

## LAND DIVISION PROCEDURAL OUTLINE

1. Prior to the Town of Watertown Plan Commission Review determine if the land split is permitted by the City of Watertown or the Village of Johnson Creek “extra territorial rights”. Meet with either the City of Watertown for extra territorial review **OR** with the Village of Johnson Creek for extra territorial review.
2. **Meet with Jefferson County Planning and Zoning**
  - a. **Verify number of land splits available to you**
  - b. **Verify “clustering” requirements of driveways to public roads**
  - c. **Verify lot size available thru County Zoning (Town of Watertown Land Division Code (5.B. Lots) may differ from County Zoning**
3. Submit to the Town Clerk a “preliminary” CSM (Certified Survey Map) or Plat. The Town Clerk will require completion of an application for Plan Commission Review.
  - a. Submit fees to Clerk with completed application,
  - b. Submit documents to Clerk
    - i. Information required for a preliminary review includes but not limited to the following: existing buildings, existing foundations, watercourses, watersheds, drainage ditches, 100 year flood plain, contour lines at 2’ intervals, easements, right of ways, soil types, property lines, access location, map scale, and all other pertinent features to understand the proposed land division. Multiple exhibits are acceptable and internet downloads are encouraged.
    - ii. Conceptual Plans will not be acted on as a preliminary submittal
4. Schedule next with Town Plan Commission.  
Obtain preliminary recommendation from the Town Plan Commission.
5. Obtain approval from the Town Board for the land division.
6. **Obtain approval from Jefferson County for the land division.**
7. Submit to the Town Clerk a final CSM or Plat
  - a. Schedule meeting for final land division review with the clerk
  - b. Submit CSM and other appropriate documents to Town Clerk for final approval.
  - c. Documents must comply with Section 236. Wis. Stats.
8. Obtain final land division recommendation from the Town Plan Commission.
9. Obtain final approval of land division from the Town Board.
10. Obtain signature from the Chairman on the land division document
11. **Obtain signatures from Jefferson County.**
12. **Record Document at the Register of Deeds.**
13. Submit a copy of recorded document to the Town of Watertown Clerk.

**Town of Watertown  
Application for Plan Commission Review**

Applicant Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_ FAX/Cell Phone: \_\_\_\_\_

Request for review of:

\_\_\_\_\_ Conditional Use                      \_\_\_\_\_ Subdivision Review

\_\_\_\_\_ Land Division/CSM                      \_\_\_\_\_ Rezoning

Other \_\_\_\_\_

Property location of request/Address: \_\_\_\_\_

Parcel number: \_\_\_\_\_

Legal description: \_\_\_\_\_

If applicant is not current owner of parcel – name of parcel owner:

\_\_\_\_\_

Reason for request:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Applicant signature: \_\_\_\_\_

Date to have paperwork and fee's to Plan Commission Recorder \_\_\_\_\_

Date received Application: \_\_\_\_\_ Amount paid: \_\_\_\_\_

Plan Commission **(6:00pm.)**-Town Board **(7:00pm.)** review date: \_\_\_\_\_

Plan Commission Decision: \_\_\_\_\_ recommended \_\_\_\_\_ not recommended

Town Board Decision: \_\_\_\_\_ approved \_\_\_\_\_ denied

***NOTE FEE SCHEDULE ON BACK OF APPLICATION  
(Fees must be paid at the time of application)***

**Town of Watertown**  
**Land Division Fees**  
*Including; Subdivisions, CSM's,*  
*Conditional Use Permits and Variances*

*A \$150.00 application fee will be charged to anyone coming before the plan commission and the town board for the following, but not limited to these specific items:*

*Rezoning*  
*Conditional Use Permit*  
*Land Divisions*

*A \$750.00 fee will be charged and must be paid at the time of application. For each lot or land division, regardless of zoning. A Preliminary CSM must be submitted with the application before it will be considered by the plan commission and the town board. If the application is denied at anytime, all but \$150.00 will be refunded.*

|                                   |                                     |
|-----------------------------------|-------------------------------------|
| <b>Rezoning</b>                   | \$150.00 (non-refundable)           |
| <b>Conditional Use Permit</b>     | \$150.00 (non-refundable)           |
| <b>Subdivision</b>                | \$750.00 per lot in the subdivision |
| <b>CSM for each land division</b> | \$750.00 for each land division     |

**Note:** The lot or lots, requested for approval may be adjacent to property that as of this time is or are, being used for agricultural purposes. Some individuals believe activities associated with agricultural use constitute a nuisance or conflict with their personal enjoyment or use of their lot(s). This note is intended to provide parties with notice, that these agricultural activities may exist on the adjacent properties.