storm event shall be required to have a minimum

filter strip for sediment trapping as defined in NRCS Filter Strip Practice Standard, Code 393.

(8) Constructed drainage swales shall be designed at a minimum to accommodate a 10-year, 24-hour, Type II storm event.

(f) Wetlands, floodplains and lands within shoreland jurisdiction proposed for filling and grading.

(Note: Wetland depictions on final plats shall be based on field identification and on-site staking performed by a wetland delineator hired by the subdivider and may be reviewed for accuracy by the DNR and/or County. Floodplain boundaries are to be based on maps approved by the County.)

(3) In addition to the above information, the subdivider must submit a completed town government checklist. The checklist shall be a standard form established by the Committee and shall communicate the judgment of the Town Board on the questions listed below. The purpose of the checklist is to involve town boards in the land division review early in the review process and to advise the County and subdivider of Town Board standards. The checklist shall bear the signature of the three Town Board members or of the Town Clerk. The Town Clerk shall attest that his/her signature represents the official position of the Town Board on the questions listed below. The checklist does not relieve the Town Board of acting formally upon proposed land divisions as required under State law or Town ordinances.

(a) Whether the Town Board will accept ownership and responsibility for all or specified portions of the streets and roads involved in the land division.

(b) Whether the subdivider will be obliged to construct roads to standards specified by the Town Board.

(c) The standards the Town wants applied to any culverts involved in the land division.

(d) Whether the Town Board wants each lot in a land division to be tested for ability to meet the Sanitary Code requirements for installation of an on-site waste disposal system prior to approval of the land division.

(4) If a subdivider or the surveyor engaged by the subdivider demonstrates to the satisfaction of the Committee that the appropriate Town officials were or should have been aware of a request to complete a checklist and the Town officials failed, refused or neglected to complete the checklist, despite diligent efforts by the subdivider or surveyor to convince the Town officials to do so, the Committee shall waive the requirement of the checklist. The

Committee shall not, however, waive the site testing requirement described in Section 18.11(B)(3)(e) without written approval of the waiver by the Town.

- (5) The Committee may require additional data or details relevant for proper review. Descriptive data shall be sufficiently precise to allow the Committee to determine compliance. Existing features shall be shown as such by distinctive underscoring or other identifiers.

## **18.12 PROCEDURE FOR PRELIMINARY PLAT REVIEW**

- (A) The subdivider shall submit two (2) legible copies of the preliminary plat or survey to the Director and the required number of legible copies for each of the reviewing agencies, as deemed necessary by the Director, listed in (B), below. In addition to the procedures set forth below, any state subdivision must comply with the provisions of Section 18.11 and Chapter 236.12 of the Wisconsin Statutes.
- (B) The Director shall transmit copies of the preliminary plat as follows:
  - (1) Two (2) copies to the following:
    - (a) the LWRD;
    - (b) the town(s) within which the proposed subdivision is located;
    - (c) the DOT if the subdivision abuts or adjoins a state trunk highway or a connecting road; and
    - (d) the DNR if shorelands or floodplains are contained within the proposed subdivision.
  - (2) One (1) copy to the following:
    - (a) the Lake Protection and Rehabilitation District if within the District's sub-watershed; and,
    - (b) any city or village having extraterritorial subdivision approval jurisdiction.
- (C) With the exception of state subdivisions, the agencies listed above are not considered to be objecting agencies, however, the County reserves the right to consider all comments and/or reports received by the above, in the County's review process. In addition, the County shall determine compliance of the plat with Chapters 236.16, 236.20, and 236.21, Wisconsin Statutes, for plats that are not reviewed by the DOA.
- (D) The Director shall notify each agency listed above when the copies are sent that it has 45 days from receipt to submit comments and/or reports to the Director.
- (E) The Director shall compile comments and/or reports from (B) above, and issue a written evaluation report on all relevant aspects of the preliminary plat within 60 days of submittal of the preliminary plat, with copies made available to the town(s), the Committee, the Lake District (if applicable), and the subdivider.

- (F) The subdivider may include a phasing plan for a preliminary plat, subject to approval by the Committee. All future phases of the plan must be approved and recorded as final plats within the timeframe of the phasing plan, not to exceed five (5) years. If any portions of a preliminary plat have not been approved and recorded as a final plat within five (5) years, the remaining unrecorded portions of the preliminary plat are null and void, and must be resubmitted as a preliminary plat, subject to any and all regulations in effect at the time of re-submittal.
- (G) Within ninety (90) days from the date of submittal of the preliminary plat, the Committee shall approve, approve conditionally, or reject the preliminary plat. The Committee shall not approve a state subdivision or plat unless the state agencies have issued approvals or have notified the Committee that the agencies have no objection to the plat or unless the approval or non-objection has been deemed to occur by state law. Action by the Committee may be postponed past the 90-day limit by written agreement between the Committee and the subdivider, or upon a determination by the Committee that additional information is required. A postponement shall not exceed 40 days. The Committee's action shall be provided, in writing, to the Town(s), Lake District (if applicable), and subdivider. (Note: Postponements shall not constitute approval. Plats meeting the statewide definition of subdivision in Chapter 236.02(12), Wisconsin Statutes, shall be subject to the provisions of Chapter 236.11, Wisconsin Statutes, with respect to time available for review and approval of the preliminary plat.)

### **18.13 APPLICATION AND REVIEW OF FINAL PLATS**

- (A) A final plat shall substantially conform to the preliminary plat. An exception to this is the incorporation of written recommendations by the review committee. The subdivider may submit a final plat on a portion of the preliminary plat as part of a phased development. Subsequent final plats of a phased development shall conform to the approved preliminary plat, and shall be submitted within a timeframe approved by the Committee (or earlier), not to exceed five (5) years. Any final plat of a phased development submitted after five (5) years of the initial approval of the preliminary plat shall be reviewed as a new preliminary plat and shall conform to any and all regulations in effect at the time of the new submittal. Wetlands shall be shown on the final plat and be based upon on-site staking by a wetland delineator that may be reviewed by the County and/or DNR. CSM's shall not be accepted for final plats of major subdivisions, or for intermediate phases of phased final plats.
- (B) The subdivider shall submit two (2) legible copies of the final plat, accompanying materials, and whenever a subdivision requires the perpetuation or restoration of a U.S. Public Land Survey System corner(s), the U.S. Public Land Survey Monument Record of each corner set, to the Director. The final plat shall conform to the standards of Chapter 236.20, Wisconsin Statutes regarding the legibility of documents. For state subdivisions, the subdivider shall comply with the provisions of Chapter 236.12, Wisconsin Statutes, as they apply to the submission of final plats. Additional requirements can be found in Appendix B.

