



FOR OFFICE USE	
Permit fee	Pre Plat: \$200+\$20/lot Final/Condo Plat: \$300
Receipt	
Account	4-402
Date Received	

Preliminary and Final Plat Application

TYPE OF SUBDIVISION APPLICATION	
<input type="checkbox"/> PRELIMINARY PLAT <input type="checkbox"/> FINAL PLAT <input type="checkbox"/> CONDOMINIUM PLAT <input type="checkbox"/> EXTRATERRITORIAL	
PROPERTY OWNER	SURVEYOR/APPLICANT
Name:	Name:
Mailing Address:	Company:
City/State/Zip:	Address:
Phone:	City/State/Zip:
Email:	Phone:
	Email:
PROPERTY & PROJECT INFORMATION	
Parcel Number(s):	
Site Address/Location:	
Current Zoning:	Proposed Zoning:
Number of Lots and Outlots:	Total Acreage:
SUBMITTAL INCLUDES	
1. Completed application form and fee (check made payable to Village of Little Chute) 2. Digital copy of the application, proposed plat, engineering plans and other supplemental documentation in pdf format (see below for a detailed list of submittal requirements) to jessica@littlechutewi.org 3. One hard copy of the full submittal	
APPLICANT STATEMENT	
I certify that the information provided on this form is complete and accurate and hereby agree to comply with all applicable statutes of the State of Wisconsin and ordinance of the Village of Little Chute, Wisconsin. I further understand that the issuance of this permit creates no legal liability, express or implied, on the Village of Little Chute.	
Owner/Agent Signature:	Date:

Village of Little Chute
108 W Main St.
Little Chute, WI 54140

Community Development Department
PH: (920) 423-3870
Email: jessica@littlechutewi.org

PRELIMINARY PLATS

Submittal Requirements:

Per Municipal Code Chapter 42 Subdivision Regulations, the Preliminary Plat submittal shall include the following:

- ☐ The proposed Preliminary Plat.
- ☐ All information required by Wis. Stats. § 236 and technical requirements in Village of Little Chute Chapter 42-62.
- ☐ Preliminary Plat shall be submitted for certification of those agencies having the authority to object to the plat as provided by Wis. Stats. § 236.12(2).
- ☐ Engineering reports and plans for any public improvements required, specifically addressing 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.
- ☐ Proposed cross sections and centerline profiles for each new street shown on the preliminary plat, showing type of pavement and curb installations, existing ground surface, and proposed and established street grades, including extensions for a reasonable distance beyond the limits of the proposed subdivision when requested.
- ☐ A plan of the proposed water distribution system, showing pipe sizes and location of valves and fire hydrants.
- ☐ Sanitary sewer plans and profiles showing the locations, grades, sizes, elevations and materials of required facilities.
- ☐ Storm sewer and open channel plans and profiles showing the locations, grades, sizes, cross sections, elevations and materials of required facilities.
- ☐ Grading plans indicating existing and proposed grades, along with proposed building grades.
- ☐ Erosion control and stormwater management plan.
- ☐ Proposed deed restrictions and protective covenants.
- ☐ A feasibility plan for use of adjoining vacant lands in order to demonstrate how the proposed development fits into both existing and planned land uses for the surrounding area.

Preliminary Plat Review and Approval Process:

The Community Development Director will make recommendations to the Plan Commission. The Plan Commission will review staff comments and make a recommendation to the Village Board and a public hearing will be scheduled. A notice of the Public Hearing will be advertised in the Times-Villager prior to the Village Board meeting. Notice of the hearing is sent to the petitioner and property owners within 100 feet of the parcel containing the proposed subdivision. Within 90 days of the date the plat was filed with the Village Clerk, the Village Board shall approve, conditionally approve or reject the plat and shall state, in writing, any conditions of approval or reasons for rejection, unless the time is extended by agreement with the subdivider.

FINAL PLATS

Submittal Requirements:

Per Municipal Code Chapter 42 Subdivision Regulations, the Final Plat submittal shall include the following:

- ☐ The proposed Final Plat.
- ☐ All information required by Wis. Stats. § 236 and technical requirements in Village of Little Chute Chapter 42-63.
- ☐ The Final Plat shall conform to the preliminary plat as approved and shall be submitted within 6 months of the Preliminary Plat approval.
- ☐ Final Plat shall be submitted for certification of those agencies having the authority to object to the plat as provided by Wis. Stats. § 236.12(2).
- ☐ Construction plans and specifications for the required improvements. Plans will be reviewed and approved by the Village Engineer.

Final Plat Review and Approval Process:

The Community Development Director will make recommendations to the Plan Commission. Within 30 days of the filing date of the final plat, the Plan Commission will review staff comments and make a recommendation to the Village Board. Within 60 days of the date the plat was filed with the Village Clerk, the Village Board shall approve, conditionally approve or reject the plat and shall state, in writing, any conditions of approval or reasons for rejection, unless the time is extended by agreement with the subdivider.

CONDOMINIUM PLATS

Submittal Requirements:

Per Municipal Code Chapter 42 Subdivision Regulations, the Condominium Plat submittal shall include the following:

- ☐ The proposed Condominium Plat.
- ☐ All information required by Wis. Stats. § 703.11 and technical requirements in Village of Little Chute Chapter 42-8.
- ☐ New condo developments require submittal of an application for Site Plan review per Section 44-464.
- ☐ Proposed condo declarations and by-laws.

Condominium Plat Review and Approval Process:

The Community Development Director will make recommendations to the Plan Commission. The Plan Commission will review staff comments and make a recommendation to the Village Board and a public hearing will be scheduled. A notice of the Public Hearing will be advertised in the Times-Villager prior to the Village Board meeting. Notice of the hearing is sent to the petitioner and property owners within 100 feet of the parcel containing the proposed subdivision. The Village Board shall approve, conditionally approve or reject the plat and shall state, in writing, any conditions of approval or reasons for rejection.

EXTRATERRITORIAL PLATS

The Village of Little Chute has extraterritorial plat review authority for proposed subdivisions that lie within 1.5 miles of the corporate limits of the Village. The completed application form, applicable fees and required documentation shall be submitted in accordance with Chapter 42, as noted in this application. The review and approval process will follow similar procedures as noted above; however, no public hearing will be held during the review of the Preliminary Plat.

PLEASE NOTE: The subdivider shall record the Final Plat in the County Register of Deeds office within 12 months after the date of the last approval of the plat and within 36 months after the first approval.

QUESTIONS?

Please contact Jessica Titel, Community Development Director at (920) 423-3870 or jessica@littlechutewi.org.