



City of New Richmond
 156 East First Street ❖ New Richmond, WI 54017
 Phone: (715) 246-4268 ❖ Fax: (715) 246-7129

PRELIMINARY AND FINAL PLAT APPLICATION AND REVIEW PROCESS

MONTH A
 Preliminary Plat application

Su	M	Tu	W	Th	F	Sa

Preliminary Plat applications are due on the first Thursday of a month.

MONTH B
 Preliminary Plat action

Su	M	Tu	W	Th	F	Sa

The public hearing will be held by the Plan Commission on the first Tuesday of the following month.

The City Council will take action during its regular meeting on the second Monday of the month.

Final Plat applications are due on the first Thursday of a month within 60 days of preliminary plat approval.

The public hearing will be held by the Plan Commission on the first Tuesday of the following month

The City Council will take final action during its meeting on the second Monday of the month.

Overview: Preliminary Plat applications will be reviewed by City staff and discussed in a public hearing by the Plan Commission, which meets on the first Tuesday of each month. Final action is taken by the City Council at its regular meeting on the second Monday of that month. Final Plat applications will be reviewed by City staff to ensure consistency with preliminary approvals before being finally approved by the City Council. Concept Plan review is available and encouraged for major subdivisions. A separate application is required.

Application Deadline: Preliminary and Final Plat applications must be received by the close-of-business on the **first Thursday of each month due to publication requirements**. Preliminary Plat applications received after this date cannot be heard at the Plan Commission meeting the following month.

Submission Requirements: The attached application forms must be completed and submitted in their proper sequence with all requested materials. Failure to submit all application materials may delay the review process described below. **Parkland dedication requirements may apply; an application will not be deemed complete without documentation from the Park Board indicating whether they recommend dedication of land or impact fees in lieu of land.**

Escrow Deposit: Because plats involve a significant amount of research and analysis by staff and/or outside consultants, the applicant must deposit \$500 in escrow in addition to the application

fee for a Preliminary Plat. If the escrow is drawn down to \$250, the applicant will be required to replenish the account; unused escrow funds will be returned to the applicant at the conclusion of the Final Plat process.

Initial Review: Applications will be reviewed for completeness by City staff, and a determination of completeness will be provided to the applicant in the form of a letter within 10 business days of the application submittal date. A letter in response to an incomplete application will identify the materials that are needed in order to complete the application; once all of the outstanding application materials are received, the 60-day action timeline will restart. A letter in response to a complete application will outline the following schedule for the formal review and approval process.

Formal Review: Plat applications will be discussed by a panel of City staff representing various departments. The members of this panel will address points of concern based on their respective professional experience. A summary of these comments will be provided to the applicant and will be reflected in the staff report presented to the Plan Commission. ***(Reminder: The Park Board must make a recommendation regarding parkland dedication prior to an application being deemed complete and prior to beginning the formal review process).***

Staff Reports: City staff will prepare a report summarizing the application, reviewing it against City ordinances, and policies, and provide a recommendation for the Plan Commission and City Council. This report will be provided to the applicant prior to the public hearing at the Plan Commission meeting.

Preliminary and Final Plats: A Preliminary Plat application requires the Plan Commission to review the application in an open meeting at which the public is invited to comment on the proposal; this is a public hearing. Wisconsin State Law requires a Class II notice be published in the City's legal newspaper, two times, a minimum of ten (10) days prior to a public hearing. This notice is prepared and sent by the City Clerk.

Plan Commission Meeting: Applicants are encouraged to attend and participate in the public hearing in order to respond to questions from the Plan Commission and/or members of the public. The public hearing will be held in the City Hall Council Chambers, which is equipped to display drawings, photographs, video, or other materials.

Plan Commission Action: The Plan Commission does not approve or deny a Preliminary Plat application; instead, it makes a recommendation of approval or denial to the City Council and provides the rationale for its recommendation. The application, along with the recommendation of the Plan Commission, is then brought to the City Council which has authority to approve or deny the application.

City Council: Based on the recommendation from the Plan Commission, the City Council will approve or deny the proposed plat as an item on the agenda. If a Preliminary Plat is approved, the applicant must apply for Final Plat approval within 6 months; failure to adhere to this timeline will nullify the approval unless an extension is requested by the applicant and approved by the City Council.