- (C) The subdivider shall submit all proposed restrictive covenants or deed restrictions in the final draft version. It is a condition of approval of a final plat that the Director receives one (1) copy of such instrument after they are recorded, along with one (1) copy of the recorded plat.
- (D) If the final plat not subject to a phasing agreement is not submitted within twelve (12) months of the approval of the preliminary plat, the Committee may refuse to approve the final plat, based on major land use changes affecting the plat, significant ordinance revisions, or legal implications. Final plats shall be submitted within eighteen (18) months of the approval of the preliminary plat. If the final plat is not submitted within eighteen (18) months of the approval of the preliminary plat, the plat shall be reviewed as a new preliminary plat.
- (E) The agencies to whom the final plat is sent shall be notified in writing that their comments or reviews must be submitted to the Director within 30 days of receipt unless a shorter deadline is established for "objecting agencies" under state law. The Director shall compile all comments and reviews and incorporate them into a comprehensive report on the proposed final plat to the Committee.
- (F) The Committee shall examine the final plat for conformance with the approved preliminary plat, any conditions of approval of the preliminary plat, this Ordinance, and all laws, rules, regulations, comprehensive plans and comprehensive plan components which apply to it. The Committee shall approve, approve conditionally or reject the plat within 45 days of its submission. Failure of the Committee to take action on the plat within 45 days shall be deemed approval unless other agencies have not responded within the allowable time, there remain unsatisfied objections by other agencies, or unless the Committee's review time has been extended by written agreement with the subdivider.
- (G) The Committee shall, at the time it approves, approves conditionally, or rejects the plat, give written notice of its decision to the town(s) and Lake District (if applicable) where the proposed plat is located and any municipality having extraterritorial subdivision approval jurisdiction. For state subdivisions, the Committee shall not approve the plat unless the state agencies have issued approvals or have notified the Committee that the agencies have no objection to the plat or unless the approval or non-objection has been deemed to occur by state law.
- (H) After the Committee approves a final plat, and required improvements have either been installed, or an agreement and sureties insuring their installation has been filed, the Director shall certify the approval upon the plat. After certification of approval, the subdivider shall record the plat and all documents relating to the plat with the County Register of Deeds. The subdivider must provide to the Director, one (1) copy of the recorded plat and recorded documents. If copies of the recorded plat and other recorded documents are not provided to the Director within 30 days of the date of certification of final approval, the County approval of the plat is terminated.

## **18.14 MINOR SUBDIVISIONS**

- (A) Minor subdivisions shall be processed under this section:
  - (1) A pre-application conference may be required between the subdivider and staff.
  - (2) A preliminary CSM and accompanying application materials shall be submitted for review and approval.
    - (a) The content of the submittal and the process of review by the County shall be the same as for a preliminary plat, except that the Director shall have the authority to take action on the preliminary CSM, unless the subdivider requests Committee review.
    - (b) Based upon the on-site review required under Section 18.11 (B)(2), and any other relevant information, the Director may waive the requirements of Sections 18.11 (B)(2)(b), (c), and (e), and Section 18.12 (B)(1) for the LWRD review.
    - (c) The procedures and standards of Chapter 236.34, Wisconsin Statutes, shall apply to a minor subdivision.
    - (d) The Director must take action on the preliminary CSM within 45 days of submittal, unless waived in writing by the subdivider.
  - (3) A final CSM shall be submitted for each minor subdivision.
    - (a) Any applicable procedures and standards of Section 18.13 shall apply to a minor subdivision.
    - (b) The Director shall have the authority to take action on the final CSM.
    - (c) The form of the CSM shall comply with Chapter 236.34, Wisconsin Statutes, and shall also contain any additional information required by the Director at either the preliminary or final review stage.
    - (d) The Director must take action on the final CSM within 30 days of submittal, unless waived in writing by the subdivider. If approved, the Director shall certify the approval on the final CSM.

## **18.15 REPLATS**

- (A) A replat is a change to the exterior boundaries of a previously platted subdivision or part thereof.
- (B) Changing the interior boundaries within a previously recorded subdivision shall be deemed a subdivision under this ordinance, if the change creates one or more lots or outlots of nineteen (19) acres or less and is not a replat.
- (C) A replat that does not alter areas dedicated to the public, or lots and/or outlots owned in common by the owners of lots and/or outlots within the subdivision, shall be processed as a subdivision under this ordinance. Whether it is processed as a major or minor subdivision depends on the number of lots and/or outlots created.

- (D) A replat that proposes to alter lands dedicated to the public, or lots or outlots owned in common by the owners of lots within the subdivision, shall be processed as a subdivision under this Ordinance. The approval of the replat by the Committee shall be conditioned upon approval by a court of the alterations of the areas dedicated to the public, pursuant to Chapters 236.40 - 236.44, Wisconsin Statutes.

## **18.16 DESIGN STANDARDS FOR SUBDIVISIONS**

- (A) The purpose of subdivision design is to create a functional and attractive development, to minimize adverse effects on persons and land, and to ensure that a project will be an asset to the community. To promote this purpose, the subdivision shall conform to the standards of this section.
- (B) General Design Standards.
  - (1) Subdivision design shall take into consideration existing local, County and regional plans and existing and proposed developments in the surrounding areas.
  - (2) Design shall be based on a site analysis. To the maximum extent practicable, the design shall: preserve the natural features of the site; avoid adverse effects on ground water and aquifer recharge; minimize effects of cut and fill; and prevent flooding.
- (C) Roads and Driveways.
  - (1) The road system shall be designed to meet the following objectives: to permit the safe, efficient, and orderly movement of traffic; to respect natural features and topography; and to permit proper drainage.
  - (2) The Town Board shall determine the applicable public road standards for any subdivisions within their jurisdiction. In the absence of any local standards, the provision of Chapter 86.26, Wisconsin Statutes and the standards contained within Appendix A to this ordinance shall apply. The Town Board shall also approve the construction standards for private roads. All private roads must meet the same construction standards as public roads as required by the Town. Under no circumstances will the minimum width of right-of-way or easement for any public or private road be less than 66 feet.
  - (3) Any public road shall be located within a 66-foot right-of-way, which has been dedicated to the Town. Any private road serving more than two (2) lots shall be located within a 66-foot wide outlot or road easement. Any driveways serving not more than two (2) lots shall be located within an outlot or a driveway easement that is no more than 20 feet wide.
  - (4) Proposed roads shall extend to the boundary lines of the lot, parcel, or site being subdivided or developed unless prevented by topography or other

physical conditions, or unless, in the opinion of the Committee, such extension is not necessary nor desirable for the coordination of the layout of the land division or for the advantageous development of adjacent lands.

