



**Village of Brooklyn
Final Plat Application**

210 Commercial Street, P.O. Box 189

Brooklyn, WI 53521

608-455-4201/fax 455-1385

clerk@brooklynwi.gov or deputyclerk@brooklynwi.gov

Contact Information	
Property Owner/Developer Name	Company Name (if applicable)
Work phone	Home or Cell Phone
Address	City, State, Zip
Email	Fax
Best Way to reach me is: Phone Email	I am the: Owner Tenant Representative
Procedure	
<ul style="list-style-type: none"> <input type="checkbox"/> Pick up application. Read through expectations. Ordinances 111-53 & 111-84, 111-204, 111-122. <input type="checkbox"/> Submit within 36 months of last Preliminary Plat approval, including any conditions <input type="checkbox"/> Complete application and submittals via paper copy and email a pdf version to the clerk's office 21 days before Plan Commission Meeting. <input type="checkbox"/> Clerk to notify approving authorities within 2 days (Developer to provide list) <input type="checkbox"/> Attend Plan Commission meeting at which application will be considered. <input type="checkbox"/> Plan Commission must act within 60 days. Deadline to Act: _____ <input type="checkbox"/> Plan Commission meeting held. Date: _____ <input type="checkbox"/> Clerk must give at least 10 days' notice prior to Village Board meeting to clerks of all municipalities with 1000' of the plat <input type="checkbox"/> Village board must act within 60 days. Deadline to Act: _____ <input type="checkbox"/> Village board meeting held. Date: _____ 	
Reference Materials – www.brooklynwi.gov	
Village Ordinance Chapter 111-53, 111-84, 111-122, 111-204 WI Stats. 236 Zoning Map	
Property Information	
Plat Name: _____	
Current Parcel#: _____	
General Description of Plat Area: _____	



Submittals

Submit 1 paper copy and also submit documents via email in pdf format to the clerk's office at clerk@brooklynwi.gov and deputyclerk@brooklynwi.gov

Final Plat

Resolution of all conditions from Preliminary Plat approval process

List of authorities to which the plat must be submitted – Wis. Stats. 236.10

Agreement for Reimbursable Services

Owner's Signature – Statement of Understanding

By signing below, I _____, certify that the information contained in this application is true and accurate to the best of my knowledge, and understand that a deliberate misrepresentation of information may be grounds for denial or reversal of this application, and/or revocation of any approval already awarded based on this application.

I understand that the submittal of this application and payment of the proper fees does not mean that approval of the plat is imminent and guaranteed.

I understand that approval of a final plat does not quality as, nor replace the necessity for proper permitting for the proposed project.

Signature of Applicant

Date

Printed Name

Title



AGREEMENT FOR REIMBURSABLE SERVICES INCURRED BY THE VILLAGE OF BROOKLYN

The cost of application review for all land division, site plan, conditional use, zoning and other applications required to come before the Planning Commission shall be borne by the Applicant. The Applicant shall pay all reasonable Village of Brooklyn incurred expenses relating to a particular project review. This may include meeting charges, professional consultants, or other relevant Village expenses incurred in connection to the review of the project in question. The Village reserves the right to apply the charges for these services as well as for staff time, mileage, and Village equipment usage expended in the administration, investigation and processing of applications to the Applicant.

The Applicant is required to provide the Village with an executed copy of this agreement as a prerequisite to the processing of the project application. The submittal of the project application shall be construed as an agreement to pay for such professional review services applicable to the proposal. Review fees which are applied to an Applicant, but which are not paid within 30 days of the issuance of the bill by the Village will accrue interest at a rate of 1.5% per month until the fee is paid in full. Failure to pay the fees in due time can result in further consequences, including disruption of the project.

Applicant and/or Property Owner(s)

For _____, agrees to

(Project Name)

reimburse the Village of Brooklyn for all review costs associated with, but not limited to, Village Engineer, Village Attorney and consultants as appropriate, relating to the review costs associated with the project review request and, further, agrees to reimburse the Village for other administrative staff review if, in the judgment of the Village of Brooklyn Board such reimbursement is warranted.

Dated this _____ day of _____, 20____.

Signature of Applicant

Printed Name

Signature of Property Owner
(if different from applicant)

Printed Name



Final Plat Checklist
Office Use Only

Date Received: _____ By: _____ Parcel#: _____

	Date Sent:	Return By:	Response:
Zoning Administrator	_____	_____	_____
Village Engineer	_____	_____	_____

Date Preliminary Plat Approved by Planning & Zoning Commission: _____

Date Storm Water Approved: _____

Date DOA Plat Review Received: _____

Date of DOA Approval: _____

Name of Plat: _____

Final Plat must be submitted with 12 copies, 21 days prior to the Planning & Zoning Commission Meeting.

Must be submitted within six months of Preliminary Plat Approval.

Owner: _____ Subdivider: _____

Address: _____ Address: _____

Phone #: _____ Phone #: _____

Number & Type of Lots created: _____

Developer's Engineer/Surveyor: _____

Address: _____

Village Engineer Recommendations:



Commission's Recommendations:

Public Works Director Recommendations:

Other Comments:

Approvals

Date Impact Fees Paid: _____

Plan Commission meeting date: _____

Your request has been: Approved Not Approved
 Approved with these Conditions:

Village Board meeting date: _____

Your request has been: Approved Not Approved
 Approved with these Conditions: