

Minor Land Division Application Procedures

When submitting the APPLICATION FOR MINOR LAND DIVISION, the following items must be provided in accordance with Article III and Article IV of the Town of Buffalo Code of Ordinances, Chapter 10, Land and Subdivision Ordinance. Failure to provide the required information may delay application review.

The process from application to approval may take 60-90 days, depending on the specifics of your request. Your application materials are reviewed by the Town Clerk and upon approval are forwarded to the Town Planning Commission. The Town Planning Commission will schedule a meeting to review your application, and then allow for a public comment period. If the Town Planning Commission approves your request, and no comments are submitted by the public, your application will be forwarded to the Town Board for action at a Town Board meeting. Depending on the nature of the comments submitted, if any, another Town Planning Commission meeting may be scheduled.

Your attendance, or that of an appointed representative such as an attorney or surveyor, is required at both the Town Planning Commission and Town Board meetings.

Application Process – Summary

Failure to provide the required information may delay application review.

1. Complete the Application for Minor Land Division form (form attached).
2. Complete the Application for Sketch Plan form and, along with the required information (form attached)
3. Submit 5 (five) copies of your completed Applications and of the Sketch Plan to the Town of Buffalo Clerk. Include the required \$100 fee made payable to the “Town of Buffalo”.
4. Attend the Town Planning Commission meeting(s).
5. Attend the Town Board meeting.
6. Submit the original and once copy of the final Certified Survey Map to the Town Clerk for signature and approval by the Town Board.

TOWN OF BUFFALO
MARQUETTE COUNTY, WI
<http://www.tn.buffalo.wi.gov/>

APPLICATION FOR MINOR LAND DIVISION

Applicant (Subdivider) Name:	
Applicant (Subdivider) Address:	
Applicant Telephone:	
Applicant Email Address:	
Property Owner Name:	
Property Owner Mailing Address:	
Property Owner Telephone:	
Property Owner Email Address:	
Location (e.g. parcel number, address, general description):	
Anticipated Timeframe for Project completion:	

When submitting the required Certified Survey Map for a Minor Land Division, all items required in Article IV of the Town of Buffalo Land and Subdivision Ordinance must be submitted. These items are in addition to all information required on the Sketch Plan, but with accurate dimensions and locations for all required information listed on the Sketch Plan Application Form.

A maximum of one (1) CSM may be created for each parent parcel of land in the Town. Once a CSM is created from a parent parcel (e.g. original parcel in existence on the date this ordinance is adopted), no further land divisions are allowed on the parcels created by the CSM.

A Certified Survey Map with approval signature of the Town of Buffalo Chairperson and Clerk after approval by the Town Board in accordance with Chapter 236.21(3) Wisconsin Statutes shall be the only approvals required for recording unless additional approvals are necessary for dedication purposes.

Applicant Signature & Date:	
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**MINOR LAND DIVISION APPLICATION
REQUIRED INFORMATION**

The following information must be attached to the Application for Minor Land Division form. Failure to provide this information will result in rejection of your application.

A complete, typewritten list of the names and addresses of all property owners located within a one mile circumference of the parcel proposed to be subdivided is required to be submitted with this application.

Property owners located within a one mile circumference of the proposed land division will be notified of the proposed land division and will be invited to submit their comments to the Town of Buffalo as part of this application procedure.

TOWN OF BUFFALO
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APPLICATION FOR SKETCH PLAN – MINOR LAND DIVISION

Applicant (Subdivider) Name:	
Applicant (Subdivider) Address:	
Applicant Telephone:	
Applicant Email Address:	
Property Owner Name:	
Property Owner Mailing Address:	
Property Owner Telephone:	
Property Owner Email Address:	
Location (must include parcel number, address and general description):	
Anticipated Timeframe for Project completion:	

A Sketch Plan is a draft of the proposed land division and must clearly display the boundaries of the existing parcel as well as the proposed parcels. This Application for Sketch Plan must be attached to the Application for Minor Land Division form. The Sketch Plan may be hand drawn, and should be submitted prior to contracting with a surveyor for completion of a Certified Survey Map.

When submitting the required Sketch Plan, the items listed on the Applicant's Checklist (attached) must be provided in accordance with Article III of the Town of Buffalo Land and Subdivision Ordinance on the Sketch Plan. Failure to provide required information may delay application review. The complete Subdivision-Land Division Ordinance may be found on the Town of Buffalo web site (<http://www.tn.buffalo.wi.gov/>). Other sources for the information required include the Marquette County Register of Deeds Office and the Marquette County Land Records Search web site (<http://www.co.marquette.wi.us/>).

Applicant Signature & Date:	
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**APPLICANT'S CHECKLIST
REQUIRED INFORMATION ON SKETCH PLAN**

The following information should be included on the Sketch Plan or attached on another sheet.

YES NO

GENERAL:

- | | | |
|-----|-----|---|
| ___ | ___ | Legal description & parcel number |
| ___ | ___ | Total Site Acreage |
| ___ | ___ | Company, and Seal of Professional (if applicable) |
| ___ | ___ | Name of Subdivision Plat (if applicable) |
| ___ | ___ | Proposed Road Names (if any) |
| ___ | ___ | Date, north arrow, scale and reference to the nearest Township Section Corner |
| ___ | ___ | Copy of the current CSM and/or deed to the parcel |

EXISTING SITE CHARACTERISTICS:

- | | | |
|-----|-----|---|
| ___ | ___ | Location of existing & proposed drainage ditches, wells, sewerage systems/tanks, drives, driveways, & other features pertinent to the land division |
| ___ | ___ | Location of land cover types, such as woodlands, wetlands, farmlands, etc. |
| ___ | ___ | General location of any slopes of 12% or greater. |
| ___ | ___ | Approximate location & type of existing & proposed buildings/structures & uses |
| ___ | ___ | Identification of existing stands of trees to be preserved & removed. |
| ___ | ___ | Existing/proposed roads |
| ___ | ___ | Existing & proposed buildings, with notation for any structures to be demolished |

PROPOSED PARCEL INFORMATION:

- | | | |
|-----|-----|---|
| ___ | ___ | Boundaries for each new parcel to be created |
| ___ | ___ | Estimated acreage for each new parcel to be created |