Final Plats: If a Final Plat is approved, the applicant has 6 months to file the plat with the St. Croix County Register of Deeds. Failure to record an approved plat within this timeline will nullify the approval. A developer's agreement may be required, as well as an escrow to cover infrastructure costs as described in the City's subdivision ordinance.

Please keep this sheet for your reference after you have submitted the attached application.



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PRELIMINARY PLAT APPLICATION

CITY ORDINANCE SECTION 117
www.newrichmondwi.gov

PRELIMINARY PLAT FEE: \$400 + 5.00/LOT OVER 6 ESCROW: \$500.00

AMENDED OR REVISED PRELIMINARY PLAT: \$200.00 ESCROW: \$500.00

Application fee and escrow deposit should be made payable to City of New Richmond upon submittal of completed application. Escrow funds will be drawn to cover project-related costs. Additional funds may be required; surplus funds will be returned.

Please complete the application by typing or printing in ink. Use additional paper if necessary.

1. Property Owner Information:

Company name: _____
Last name: _____ First name: _____
Address: _____ City/State/Zip: _____
Phone number: _____ Email address: _____

2. Applicant Information: (if different from above)

Company name: _____
Last name: _____ First name: _____
Address: _____ City/State/Zip: _____
Phone number: _____ Email address: _____

3. Address(es) of Property Involved: (if different from above)

4. Zoning Designation: _____

5. Statement of Intent: Describe the properties to be combined or created as a part of this Preliminary Plat application and indicate whether a variance, zoning change, and/or Conditional Use Permit will be required for the proposed parcels or the intended use.

6. Additional Required Information:

- a. Parkland Dedication Determination:** Applications must include documentation from the Park Department indicating whether the Park Board recommends dedication of land or impact fees in lieu of land.
- b. Legal Description and PIN:** Provide the existing Parcel Identification Number(s) and the complete legal description(s) of the property involved.
- c. Proposed Plans:** In addition to four full size copies and one 11 x 17 copy of the proposed plat, a topographic survey, landscape plan, grading and drainage plan, exterior building elevation drawings, and other information may also be required if deemed necessary by the City Staff.
- d. Written Narrative:** The written narrative should address whether the parcels affected by the proposed plat would comply with all of the applicable Code requirements.

7. Signature(s): By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner: _____

Date: _____

Applicant: _____

Date: _____

Fee Paid: \$ _____

Date: _____

Receipt # _____

Preliminary Plat applications must be received by the first Thursday of a month; applications received after this date cannot be heard at the Planning Commission meeting the following month.



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FINAL PLAT APPLICATION
CITY ORDINANCE SECTION 117
www.newrichmondwi.gov

FINAL PLAT FEE: \$250.00 + \$2.00/LOT

ESCROW: \$0.00

AMENDED OR REVISED FINAL PLAT FEE: \$250

ESCROW: \$0.00

Fee should be made payable to City of New Richmond upon submittal of completed application.

Please complete the application by typing or printing in ink. Use additional paper as necessary.

1. Property Owner Information:

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

2. Applicant Information: (if different from above)

Company name: _____

Last name: _____ First name: _____

Address: _____ City/State/Zip: _____

Phone number: _____ Email address: _____

3. Address(es) of Property Involved: (if different from above)

4. Zoning Designation: _____

5. Changes from Preliminary Plat: Make note of any differences in property boundaries, easements, etc. from what was proposed in the Preliminary Plat application.

6. Additional Required Information:

- a. Parkland Dedication Determination:** Applications must include documentation from the Park Department indicating whether the Park Board recommends dedication of land or impact fees in lieu of land.
- b. Legal Description and PIN:** Provide the existing Parcel Identification Number(s) and the complete legal description(s) of the property involved.
- c. Proposed Plans:** In addition to four full size copies and one 11 x 17 copy of the plat incorporating all required modifications of the preliminary plat, a topographic survey, landscape plan, grading and drainage plan, exterior building elevation drawings, and other information may also be required if deemed necessary by the City Staff.
- d. Written Narrative:** The written narrative should address whether the parcels affected by the proposed plat would comply with all of the applicable ordinance requirements.

7. Signature(s): By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner: _____

Date: _____

Applicant: _____

Date: _____

Fee Paid: \$ _____

Date: _____

Receipt # _____

Final Plat applications must be received by the first Thursday of a month; applications received after this date cannot be heard at the City Council meeting later that month.