



## **APPLICATION: PLAT REVIEW FORM**

This application is required if you are seeking to create a plat. A plat is a map of a subdivision complete with all certificates and engineering data. Information on platting regulations can be found in [Section 18 of the Municipal Code](#).

### **Petitioner Information:**

Name:

Mailing Address:

Phone Number:

Email:

### **Property Owner Information (If Not Petitioner):**

Name:

Mailing Address:

Phone Number:

Email:

**Plat Information:**

Site Address/Location:

Total Number of Acres of Plat Area:

Total Number of Lots Created:

Smallest Lot Size:

Largest Lot Size:

Miles of Street to be Added:

\*Size of Park Land to be Donated:

Current Zoning:

Current Uses:

Proposed Zoning:

Proposed Uses:

\*If no park land is to be dedicated, a park development fee will be applied.

**Describe the Proposed Project in Detail:**

**Preliminary Plat or Final Plat?:**

**Additional Requirements:** For a Subdivision Plat Review, professionally drawn maps are required to be submitted. These maps must include all structures, lot lines, and streets with distances to each. For a Subdivision Plat Review, the proposed street system must be indicated on the face of the preliminary plat to indicate, within a 2,000 foot radius from the exterior border of the plat, how the proposed streets will tie into the existing street system. Maps should be drawn to a scale of not less than 1":1,000'. Please include proposed addresses of any new lots created. Additional information may also be requested as may be appropriate per the proposal being made.

**Subdivision Fee Schedule:**

Subdivision Review (5+ Lots): \$200.00

Variance to Subdivision Ordinance: \$50.00

Planned Unit Subdivision Ordinance: \$200.00

Payment in Lieu of Dedication: \$250.00 per residential lot created by the subdivision

**Please Note:** The City of Kaukauna will **never** request payment for an application in the form of a wire transfer. All payments are to be made by check to the City of Kaukauna (address below) and are due when the application is submitted, prior to review.

**Application Timeline:** Plat reviews often require action by multiple governmental bodies. Between multiple meetings and sometimes reviews and authorizations can take more than 30 days. Please let staff know of your request as early as possible if you have a specific deadline that you need Plan Commission authorization by.

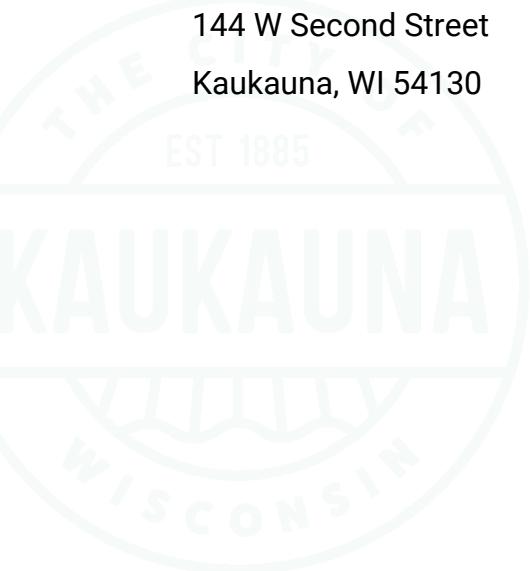
**Signature of Petitioner:**

**Signature of Owner (If Not Petitioner):**

**Date Submitted to the City of Kaukauna:**

Please submit by email to [planning@kaukauna.gov](mailto:planning@kaukauna.gov) or by mail to:

City of Kaukauna  
Attn: Planning and Community Development Department  
144 W Second Street  
Kaukauna, WI 54130



**FOR DEPARTMENT USE ONLY:**

Date Application Received:

Payment Received:

Payment Receipt #:

Plat Reviewed:

Plan Commission Approval:

Legislative Committee Approval:

Common Council Approval:

Signature of Planning & Community Dev. Staff:

