

Town of Hortonia - Outagamie County, Wisconsin
APPLICATION for
MINOR LAND DIVISION – CERTIFIED SURVEY MAP

Date: _____

Owner Name: _____

Address: _____

Phone: _____ Email: _____

Surveyor / Engineer Name: _____

Phone: _____ Email: _____

Property Address (if different from Owner address):

Location of Property: _____ ¼ _____ ¼, Section _____, Town _____ Range _____, Town of Hortonia

Tax Parcel #: _____ Current Use of Land: _____

Acreage of Parent Parcel: _____ Current Zoning of Parent Parcel: _____

Acreage of Proposed Parcel: _____ Zoning of Proposed Parcel: _____

Reason for Land Division: _____

Will an outlot be created as a result of this land division? Yes ___ No ___

If yes, explain the purpose of the outlot: _____

Anticipated Timeframe for Project: _____

Names and addresses of landowners within 500 feet of proposed property line (attached on separate sheet).

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Additional Comments: _____

Application Checklist:

The Applicant shall submit fifteen (15) copies of the concept plan application packet. The Town of Hortonia will not accept any application for a Minor Land Division until the following information and materials are submitted in their entirety:

Certified Survey Map, including all of the following (please check):

- The CSM shall be tied directly to one of the section or quarter comers so relocated, monumented and coordinated _____
- A north arrow, date, graphic scale, and reference to a section corner _____
- Name and Address of the owner, subdivider, and surveyor _____
- Square Footage and Acreage of each parcel _____
- Present Zoning for the parcels _____
- All existing structures, watercourses, drainage ditches and other features pertinent to proper division. _____
- Floodplain boundaries and wetland delineations (as applicable) _____
- Setbacks from property lines, per the Town of Hortonia Zoning Ordinance _____
- All proposed structures _____
- All proposed roads, driveways, and access points _____
- Location of water wells, sewerage systems, and similar features _____
- The location of existing roads, highways, developments, trails, and driveways and distances to the nearest adjoining highways, roads, or driveways on all sides of the proposed site _____
- The location of general land cover types _____
- The location of any slopes of 12% or greater _____
- The uses of the land immediately adjacent to the property including existing roads; location of any known easements and restrictions of record; public access to navigable water; dedicated areas and utilities on or adjacent to the land _____
- The surveyor shall certify on the face of the CSM that the CSM has fully complied with all the provisions of Title 14 of the Town code _____
- An owner's and Treasurer's certificate and approval signature of the Town of Hortonia Chairperson and Clerk after approval by the Town Board in accordance with Chapter 236.21(3) Wisconsin Statutes, shall be the only approvals required for recording unless additional approvals are necessary for dedication purposes. _____

Note: The Town may require that up to 40 percent of each parcel created by Certified Survey Map be maintained as undeveloped open space.

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Professional Services:

All costs of professional services such as legal, engineering, and planning review; research; recording fees; and traffic control costs related to any action initiated by a responsible party, other than the Town, to be reviewed or acted upon by the Town of Hortonia Plan Commission, Board of Appeals, or Town Board shall pass to the responsible party.

Dated this ____ day of _____, 20____.

Property Owner

Property Owner

NOTE: Applicant or representative must be present at the Plan Commission hearing.