

Town of Holland Plan Commission - Sheboygan County, Wisconsin Land Division Application Support Form

(to be used by the **Zoning Administrator** and **land division applicant** as an application checklist)

This checklist was not prepared to replace, supplement, or interpret the Holland Town Code. This checklist is only intended as a convenient reference for town officials and applicants. Applicants should contact the Zoning Administrator with questions about possible land divisions.

Prior to submitting a certified survey map (CSM) for review and approval, it is recommended that the subdivider consult with the Town of Holland, Sheboygan County, and/or any municipality or agency having approval jurisdiction, for assistance and to become informed of the purpose and intent of the applicable codes and ordinances adopted by the Town of Holland, Sheboygan County, and/or any municipality or agency having approval jurisdiction.

CHECK THE APPLICABLE BOX IN RESPONSE TO THE QUESTIONS BELOW:

YES NO

Does the land division create two lots or building sites? If yes, the request is a **minor land division**. All minor land divisions require approval by the Holland Town Board. A Plan Commission application (found at www.townofholland.com) must be submitted by the second Wednesday of the month to be reviewed by the Plan Commission at their next meeting. Please follow the checklist for **minor land divisions** below prior to submitting an application.

YES NO

Does the land division create more than two lots or building sites? If yes, this is **major land division**. All major land divisions require approval by the Holland Town Board. A Plan Commission application (found at www.townofholland.com) must be submitted by the second Wednesday of the month to be reviewed by the Plan Commission at their next meeting. Please follow the checklist for **major land divisions** below prior to submitting an application.

MINOR LAND DIVISION CHECKLIST

1. FOLLOW THE CERTIFIED SURVEY MAP PROCEDURE AS OUTLINED BY §220-35 OF THE HOLLAND TOWN CODE:

Obtain a certified survey map (CSM) prepared by a registered land surveyor that complies with all Town of Holland and Sheboygan County ordinances

File one full-size hard copy and one electronic copy, in PDF format, of the CSM and related complete application with the applicable fee with the Town Plan Commission Clerk. The hard copy must be a recordable copy provided by the registered land surveyor and signed by both the surveyor and the property owner.

LAND DIVISION APPLICATION SUPPORT FORM CONTINUED (PAGE 2)

Transmit a copy of the CSM to the Sheboygan County Planning & Conservation Department and any municipality or any approving, objecting, and advisory agency having approval jurisdiction (please ask the the Town Plan Commission Clerk if you have questions) within **2 DAYS** of filing with the Town Plan Commission Clerk

Note to applicant: All applicable parties listed above must provide the Town Plan Commission and applicant any objection based upon failure of the CSM to comply with Town of Holland and/or Sheboygan County ordinances within 20 DAYS of receipt)

2. FOLLOW THE CERTIFIED SURVEY MAP RECORDATION PROCEDURE AS OUTLINED BY §220-36 OF THE HOLLAND TOWN CODE:

If the CSM is approved and after the certificates of the Town of Holland, Sheboygan County, and any municipality or agency having approval jurisdiction are placed on the CSM, the CSM shall be recorded with the Sheboygan County Register of Deeds within 6 months after the last date of approval and within 24 months of the first approval.

Provide the Town Plan Commission Clerk with one copy of the recorded CSM for permanent filing.

MAJOR LAND DIVISION CHECKLIST

1. FOLLOW THE PRELIMINARY PLAT PREAPPLICATION PROCEDURE AS OUTLINED BY §220-38 OF THE HOLLAND TOWN CODE:

See the red box outlined at the top of this application support checklist. Also, be advised that a sketch plan of the proposed division of land drawn on a topographic survey map should be submitted at this time. The plan should identify:

Property boundaries

Proposed roads, lots, and dedications, if applicable

Slopes exceeding 15%

General conditions, including wetlands, floodplains, drainage easements, and vegetation

Proposed filling and grading


A sketch of all contiguous property owned or controlled by the subdivider

2. FOLLOW THE PRELIMINARY PLAT PROCEDURE AS OUTLINED BY §220-39 OF THE HOLLAND TOWN CODE:

Obtain a preliminary plat prepared by a registered land surveyor that complies with all Town of Holland and Sheboygan County ordinances


LAND DIVISION APPLICATION SUPPORT FORM CONTINUED (PAGE 3)


 File 12 full-size hard copies and one electronic copy, in PDF format, of the preliminary plat and related complete application with the applicable fee to the Town Plan Commission Clerk


 Transmit a copy of the preliminary plat to the Sheboygan County Planning & Conservation Department and any municipality or any approving, objecting, and advisory agency having approval jurisdiction (please ask the the Town Plan Commission Clerk if you have questions) within **2 DAYS** of filing with the Town Plan Commission Clerk

Note to applicant: All applicable parties listed above must provide the Town Plan Commission and applicant any objection based upon failure of the plat to comply with Town of Holland and/or Sheboygan County ordinances within 20 DAYS of receipt)

3. FOLLOW THE FINAL PLAT PROCEDURE AS OUTLINED BY §220-40 OF THE HOLLAND TOWN CODE:


 Submit a final plat prepared by a registered land surveyor within 36 months of the preliminary plat approval by the Holland Town Board (unless the time is extended by agreement between subdivider and Town Board) that complies with all Town of Holland and Sheboygan County ordinances


 File 12 full-size hard copies and one electronic copy, in PDF format, of the final plat and related complete application with the applicable fee to the Town Plan Commission Clerk

 Transmit a copy of the final plat to the Sheboygan County Planning & Conservation Department and any municipality or any approving, objecting, and advisory agency having approval jurisdiction (please ask the the Town Plan Commission Clerk if you have questions) within **2 DAYS** of filing with the Town Plan Commission Clerk

Note to applicant: All applicable parties listed above must provide the Town Plan Commission and applicant any objection based upon failure of the plat to comply with Town of Holland and/or Sheboygan County ordinances within 20 DAYS of receipt)

4. FOLLOW THE FINAL PLAT RECORDATION PROCEDURE AS OUTLINED BY §220-36 OF THE HOLLAND TOWN CODE:

 If the CSM is approved and after the certificates of the Town of Holland, Sheboygan County, and any municipality or agency having approval jurisdiction are placed on the CSM, the CSM shall be recorded with the Sheboygan County Register of Deeds within 6 months after the last date of approval and within 36 months of the first approval.

 Provide the Town Plan Commission Clerk with one copy of the recorded final plat for permanent filing