- (5) All road extensions shall be constructed to the boundary lines of each phase at the time of the development's initial road construction for phased development plats.
- (6) The termination of roads to be extended at a later date shall be accomplished with the construction of a temporary "T"-shaped turnabout contained within the road right-of-way.
- (7) Road Numbering.
  - (a) The existing County program for numbering shall be used.
  - (b) Where a road maintains the same general direction except for curvilinear changes for short distances, the same number shall be used for the entire length of the road.
  - (c) A road that is not presently a through road due to intervening land over which a road extension is planned shall use the same number for existing and planned sections.

(D) Utility Easements.

- (1) The subdivider shall provide the Committee with correspondence from all relevant utility companies identifying their needs, if any, for easements. Easement areas shall be identified on the plat or certified survey map unless the Committee determines that the easement is not necessary or consolidates easement areas.
- (2) As a general rule, the width of easements shall be 12 ft., 6 ft. of which shall be on each side of the joint lot line.
- (3) Utility lines and equipment within an easement, whether overhead or underground, shall not be closer than one (1) ft. to a lot line or three (3) ft. to any survey monument.
- (4) Vegetative screens shall not be planted in utility easements and vision triangles.

(E) Drainage easements.

- (1) Drainage easements may be required to accommodate preexisting and post-development runoff identified in the stormwater management plan under Section 18.11 (B)(2)(e).

- (2) Drainage easements may include designed stormwater ponds, drainage swales, closed depressions, and other natural watercourses.
- (3) In most instances, the property covered by a drainage easement shall be privately owned as part of a lot(s).
- (4) All regional stormwater ponds shall be located on outlots.
- (5) The County shall approve the terms of a drainage easement.
- (6) The County shall be granted authority to enforce easement rights, covenants, and/or deed restrictions regarding drainage easements.

(F) Lots.

- (1) Design criteria for any lot or lots shall meet the following minimum requirements unless local standards are more restrictive.
- (2) The size, shape, and orientation of lots shall be appropriate for the location of the subdivision and for the type of development and use contemplated.
- (3) The minimum lot size of each lot created shall conform to the following minimum dimensions for each planning area adopted by each individual Town as set forth in the Polk County Comprehensive Land Use Plan (if a Town has not adopted planning areas, the Urban Service or Shoreland (if applicable) area dimensions apply):

		Without public sewer		With public sewer	
Planning Area		Area	Width (ft)	Area ft <sup>2</sup>	Width (ft)
Urban Service		1 acre	100	20,000	90
Urban Transition		1 acre	100	20,000	90
Rural Transition		3 acres	175		
Rural Transition Density-Based		3-acre avg, 1 acre min.	100		
Rural Open Space		10 acres			
Ag Preservation		35 acres			
Shoreland	Non-Riparian	1 acre	100	20,000	90
Shoreland Riparian	Class I	1 acre	100	20,000	90
	Class II	60,000 ft <sup>2</sup>	150		
	Class III	100,000 ft <sup>2</sup>	250		

- (4) Each lot shall have a minimum contiguous net project area of 30,000 square feet (20,000 square feet minimum with a soil loading test rate of .5 or greater), unless served by a public sewer system. The Committee may require that the plat or certified survey map contain notice to prospective purchasers that wetlands, floodplains, or steep slopes within lots may limit building or driveway locations.
- (5) All lots shall front on a public or private road or driveway easement. No more than two (2) lots may be served by a driveway easement. A lot not on a

cul-de-sac shall have a minimum frontage of 66 ft. to facilitate the possible development of a public right-of-way that could service additional lots. A lot on a cul-de-sac shall have a minimum of 33 ft. of frontage on the cul-de-sac. No lot shall be approved that does not have access as specified in this Ordinance.

- (6) Lot width as measured at the building setback line, and lot area for improvements, shall conform to the requirements of the County Comprehensive Land Use Ordinance, Shoreland Protection Ordinance, or any other Ordinance regulating lot size.
- (7) A reduction of the lot size requirement via a Special Exception Permit, may be granted when subdividing an existing riparian lot that was created prior to May 1, 2002, provided that the subdivider comply with the provisions of Article 11(J) of the Polk County Shoreland Protection Zoning Ordinance regarding the Special Exception Procedure, and Lot size requirements of Article 11(C), and pay the applicable fee for a Special Exception Permit hearing.
- (8) The ratio of depth to width of a lot shall not exceed 4.5:1.
- (9) Side lot lines shall be substantially at right angles or radial to street lines.
- (10) A corner lot shall have extra width over the minimum requirement to permit adequate building setbacks from side streets. As a general rule, the side yard setback under this circumstance shall equal the front yard setback for the side street.
- (11) To the extent feasible, lot lines shall follow political, school district, local jurisdictional and zoning boundary lines rather than cross them.
- (12) Lots having frontage on two non-intersecting roads shall be avoided except where essential to provide separation of residential development from arterial roads or to overcome specific disadvantages of topography and orientation. Direct access from an arterial road to a lot with double frontage is prohibited.
- (13) Flag lots are allowed. The access strip must be a minimum of 66 feet in width (33 feet on a cul-de-sac) or 33 feet in width when developed adjacent to another flag lot. The area of the access strip shall not be included in the calculation for minimum lot size nor net project area.
- (14) An impervious surface calculation of 2,500 square feet must be included for each lot when calculating storm water volumes for stormwater management plans. If more than 2,500 square feet of impervious surface is proposed for a lot, additional runoff reduction measures approved by the LWRD will be required.

(G) Parks, Parkways, and Trails.

As set forth in Section 18.04 (G), the Committee may require the subdivision to have parks, parkways, or trails, and shall determine whether such areas are to be shown as lots, outlots or dedication areas upon a determination that the parks or parkways are reasonably required to serve the needs generated by the subdivision or by subdividing within the area. The Committee shall designate the site, configuration and shape of parks, parkways, and trails within the subdivision.

(H) Design standards may be increased for those subdivisions intended for Commercial or Industrial use. The appropriateness of a commercial or industrial use within unincorporated portions of the County is primarily addressed through land use planning and zoning.

**18.17 REQUIRED LAND DEDICATIONS OR PAYMENTS IN LIEU OF DEDICATIONS**

(A) All public road rights-of-way that are included within the design of a subdivision shall be dedicated to the town or other designated local unit of government. The Committee shall approve such designation. Once dedicated, the unit accepting the dedication may control vegetation within the right-of-way.

(B) The Committee, in consultation with the Town in which the subdivision is located, may require that not more than 10 percent of the total area of a subdivision be dedicated to the town or County to provide appropriate sites for parks, playgrounds, public access points, trails, or other public open spaces. The Committee shall specify the unit of government that will receive the dedication. Such dedication shall be required only upon a determination of need, consistent with approved plans as set forth in Section 18.04(G), subject to acceptance by the unit of government to whom the dedication is to be made. The subdivider may dedicate more than 10% of the total area of the subdivision upon approval of the government unit that will receive the dedication.

(C) In lieu of a land dedication, the Committee shall require payment by the subdivider as determined by the current fee schedule applicable to this ordinance per residential unit. The funds will be used for park or open space land acquisition and/or improvements or equipment that meet the requirements of the Park Fund Redistribution (PFR) Policy adopted by the Parks, Buildings, and Solid Waste Committee, and approved by the County Board. The County shall deposit the funds in a segregated account and shall keep a record of payments for each town and subdivision.

(D) If a Town has a subdivision ordinance, and requires payment in lieu of a land dedication, the Committee shall reduce the Town portion of the park fee by the amount paid directly to the Town.

## **18.18 REQUIRED INSTALLATIONS FOR SUBDIVISIONS**

- (A) The subdivider shall install survey monuments in accordance with the requirements of Chapter 236.15, Wisconsin Statutes, or as may be required by the County.
- (B) The subdivider shall install all required storm water drainage features, ponds, alterations to wetlands and improvements within conservancy areas.
- (C) The subdivider shall construct or install all erosion control measures specified in the approved stormwater management plan, when required. If the erosion control features are damaged or altered by any means, the maintenance or restoration of them shall be the responsibility of the subdivider unless the subdivider has, by written agreement, assigned responsibility for maintenance to the lot owner(s).
- (D) Any public road intersecting with another public road shall be improved by the subdivider, including necessary bridges, culverts and ditches, to standards established by the town or standards found within 18.16(C), whichever is more exacting. Paving shall be required by the County.

## **18.19 CONSTRUCTION AND MAINTENANCE GUARANTEES**

- (A) Guarantees shall be provided to ensure the proper construction, installation and maintenance of required roads, utilities, erosion control measures, wetland mitigation, and other improvements. The nature and duration of the guarantee shall be structured to achieve this requirement without adding unnecessary costs to the subdivider. If a Town has a requirement for performance guarantees under their own subdivision ordinance, the Committee shall not require guarantees for the same improvements, but will require guarantees for any improvements required by the Committee that are not required by the Town. The time allowed for installation of the improvement for which the performance guarantee has been provided may be extended by the Committee, in consultation with the Town, if applicable.
- (B) Before the construction of a required improvement, or as a condition of preliminary subdivision approval, the Committee may require the following guarantees:
  - (1) A performance guarantee in an amount not to exceed 120% of the cost of installing an improvement;
  - (2) A maintenance guarantee for a period not to exceed two (2) years after final acceptance of an improvement, in an amount not to exceed 15% of the cost of the improvement. In the event that other governmental agencies or public utilities will automatically own the improvement, or the improvement is covered by a maintenance agreement or other guarantee to another governmental agency, no maintenance guarantee shall be required by the Committee.

- (C) The performance or maintenance guarantees shall be secured. The Committee may select from a variety of means including, but not limited to, the following:
  - (1) A surety bond from a bonding company authorized to do business in this state;
  - (2) An irrevocable letter of credit from a bank or lending institution acceptable to the Committee;
  - (3) Cash or an instrument readily convertible into cash.
- (D) Upon substantial completion of all required improvements, the subdivider shall notify the Director of the completion of the improvements in writing, by certified mail. The Director, in consultation with staff and appropriate experts, shall inspect the improvements and shall file a written report with the Committee or Town recommending approval, partial approval, or rejection of such improvements, and a statement of reasons for rejection and corrective action.
- (E) After notice and opportunity for the subdivider to be heard, the Committee or Town shall approve, partially approve, or reject the improvements. If a Town is reviewing the improvements, they shall forward their decision to the Committee. The subdivider shall receive notice in writing, by certified mail, of the Committee action not later than 10 days after the action is taken. If the Committee or Town takes no action to approve, partially approve, or reject the improvements within 30 days of receipt of the notice of substantial completion, the improvements shall be deemed to have been approved, and the subdivider and/or surety, if any, shall be released from the performance guarantees for such improvements.
- (F) If the improvements are rejected, the Committee or Town Board, after consultation with the subdivider and Director, may extend the time limit in which to complete the improvements provided that the performance guarantee remains in force.
- (G) Where partial approval is granted, the subdivider shall be released from liability under the performance guarantee to the extent of the approval.
- (H) If approval is denied, the Committee or Town shall utilize the performance guarantee to see that improvements are properly completed.

## **18.20 CONSTRUCTION WITHIN SUBDIVISIONS**

- (A) No land grading or site preparation, alteration of drainage ways, waterways or water features, or commencing the construction of any roads, ditches, ponds, swales, drainage ways or the like, shall occur prior to approval of the preliminary plat or preliminary certified survey map, including Town and Committee approval of all plans for improvements, drainage and erosion control measures, ditches and culverts.

- (B) Any activity listed in paragraph (A) that is conducted prior to preliminary plat approval is taken at the Subdivider's own risk. The subdivider shall comply with approved plans and mitigate, restore, or otherwise repair the parcel to conditions outlined in the approved plan. The subdivider may be subject to fines and/or other remedial action in accordance to Section 18.23 Violation and Penalties.
- (C) No building, zoning, or sanitary permit shall be issued for any lot until all the requirements of this Ordinance have been satisfied.

**18.21 VARIANCES TO DESIGN STANDARDS AND APPEAL PROCESS**

- (A) The Committee may grant variances to design standards during the review and approval stages upon a showing that the subdivider will suffer unnecessary hardship if strict compliance with the standard is required. The granting of a variance shall not violate the spirit or intent of this Ordinance or other county land use regulations.
- (B) Unnecessary hardship can be defined as whether compliance with the strict letter of the restrictions governing area, setback, frontage, height, bulk, or density would unreasonably prevent the owner from using the property for a permitted purpose or would render conformity with these restrictions unnecessarily burdensome.
- (C) The Committee shall hold a public hearing on a request for a variance. A Class 2 notice shall be published for the hearing. Additionally, notice shall be mailed to the town(s) and lake district (if applicable) in which the proposed subdivision is located, any municipality with extraterritorial subdivision approval jurisdiction, and adjacent landowners. The Director shall be responsible for providing all notices. The subdivider shall pay the applicable hearing fee as established by the Committee or Polk County Board of Supervisors before the hearing is scheduled.
- (D) The Committee shall make a decision on the request for variance within ten (10) days of the hearing. Written findings of fact, conclusions, and the reasons for the decision shall be prepared, and signed by the Committee Chair. The original decision shall be filed in the Director's office. A copy of the decision shall be mailed to the subdivider, the town(s), the lake district and municipality(ies).
- (E) Any person aggrieved by the decision of the Director and/or the Committee may commence an action in circuit court seeking the remedy available by certiorari. The procedures in Chapter 59.69(10), Wisconsin Statutes, apply to this action.

**18.22 FEES**

- (A) Application and review fees as set forth by the Committee or the Polk County Board of Supervisors shall be paid in full at the time of application. Payments in lieu of dedications must be submitted prior to recording of final plats or CSM's. The Director shall not certify the approval upon any plat or CSM until payments are submitted.

### **18.23 VIOLATION AND PENALTIES**

- (A) Any person, partnership, corporation or other entity who fails to comply with the provisions of this Ordinance shall, upon adjudication of violation, be subject to penalties and forfeitures as provided in Chapters 236.30, 236.31, 236.32, 236.335, and 236.35, Wisconsin Statutes. These sections provide penalties for:
- (1) Improperly recording or causing to be recorded a final plat that does not comply with submittal requirements of state statutes or County regulations.
  - (2) Offering for sale lots in a final plat that has not been recorded unless the offer or contract for sale includes language making the sale contingent upon approval of the final plat, and the sale void if the plat is not approved.
  - (3) Disturbing survey monuments in violation of state law or County regulations, or not placing survey monuments as prescribed by state law or County regulations.
  - (4) Subdividing lots that fail to conform to Chapter 236, Wisconsin Statutes, or any applicable DOA, DOC, or DNR administrative rules, or this Ordinance.
  - (5) Selling land that abuts on a road that has not been accepted as a public road unless the seller informs the purchaser in writing that the road is not a public road and maintenance is not required to be performed by the County or Town.
- (B) Any person, partnership, corporation or other entity who fails to comply with any provisions of this Ordinance that are not covered by the statutory sections identified in paragraph (A) shall, upon adjudication of violation, be subject to court costs, to a forfeiture of not less than \$500 nor more than \$5,000 and/or to an injunction. Each day that a violation exists shall constitute a separate offense.

### **18.24 AMENDMENTS**

The Polk County Board of Supervisors may make amendments to this ordinance in the manner prescribed by the Wisconsin Statutes.

# MINIMUM ROAD STANDARDS

# APPENDIX A

The following are the minimum road standards adopted as part of this ordinance. Where Town road standards are more restrictive, they shall apply.

(A) All public and private roads shall be designed and constructed in accordance with road standards adopted by the Town or standards set forth in Chapter 86.26(1)(b), Wisconsin Statutes, and shall also satisfy the following:

- (1) Sixty-six (66) foot (4-rod) right-of-way minimum;
- (2) Eighteen-inch (18") culverts, or as otherwise specified, with a minimum cover of one foot to the top of the sand lift. All culverts shall be constructed of materials in conformance with DOT and American Association of State Highway Transportation Officials' (AASHTO) specifications;
- (3) Widths, radii and grades.

	Arterial & Collector Roads	Local Roads* Serving More Than One Lot
Min. Width of ROW	80 feet	66 feet
Min. Radius of Curvature from Centerline for deflections of 7° or More	300 feet	200 feet
Maximum Grade	8%	10%
Maximum Grade within 50 feet of "T" Intersection	2%	2%

\* Includes public and private local roads.

- (4) 3' to 5' ditch bottom;
- (5) 31' minimum road width before gravel or base course;
- (6) 27' road width after base course;
- (7) 22' surface excluding shoulders paved with a minimum of 2" of bituminous mix, exact pavement widths and thickness may be adjusted by specific town standards;
- (8) 2' shoulders;
- (9) 12" sub base of sand, measured after being compacted;

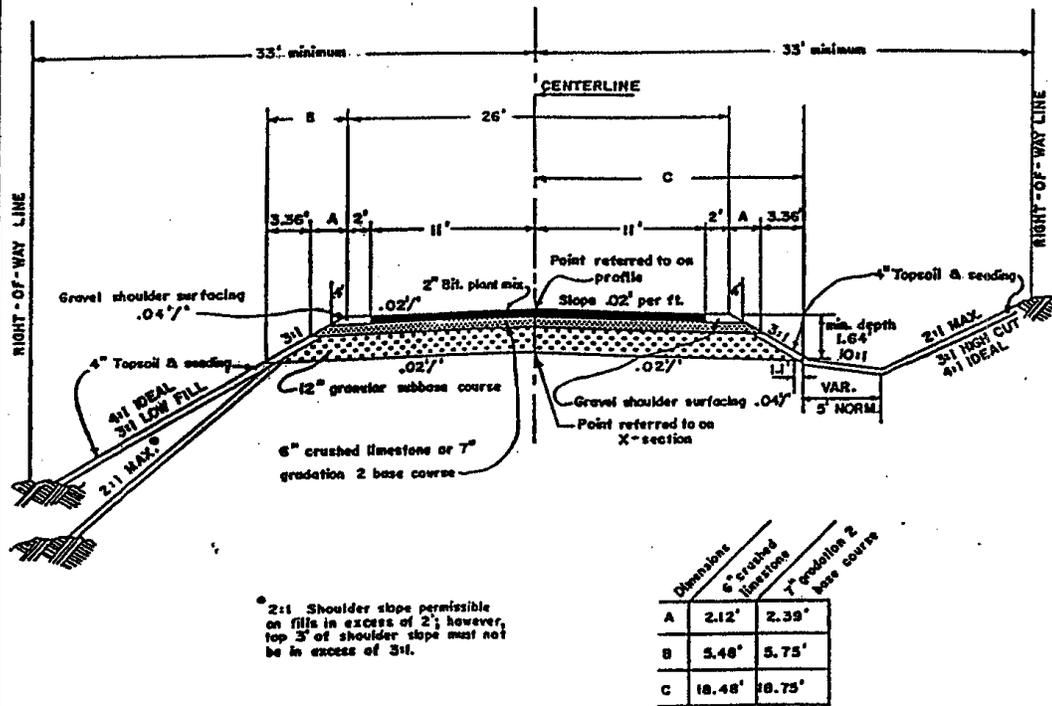
- (10) 6" base of crushed limestone or 7" base of Wisconsin grade #2 gravel, measured after being compacted;
  - (11) Decomposable material shall not be used in construction;
  - (12) Shoulder slopes of 3:1 on fills to 3'; 2:1 maximum below the top 3';
  - (13) Fill slopes of 3:1 on fills to 3'; 2:1 maximum below top 3';
  - (14) Back slopes 3:1 or flatter desirable; 2:1 maximum.
- (B) The Committee shall examine the design of roads and the location of driveways to assure that lots are laid out in a way that will produce intersections, grades and other features satisfying the following standards:
- (a) The intersection angle of a driveway to a road, and a road to a road, shall not be less than 75 degrees.
  - (b) The Committee shall require intersection vision clearances.
  - (c) Roads at the perimeter of the subdivision shall extend to the subdivision boundary. Narrow strips of land between the road and the subdivision boundary (spite strips) shall not be permitted unless conditions under which the adjacent parcel can be connected to the road are established.
  - (d) The vertical alignment of the centerline shall be based on the minimum safe stopping sight distance in accordance with the design standards of the DOT and the AASHTO.
  - (e) A dead-end road or cul-de-sac shall not exceed 1,320 feet in length unless it is part of a phased development, under the same ownership, that will eventually have an outlet. The Committee may require that provision be made for the extension of the dead-end road to the boundary of the subdivision. If the committee requires the extension to the boundary, it shall not fall under the 1,320-foot length restriction. This provision is made to allow for future extensions of road to neighboring properties to provide possibilities for future through roads. This is in addition to the requirement that arterial and collector roads be built to the boundary of the subdivision.
  - (f) A dead-end road serving three or more lots shall have a cul-de-sac turn-around with a minimum right-of-way radius of 80 ft. The traveled way within the cul-de-sac shall provide a minimum radius of 50 ft. Appropriate arrangements shall be made for those parts of a temporary turn-around outside of a road right-of-way to revert to the abutting lot owners at such time as the road shall be extended. Where cul-de-sacs are provided, the right-of-way line connecting the road

