



# City of Menasha Application Subdivision & Certified Survey Map

SUBMIT TO:  
City of Menasha  
Dept. of Com. Development  
100 Main Street, Suite 200  
Menasha, WI 54952-3190  
PHONE: (920) 967-3650

## APPLICANT INFORMATION

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

Petitioner's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Other Contact # or Email: \_\_\_\_\_

Status of Petitioner (Please Circle):    Owner    Representative    Tenant    Prospective Buyer

Petitioner's Signature (required): \_\_\_\_\_ Date: \_\_\_\_\_

## OWNER INFORMATION

Owner(s): \_\_\_\_\_ Date: \_\_\_\_\_

Owner(s) Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone #: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Other Contact # or Email: \_\_\_\_\_

Ownership Status (Please Circle):    Individual    Trust    Partnership    Corporation

### **Property Owner Consent: (required)**

By signature hereon, I/We acknowledge that City officials and/or employees may, in the performance of their functions, enter upon the property to inspect or gather other information necessary to process this application. I also understand that all meeting dates are tentative and may be postponed by the Community Development Dept. for incomplete submissions or other administrative reasons.

Property Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## SUBDIVISION INFORMATION

(Please Circle):    Residential    Commercial/Industrial    Other

Approvals Requested (Please Circle):    Preliminary Subdivision Plat\*    Final Subdivision Plat    Certified Survey Map

\*If preliminary plat, is the entire area owned or controlled by subdivider included?    Yes\_\_\_\_ No\_\_\_\_

Location of Proposed Project: \_\_\_\_\_

Zoning Classification: \_\_\_\_\_

Reason for Division: \_\_\_\_\_

Proposed Number of Lots: \_\_\_\_\_ Proposed Lot Sizes: Min. \_\_\_\_\_ Max. \_\_\_\_\_ Average \_\_\_\_\_

Acres in Parcel(s): \_\_\_\_\_

Proposed Project Type (include use of buildings and property): \_\_\_\_\_

Current Use of Property (include existing structures): \_\_\_\_\_

Staff \_\_\_\_\_ Date Rec'd \_\_\_\_\_

Significant Natural Amenities (slopes, vegetation, large tree stands, etc.): \_\_\_\_\_

Floodplains, navigable streams, wetlands, and other development restrictions: \_\_\_\_\_

Variations- List and explain any requested variances from the Subdivision Regulations: \_\_\_\_\_

\*\*Please note that a meeting notice will be mailed to all abutting property owners regarding your request.

**SUBMITTAL REQUIREMENTS – Must accompany the application to be complete.**

➤ **Basic Materials**

- Completed Application
- Legal Description of Site
- Twenty-five (25) full size paper prints of the preliminary or final plat prepared in accordance with City Subdivision Regulations
- One copy of the subdivision plat reduced to 11” x 17”
- Fifteen (15) copies of the Certified Survey Map
- Digital Copy of Preliminary Plat, Final Plat, or CSM in .pdf and .dwg format

➤ **Plat Data**

- Title
- Legal description and general location of property
- Date, scale and north arrow
- Names and addresses of the owner, subdivider, and land surveyor preparing the plat
- Entire area contiguous to the proposed plat owned or controlled by the subdivider shall be included on the preliminary plat
- Exterior boundaries
- Contours
- Water elevations and date observed
- Location, rights-of-way widths and names
- Location and names of any adjacent subdivisions
- Type, width and elevation of existing street pavements within the plat or adjacent thereto
- Location, size, and invert elevation of existing infrastructure items such as sewers, manholes, power poles, etc.
- Locations of all existing property boundary lines
- Dimensions of all lots with proposed lot and block numbers
- Location and dimensions of any sites to be reserved or dedicated for parks, trails, playgrounds, drainage ways, or other public use, or which are to be used for group housing, shopping centers, church sites, or other non-public uses not requiring lotting
- Radii of all curves to include curve table showing all curve data
- Corporate limit lines
- Any proposed lake and/or stream access
- Any proposed lake and stream including the notice of application for Dept. of Natural Resources’ approval, when applicable
- Location of environmentally sensitive areas (wetlands, floodplains, navigable streams, etc.)

**For further information see Section 14-1-1 through 14-1-19 of City of Menasha Subdivision Regulations for Submittal Requirements**

**FEE SCHEDULE**

- Land Division/CSM - \$150.00 plus \$25.00 per lot
- Preliminary Plat - \$125.00
- Final Plat - \$250.00 plus \$25.00 per lot

For more information please contact the Community Development Department at (920) 967-3650