

## Article D: Procedure for Dividing Land

### Sec. 14-1-60 Preapplication Consultation.

Prior to filing an application for lot division, the applicant is encouraged to consult with the Zoning Department to obtain advice and assistance. This consultation is intended to provide the applicant with the purpose and objectives of this Chapter, to provide assistance in planning the proposed development, and to afford opportunity for the applicant to be informed of any changes, additions, or corrections to his/her proposed land division to expedite formal review procedures.

### Sec. 14-1-61 Preliminary Land Division Approval

- (a) The applicant shall submit to the County Zoning Department an application form provided by that Department. The applicant shall also submit to the Zoning Department, and those having authority to review plats under Ch. 236, Wis. Stats., sufficient copies of a preliminary survey map or plat.
- (b) The preliminary layout should clearly indicate the existing condition of the proposed land division and of adjoining sites. Data should be included on physical features, bodies of water, public access, wetland areas, existing vegetation, slopes over ten percent (10%), areas subject to flooding, soil conditions, available community facilities and utilities, recorded easements for covenants, street and road locations and lot widths, depths and areas. The proposed layout shall be drawn at a legible scale and shall identify any improvements (road construction, grading, dedication of land, installation of amenities, or any other construction activity) which the applicant proposes to make and shall indicate when these improvements will be provided.
- (c) As stated in Section 13-1-42(b)(1) of the Bayfield County Zoning Code, an impact analysis shall be provided for "any subdivision consisting of twenty-five (25) lots or more". This analysis shall be prepared in the manner prescribed in Section 13-1-42.
- (d) The Zoning Committee shall approve, reject, or approve conditionally the preliminary land division within ninety (90) days of receiving the preliminary land division application and layout, as provided by statute. Any condition of approval or reason for disapproval, shall be described in writing and shall be made a part of the file record of the application.

### Sec. 14-1-62 Final Lot Division Approval.

- (a) Final survey maps, certified survey maps or plats shall be submitted to the Zoning Department within twelve (12) months of preliminary plan acceptance,

unless this requirement is waived by the Zoning Committee. Final maps or plats shall be considered by the Zoning Committee and accepted or rejected within sixty (60) days of the date of submission.

- (b) The final map or plat shall conform to the preliminary layout as approved, and to all applicable ordinances and laws. The final map or plat shall be accompanied by detailed construction plans of all improvements to be provided by the applicant.
- (c) A certificate of approval of the County Zoning Department shall appear on the face of all required maps or plats prior to their recording.
- (d) Any land division resulting in the creation of five (5) or more lots and requiring approval under the terms of this Chapter shall require the approval of the local town board and any municipality having extraterritorial plat approval jurisdiction.
- (e) No lot shall be sold or transferred without fully complying with the terms of this Chapter. An offer or contract to convey may be made if that offer or contract states on its face that it is contingent upon approval of the final land division and shall be void if such approval is not received.

**Sec. 14-1-63 through Sec. 14-1-79 Reserved for Future Use.**