right-of-way with the 80 ft. cul-de-sac bulb radius shall be 80 feet in radius. Towns may require a “T”-shaped turnaround instead of cul-de-sac. If the town requires a “T”-shaped turnaround, a cul-de-sac is not required.

- (g) The planning, location and designations of roads in an area shall not allow the continuation of traffic from residential developments directly into commercial or industrial developments or vice versa.
- (h) The Committee may require joint driveways.

# APPENDIX A

## ROAD CONSTRUCTION STANDARDS

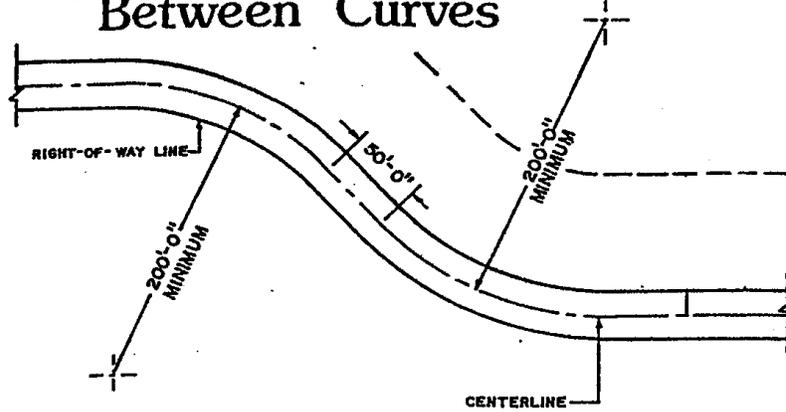


TYPICAL FINISHED SECTION

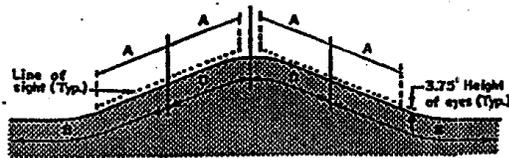
APPENDIX A

**STREET DESIGN STANDARDS**

**1. Alignment of and Tangent Between Curves**

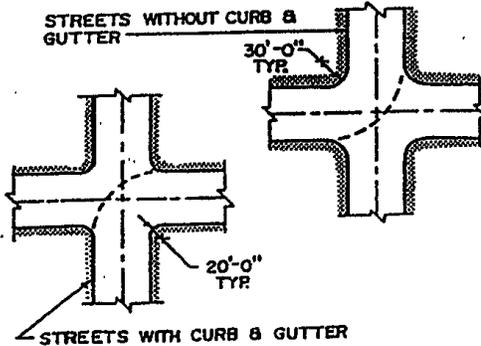


**3. Vertical Sight Distance**

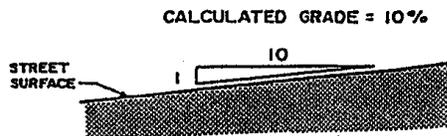


A = 250'-0" MINIMUM SIGHT DISTANCE  
 SUBDIVISION ROAD ACCESS PERMISSIBLE ALONG B AND AT POINT C.  
 SUBDIVISION ROAD ACCESS PROHIBITED ALONG D.

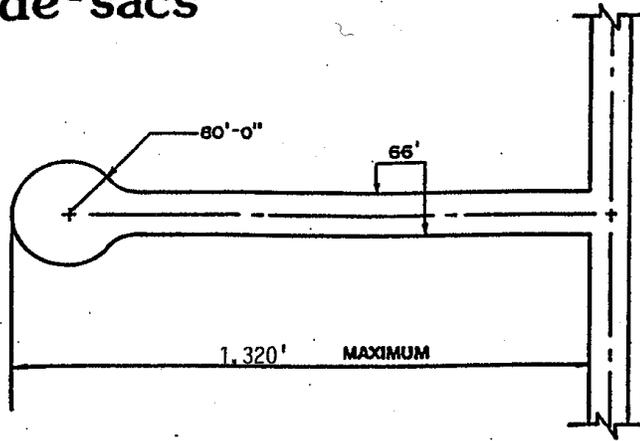
**2. Corner Radii**



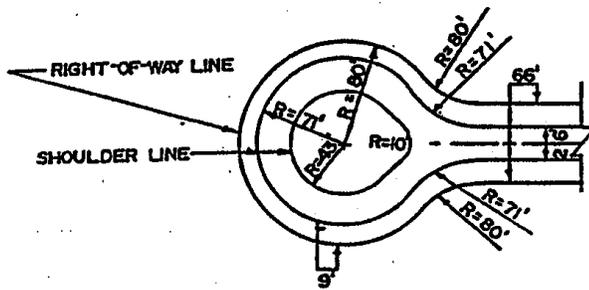
**4. Grades**



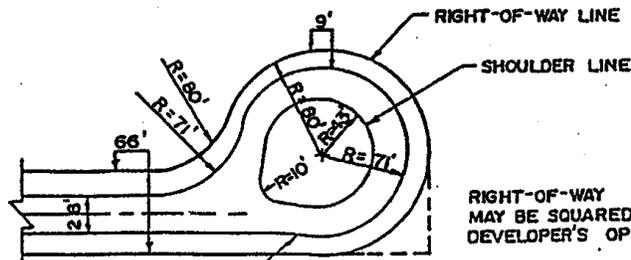
# 5. Cul-de-sacs



TYPICAL CUL-DE-SAC



ASYMMETRICAL CUL-DE-SAC



## **FINAL PLAT REQUIREMENTS APPENDIX B**

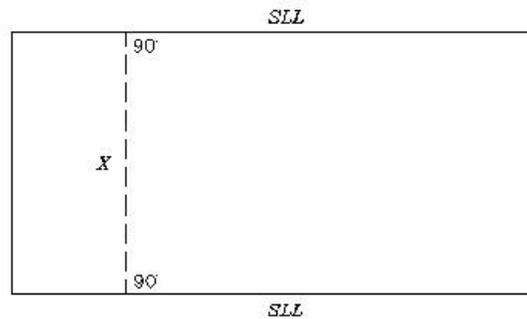
Final plats submitted for approval must meet the following requirements:

