



Village of Brooklyn
Preliminary 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. Ordinance(s) 111-48, 111-52, 111-82, 111-202, 111-203 & 111-143 <input type="checkbox"/> Meet with Village officials (zoning inspector) to discuss planned use and necessary submittals. <input type="checkbox"/> Submit completed application via copy and email a pdf version clerk's office 21 day before Plan Commission Meeting. <input type="checkbox"/> Plan Commission meeting held. Date: _____ 	
Reference Materials – www.brooklynwi.gov	
Village Ordinance(s) 111-48, 111-52, 111-82, 111-203 & 111-143 WI Stats. Chapter 236 Zoning Map	
Property Information	
Preliminary Plat Name: _____	
Current Parcel#: _____	
Current Use of Property: _____	
Current Zoning: _____ Proposed Number of Lots with Zoning: _____	
Location of Proposed Subdivision: _____	



Submittals

Submit 1 paper copy and also submit documents via email in pdf format the following applicable items to the clerk@brooklynwi.gov and deputyclerk@brooklynwi.gov

Preliminary Plat (See Ordinance 111-52, 111-82) – Must include:

General:

- Title under which the proposed subdivision is to be recorded.
- Location of proposed subdivision by: Complete legal description, government lot, quarter-quarter section, township, range, county & state; and a location map showing the relationship between the plat and its surrounding are and existing streets.
- Date, graphic scale and north point.
- Names and addresses of owner, Subdivider, surveyor, engineer, and the professional land planner involved in the plat preparation.
- The entire area contiguous to the proposed plat owned or controlled by the subdivider shall be include on the preliminary plat even though only a portion of said area is proposed for immediate development. The subdivider may elect to submit a development plan in lieu of a preliminary plat for that part of the land not to be included in the final plat if the total contiguous area owned or controlled by the subdivider is greater than 40 acres.
- The present zoning and any proposed change for the plat and all lands adjacent thereto.
- Location and elevation of any land situated within a floodplain.
- A "use" statement detailing the proposed uses of lots stating type of residential buildings with number of proposed dwelling units; types of building or industry so as to reveal the effect of the development on traffic, fire hazards and congestion of population.
- Extra-sized and off-site facilities. When any public improvements of adequate capacity are not available at the boundary of a proposed land division, the village, or its duly authorized representative, shall require, as a prerequisite to approval of a final plat or CSM, assurances that such improvement extensions shall be provided as follows in accordance with the following standards:
 - Design Capacity.* All improvements within or entering or leaving the proposed development shall be installed to satisfy the service requirements for the entire service or drainage area in which the development is located and the improvements shall be of sufficient capacity to handle the expected development of the overall land division area.
 - Lift stations.* Where sanitary or storm sewer lift stations and force mains are required to lift sewage to the gravity system, the subdivider shall have plans, profiles, specifications and estimated operation and maintenance costs prepared for the installation of such facilities to the village engineer's requirements.
- Survey monumentation. Before final approval of a final plat or CSM within the corporate limits of the village, the subdivider shall install monuments place in accordance with the requirements of Chapter 236, WIS. Stats., or as may be required by the village engineer.

Plat Data – All preliminary plats shall show the following

- Exact length and bearing of the exterior boundaries of the proposed subdivision references to a corner established in the U.S. Public Land Survey and the total acreage encompassed thereby.
- Contours on vertical intervals of not more than two feet where average slope is less than five percent or four feet where slope is five percent or greater. Elevations shall be marked on such contours based upon U.S.G.S. data where available and upon the best available data in all other cases.



- Water elevations of adjoining lakes and streams at the date of the survey and approximate high and low water elevations, based upon U.S.G.S. data where available and upon the best available data in all other cases.
- Location, right-of-way width, and names of all existing streets, alleys, or other public ways, easements, and utility rights-of-way and all section and quarter section lines within the exterior boundaries of the plat or immediately adjacent thereto.
- Location and names of any adjacent subdivisions, parks and cemeteries, and owners of record of abutting unplatted lands.
- Type, width and elevation of existing street pavements within the exterior boundaries of the plat or immediately adjacent thereto, together with any legally established center line elevations, based upon or established by the best available data.
- Location, size, and invert elevation of any existing sanitary or storm sewers, culverts, and drain pipes; the location of manholes, catchbasins, hydrants, power, and telephone poles; and the location and size of any existing water and gas mains within the exterior boundaries of the plat or immediately adjacent thereto. If no sewer or water mains are located on or immediately adjacent to the tract, the nearest such sewers or water mains which might be extended to serve the tract shall be indicated by their direction and distance from the tract, size, and invert elevation.
- Locations of all existing property boundary lines, structures, drives, streams, and watercourses, marshes, rock outcrops, wooded areas, and other similar significant features within the tract being subdivided or immediately adjacent thereto.
- Location, width, and names of all proposed streets and public right-of-way such as alleys and easements.
- Any proposed lake and stream improvement or relocation.
- Location and approximate dimensions of any site to be reserved or dedicated for parks, playgrounds, drainageways, or other public use.
- Corporate limit lines.
- Approximate dimensions of all lots and outlots, together with proposed lot, outlot, and block numbers.
- When requested by the village, a draft of a protective covenant whereby the subdivider proposes to regulate land use in the subdivision and otherwise protect the proposed development.

