



VILLAGE OF CHENEQUA  
31275 W COUNTY ROAD K • CHENEQUA, WI 53029  
(262) 367-2239

**APPLICATION FOR LAND DIVISION**

TO: Village Board  
Village of Chenequa

1. Owner  
Name \_\_\_\_\_  
Property Address \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Telephone \_\_\_\_\_ (home) \_\_\_\_\_ (business)  
E-mail \_\_\_\_\_

Applicant or Owner's Agent

Name \_\_\_\_\_  
Company \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone \_\_\_\_\_ (business) \_\_\_\_\_ (cell)

2. Nature of Proposal: Include tax key number, location, description of proposal, and timetable for project.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Items Submitted for Review (Check all that apply)

\_\_\_\_ Preliminary Plat  
\_\_\_\_ Final Plat  
\_\_\_\_ Certified Survey Map  
\_\_\_\_ Developer's Agreement  
\_\_\_\_ Land Split  
\_\_\_\_ Other (please specify) \_\_\_\_\_

4. Plat or Scale Map Requirements: The following must be indicated:

- (a) The external boundaries of the land to be divided, transferred, sold or conveyed;
- (b) The proposed boundaries of the parcels or lots into which the same is to be divided and the lot or parcel to which any part will be added;
- (c) The area of each such parcel or lot; and
- (d) Roads and easements.

The plat shall be drawn on a scale showing not more than 100 feet to an inch, and the scale used shall be indicated on the plat geographically. It shall also show the location of the land by government lot, quarter-quarter section, section, township and range.

Such plat shall be prepared by a surveyor who holds a valid certificate of registration granted pursuant to the laws of Wisconsin, and the information shown on the plat shall be certified by such surveyor to be correct.

5. Application fee of \$675 must accompany this application prior to processing.
6. Submit ten (10) copies of all supporting materials, i.e. drawings, plans and written documentation. A minimum of three plan sets shall be full size, others may be reduced to 11" x 17" or 8 ½" x 11".
7. Village Professional Service Fees: In analyzing or processing the Application, the Village may require the use of professionals such as engineers or attorneys. If the Village deems such services are necessary, the Village will contract for such services. By signing below, Applicant agrees to reimburse the Village for all such services. The hourly rates for such professional services shall be:

Engineering Fees	\$130 - \$150 per hour
Attorney's Fees	\$415 per hour

#### **APPLICANT ACKNOWLEDGMENT**

I understand the fees as outlined above and agree to pay all fees whether the application is approved or rejected by the property authority.

I understand that this form shall be on file in the office of the Village Clerk by 4:30 p.m. on the 15<sup>th</sup> day of the month prior to the meeting on which I desire to be heard. Plan Commission meetings are held the second Monday of each month.

**FAILURE TO PROVIDE ALL REQUIRED MATERIALS AND INFORMATION CAN RESULT IN THIS APPLICATION BEING WITHDRAWN FOR CONSIDERATION BY THE PLAN COMMISSION.**

I hereby swear that all the above statements and the statement contained in any papers or plans submitted herewith are true to the best of my knowledge and belief.

\_\_\_\_\_  
(Signature of Applicant)

Date \_\_\_\_\_