

CHECK LIST FOR THE BLACK BROOK PLAN COMMISSION AGENDA

To be checked and signed by Town Clerk and Applicant

APPLICATION AND PAYMENT ARE DUE IN CLERK’S OFFICE BEFORE NOON THE DAY OF THE PLAN COMMISSION MEETING THE MONTH BEFORE YOU EXPECT TO BE ON THE AGENDA. ALL OTHER PAPERWORK MUST BE DELIVERED TO THE TOWN CLERK, THE TOWN ATTORNEY AND THE TOWN ENGINEER ON OR BEFORE THE FIRST MONDAY OF THE MONTH, EITHER DURING REGULAR OFFICE HOURS, OR BY APPOINTMENT.

COPIES OF ALL INFORMATION AND MATERIALS MUST BE SENT TO:

TOWN CLERK
 SALLY PICKARD
 858 60TH AVENUE
 AMERY, WI 54001
 nslhpick@amerytel.net

THE TOWN ENGINEERS:
 TIM STOCKMAN
 CEDAR CORPORATION
 604 WILSON AVENUE
 MENOMONIE, WISCONSIN 54751

THE TOWN ATTORNEY:
 TIM SCOTT
 BAKKE NORMAN, S.C.
 1200 HERITAGE DRIVE
 P.O. BOX 308
 NEW RICHMOND, WI 54017.

		Copies to the following			
<u>CERTIFIED SURVEY MAPS OR MINOR SUBDIVISIONS:</u>		<u>Plan Comm</u>	<u>Attorney</u>	<u>Engineer</u>	<u>Clerk</u>
1.	Town Application form from Clerk	X	X	X	
2.	Certified Survey Map (CSM) or Minor Subdivision	X	X	X	X
5.	\$150 Fee				X

		Copies to the following			
<u>MAJOR SUBDIVISIONS:</u>		<u>Plan Comm</u>	<u>Attorney</u>	<u>Engineer</u>	<u>Clerk</u>

<u>CONCEPT:</u>					
1.	Get on Board agenda				X
2.	Present concept to Board, get input from Board members				
3.	Receive application for Preliminary Plat to present to next Plan Commission Meeting.	X	X	X	
4.	Map of proposed development	X		X	X
5.	No Fee				

Cont...

MAJOR SUBDIVISIONS: Copies to the following
Plan Comm Attorney Engineer Clerk

PRELIMINARY PLAT:

1.	Completed Town Application Form.	X	X	X	
2.	All items, information and materials listed on the preliminary plat application.	X	X	X	
3.	Draft of Developer's Agreement, including but not limited to:	X	X	X	
	a. Signed agreement to pay Town's professional fees and required review fees, plus professional fee or escrow payment.				
	b. Drafts of restrictive covenants, homeowner's association bylaws, letter of credit format.				
	c. Review fee and any escrow deposit for professional fees				
4.	Copies of all papers submitted to Polk County.	X			X

FINAL PLAT:

1.	Completed Town Application Form.	X	X	X	
2.	Final Plat revised as approved at time of Preliminary Plat	X	X	X	
3.	Final Draft of Developer's Agreement, including but not limited to:				
	a. Final Covenants.	X	X	X	X
	b. Letter of credit/deposit to cover final asphalt for road and restoration.	X	X	X	X
	c. Review fee and any escrow deposit for professional fees	X	X	X	

EXCEPTIONS TO DESIGN STANDARDS AND SPECIAL EXCEPTIONS: (as defined in Town Ordinances)

1. Present exception to Plan Commission including all documentation necessary to demonstrate the need for the Exception.
2. Legal description of Property.
3. Copies of all information sent to County

Date Received and checked by Town Clerk _____

Confirmation of List by _____

Town Clerk or Designee