Street plan and profiles – Where required, the subdivider shall provide street profiles showing existing ground surface of the proposed centerline, right-of-way lines, and building setback lines, including extension for a reasonable distance beyond the limits of the proposed subdivision. All elevations shall be based upon U.S.G.S data, and profiles shall meet the approval of the village engineer.

- Testing. The village engineer may require that borings and soundings be made in specific areas to ascertain subsurface soil, rock, and water conditions, including depth to bedrock and depth to groundwater table.
- Affidavit. The surveyor preparing the preliminary plat shall certify on the face of the plat that it is a correct representation of all existing land divisions and features and that he has fully complied with the provisions of this chapter.

Environmental Assessment Checklist (See Ordinance 111-202)

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.

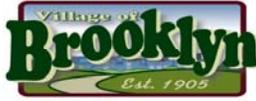
I understand that approval of a preliminary plat does not quality as, nor replace the necessity for proper permitting for the proposed project.

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



VILLAGE OF BROOKLYN

ENVIRONMENTAL ASSESSMENT CHECKLIST

Project	Owner Name

Environmental Assessment Checklist

If checked, please explain in detail by attaching maps and supporting documentation describing the impacts of the proposed development. Ordinance 111-202

Land Resources

- Changes in relief and drainage patterns (attach a topographic map showing, at a minimum, two-foot contour intervals)
- A floodplain. (if yes, attach two copies of a typical stream valley cross-section showing the channel of the stream, the 100-year floodplains limits and the floodway limits (if officially adopted), of each side of the channel and a cross-section of area to be developed).
- An area of soil instability – greater than 20% slope and/or organic soils, peats, or mucks at or near the surface.
- Prime agricultural land (Class I, II or III soils).
- Wetlands and mapped environmental corridors.

Water Resources

- A location within an area traversed by a navigable stream or dry run.
- Lake frontage.

Human and Scientific Interest

- An area of archeological or geological interest.
- An area of historical interest.
- An area of buildings or monuments with unique architecture.

Energy, Transportation and Communications

- Does the development encompass any future street appearing on the Village of Brooklyn Official Map?
- Is the development traversed by and existing or planned utility corridor (gas, electricity, water, sewer interceptor, communications, storm sewer)?

Comments:



VILLAGE OF BROOKLYN
PRELIMINARY PLATS CHECKLIST

Ordinance 111-203

Date Received: _____ By: _____ Parcel#: _____

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

Name of Plat: _____

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

Owner: _____ Subdivider: _____

Address: _____ Address: _____

Phone #: _____ Phone #: _____

Number & Type of Lots created: _____

Developer's Engineer/Surveyor: _____

Address: _____

Note: Action on preliminary plat must be taken within 90 days after date received by village.

(Reference: Ordinance 111-203)

- Reproducible.
- Scale not more than 100 feet to an inch.
- Title of Subdivision.
- Legal description.
- Location Map, showing Plat, surrounding area and existing streets.



- ❑ Date, scale and north point.
- ❑ Description of material monuments and corner markers.
- ❑ Name and address of Owner, Subdivider, Surveyor, Engineer and Land Planner.

- ❑ The entire area contiguous to the proposed Plat owned or controlled by the Subdivider.
- ❑ Present zoning and any proposed zoning change for the Plat and all adjacent lands.
- ❑ Location and elevation of land within a floodplain.
- ❑ Exact length and bearing of exterior boundaries of the proposed Subdivision referenced to a corner established in U.S. Public Land Survey and the total acreage encompassed therein.
- ❑ Contours at vertical intervals of not more than two feet where slope is less than five percent, or four feet where slope is five percent or greater.

- (Reference: Ordinance 111-82(b)2)

- ❑ Water elevations of lakes and streams (within or adjoining) at date of survey and approximate high- and low-water elevations.
- ❑ Location, right-of-way, width and names of all existing streets, alleys or other public ways, casements, railroad and utility right-of-way and all section and quarter-section lines within the exterior boundaries or immediately adjacent.
- ❑ Location and names of any adjacent Subdivisions, parks and cemeteries, and owners of abutting unplatted lands.
- ❑ Type, width and elevations of any existing street pavements within the Plat or immediately adjacent thereto, together with any legally established centerline elevations.
- ❑ Location, size and invert elevations (located within or immediately adjacent to Plat).
 - Sanitary sewers and manholes.
 - Storm sewers, manholes and catch basins.
 - Culverts and drainpipes.
 - Water mains, valves and hydrants.
 - Gas mains.
 - Power, telephone, telegraph and street light poles.
 - Underground electric and transformers.
 - Underground telephone and pedestals.
 - Underground cable television and pedestals.