- (A) The final plat shall conform to the standards of Chapter 236.20, Wisconsin Statutes regarding the legibility of documents.
  - (1) All information on plats shall be clear and legible enough to be capable of legible photocopying and scanning by equipment used in the County Register of Deeds office. Handwritten plats will not be accepted.
  - (2) For plats to be acceptable for recording, they cannot be produced by means of a Diazo process, an electrostatic process (photocopying), or a stick-on process utilizing acetate.
  - (3) The plat shall show the name of the person responsible for drafting that document as well as the name, stamp and signature of the registrant under whose direction the map was prepared.
  - (4) When more than one sheet is used for any plat, each sheet shall be consecutively numbered, shall show the relation of that sheet to the other sheets, and shall bear the name of the owner, the land surveyor responsible for its preparation, and the location of the subdivision by government lot, quarter-quarter section, section, township, range and county shown near the name or heading.
- (B) Whenever a computer aided drafting (CAD) system is used to draft the subdivision, the subdivider shall submit to the county, either via e-mail or portable data transfer medium, a digital data file containing at a minimum, the final parcel line work in Drawing Interchange File (DXF) format, or AutoCAD Drawing File (DWG) format, referenced to the Polk County Coordinate System.
- (C) The subdivider shall submit to the county a hard copy printout and, either via e-mail or portable data transfer medium, a digital data file containing the final coordinate values in ASCII format for the subdivision. A corresponding worksheet or other data indicating the location for each coordinate value must also accompany this data.
- (D) Whenever a subdivision requires the subdividing of a section of the U.S. Public Land Survey System the subdivider shall submit to the county the section subdivision coordinate data and other pertinent information, referenced to the Polk County Coordinate System. This data may be presented on either hard copy or in a digital data file in ASCII and/or DXF format.
- (E) Whenever a subdivision requires the perpetuation, restoration, or use of a U.S. Public Land Survey System corner the Land Surveyor shall comply with Wisconsin Administrative Code A-E 7.08, U.S. Public Land Survey Monument Record, prior to the County granting final approval.

# APPENDIX C

## METHODS OF LOT WIDTH DETERMINATIONS

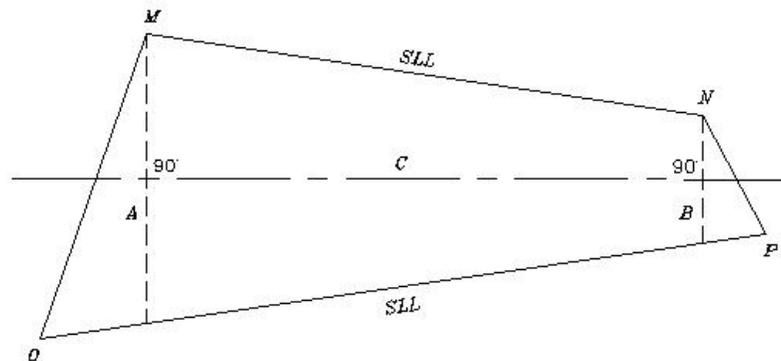
### (a) Parallel Lot Lines



AVERAGE LOT WIDTH IS THE PERPENDICULAR DISTANCE ( $X$ ) BETWEEN SIDE LOT LINES ( $SLL$ )

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### (b) Nonparallel Lot Lines

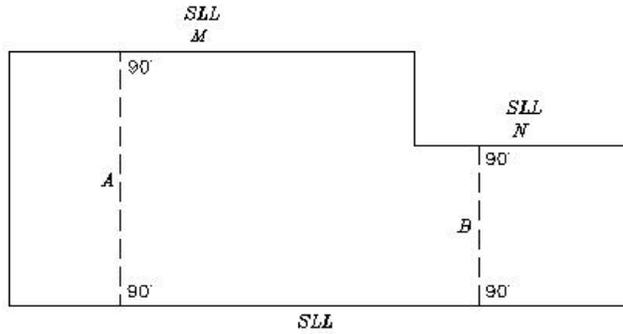


AVERAGE LOT WIDTH IS  $\frac{A + B}{2}$  AND LINE  $C$  BISECTS  
ANGLE FORMED BY LINES  $MN$  AND  $OP$  EXTENDED

# APPENDIX C

## METHODS OF LOT WIDTH DETERMINATIONS

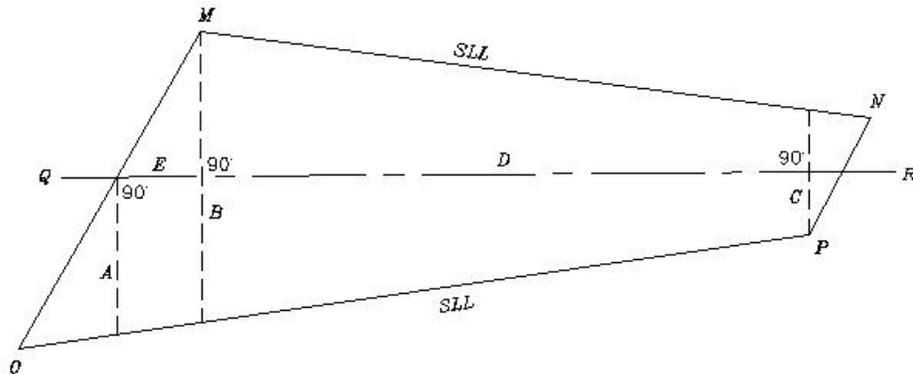
### (c) Parallel Lot Lines, Alternate



AVERAGE LOT WIDTH IS  $A \times \frac{M}{M + N} + B \times \frac{N}{M + N}$

USE ONLY THAT PART OF LENGTH  $N$  THAT, WHEN ADDED TO AREA OF  $M$  PORTION OF LOT, SATISFIES MINIMUM AREA REQUIREMENTS.

### (d) Nonparallel Lot Lines, Alternate 1

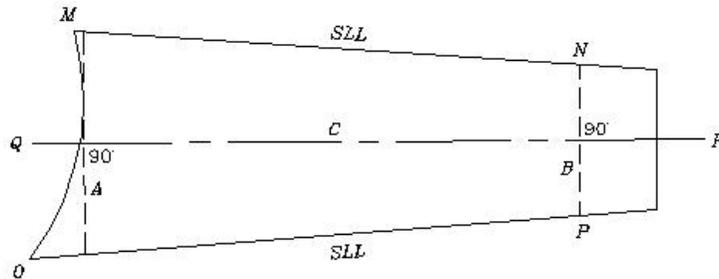


AVERAGE LOT WIDTH IS  $\frac{A + B}{2} \times \frac{E}{E + D} + \frac{B + C}{2} \times \frac{D}{E + D}$  AND LINE  $QR$  BISECTS ANGLE FORMED BY LINES  $MN$  AND  $OP$  EXTENDED.  $D$  IS THE PERPENDICULAR DISTANCE BETWEEN LINES  $B$  AND  $C$ .  $E$  IS THE PERPENDICULAR DISTANCE BETWEEN LINES  $A$  AND  $B$ .

# APPENDIX C

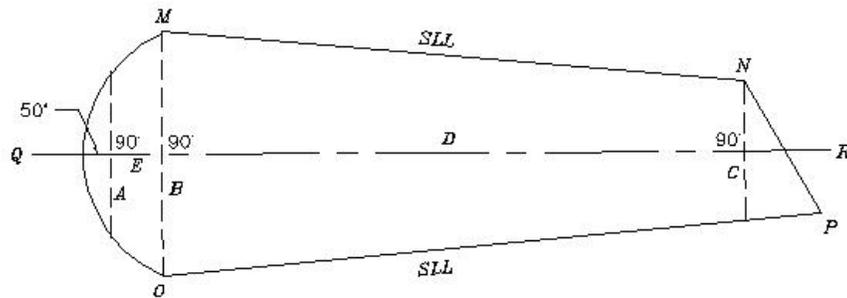
## METHODS OF LOT WIDTH DETERMINATIONS

(e) *Nonparallel Lot Lines, Alternate 2*



AVERAGE LOT WIDTH IS  $\frac{A + B}{2}$  AND LINE  $QR$  BISECTS ANGLE FORMED BY LINES  $MN$  AND  $OP$  EXTENDED.  $C$  IS THE PERPENDICULAR DISTANCE BETWEEN LINES  $A$  AND  $B$ . LINE  $NP$  MAY COINCIDE WITH LOT LINE.

(f) *Nonparallel Lot Lines, Alternate 3*

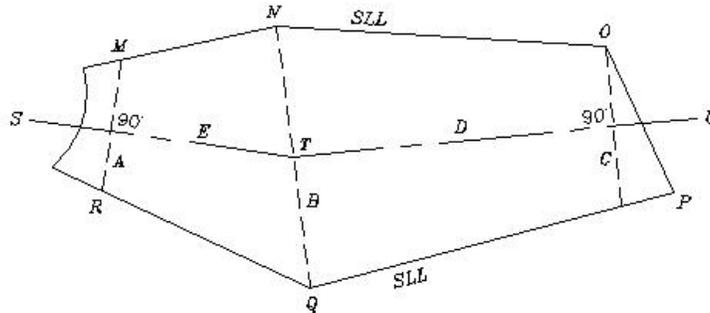


AVERAGE LOT WIDTH IS  $\frac{A + B}{2} \times \frac{E}{E + D} + \frac{B + C}{2} \times \frac{D}{E + D}$  AND LINE  $QR$  BISECTS ANGLE FORMED BY LINES  $MN$  AND  $OP$  EXTENDED.  $D$  IS THE PERPENDICULAR DISTANCE BETWEEN LINES  $B$  AND  $C$ .  $E$  IS THE PERPENDICULAR DISTANCE BETWEEN LINES  $A$  AND  $B$ .

# APPENDIX C

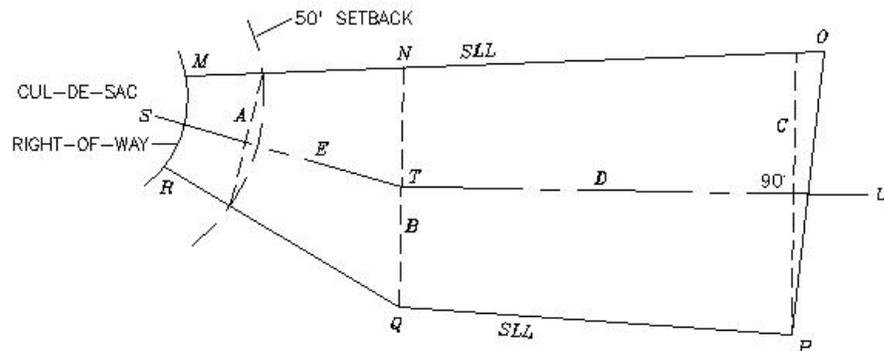
## METHODS OF LOT WIDTH DETERMINATIONS

### (g) Nonparallel Lot Lines, Alternate 4



AVERAGE LOT WIDTH IS  $\frac{A+B}{2} \times \frac{E}{E+D} + \frac{B+C}{2} \times \frac{D}{E+D}$ . LINE  $ST$  BISECTS ANGLE FORMED BY LINES  $MN$  AND  $QR$  EXTENDED AND LINE  $TU$  BISECTS ANGLE FORMED BY LINES  $NO$  AND  $PQ$  EXTENDED.  $D$  IS THE DISTANCE BETWEEN  $B$  AND  $C$ .  $E$  IS THE DISTANCE BETWEEN  $A$  AND  $B$ .  $M$  OR  $R$ , WHICHEVER IS AT SETBACK LINE WILL DETERMINE POSITION OF  $MR$ .

### (h) Nonparallel Lot Lines, Alternate 5



AVERAGE LOT WIDTH IS  $\frac{A+B}{2} \times \frac{E}{E+D} + \frac{B+C}{2} \times \frac{D}{E+D}$ . LINE  $ST$  BISECTS ANGLE FORMED BY LINES  $MN$  AND  $QR$  EXTENDED AND LINE  $TU$  BISECTS ANGLE FORMED BY LINES  $NO$  AND  $PQ$  EXTENDED.  $D$  IS THE DISTANCE BETWEEN  $B$  AND  $C$ .  $E$  IS THE DISTANCE BETWEEN  $A$  AND  $B$ .