- ❑ If no sewers or water mains are located within or immediately adjacent to the tract, the nearest such sewers or water mains which might be extended to serve the tract shall be indicated by their direction and distance from the tract, size and invert elevations.
- ❑ Location of all existing property boundary lines, structures, drives, streams and watercourses, marshes, rock outcrops, wooded areas, railroad tracks and other similar significant features within the tract or immediately adjacent.
- ❑ Location, width, length and bearing and names of all proposed streets and public right-of-way such as alleys and easements.

(Reference: Ordinance 111-117)

STREETS

- ❑ Street layouts shall conform to the arrangement, width and location indicated on any applicable official map, master plan or component neighborhood development plan.
- ❑ Arterial Streets (80-foot right-of-way; 100-foot, 4-lane divided) shall be properly integrated with and related to the existing and proposed system of major streets and highways and shall be continuous and in alignment with existing or planned streets with which they are to connect.
- ❑ Collector Streets (70-foot right-of-way) shall be arranged to provide ready collection of traffic from residential areas and conveyance to the major street and highway system.
- ❑ Local Streets (66-foot right-of-way) shall be arranged to conform to the topography, to discourage use by through traffic, to permit design of efficient storm and sanitary sewer systems and to provide safe and convenient access to abutting property.

(Reference: Ordinance 111-117(a))

- ❑ Cul-de-Sacs. Streets which are designed to have one end permanently closed shall not exceed 750 feet and shall terminate in a circular turnaround.
 - 120-foot minimum right-of-way diameter.
 - 90-foot minimum outside face of curb diameter.
 - 50-foot minimum radius reverse curve when bulb is centered on street.
 - 100-foot minimum radius reverse curve when bulb is offset.

(Reference: Ordinance 111-117(a) and (b))

- ❑ Alleys shall be provided in commercial and industrial districts where required by the Plan Commission. Alleys shall not be less than 24 feet wide and shall be continuous through blocks.
- ❑ Half Streets. Where an existing dedicated or platted half street is adjacent to the tract being subdivided, the other half shall be dedicated by the Subdivider.
- ❑ Street Deflection. When a continuous street centerline deflects by more than five degrees, a circular curve is required.
 - Arterial streets and highways shall have a minimum centerline radius of 450 feet.
 - Collector streets. 250-foot minimum centerline radius.



- Local streets. 150-foot minimum centerline radius.
- Reverse curves. 150-foot minimum tangent between reverse curves on arterial and collector streets; 100-foot minimum tangent on local streets.

(Reference: Ordinance 111-117(d))

- Street Curves. Main chords of right-of-way lines shall be drawn in dashed lines. Curved lines shall show the radius of the circle, the central angle subtended, the chord bearing, the chord length and the arc length for each segment, the tangent bearing at each end of the main chord.

(Reference: Ordinance 111-117(d))

- Street Intersections

- Streets shall intersect at as nearly right angles as possible.
- No more than two streets shall converge at one intersection.
- Distance between intersections along major streets and highways shall not be less than 330 feet where practicable.
- Property lines at intersections along collector and arterial streets shall have a radius of 25 feet.
- Property lines at intersections along local streets shall have a radius of 20 feet.
- Local streets that cross collector or arterial streets within 300 feet from centerline to centerline of each other shall be adjusted to form a continuous street.
- Local street intersections shall be no closer than 250 feet whenever practicable.

(Reference: Ordinance 111-118 and 111-203)

- Proposed streets shall extend to the boundary line of the tract being developed.
- If Subdivision is adjacent to a major street or highway, adequate protection of residential properties, limitation of access and separation of through and local traffic by reversed frontage, with screen planting in a non-access reservation along the rear property line, or by use of frontage streets.
- Street names shall be assigned in accordance with Section 111-116(b). Duplication of existing street names in the Brooklyn area by similar word, spelling or sound shall not be permitted.
 - Boulevard. A street with a divided pavement, existing or planned. If the divided pavement ends but the street continues, the street name and suffix shall continue.
 - Lane. A street one block long, with a maximum length of 500 feet.
 - Circle. A cul-de-sac of nine or more lots.
 - Court. A cul-de-sac of eight (8) or less lots.
 - Parkway. A street abutting a park, greenway or creek.
 - The maximum number of street names at one intersection shall be three.



- No two intersections shall have the same street names.
- Service roads and highways served by them shall have the same street name and designation.
- The maximum number of letters in a street name, not including the prefix or suffix, shall not exceed 12.

(Reference: Ordinance 111-116(b))

- Stream or Lake Shores shall have 60-foot public access to low water point at intervals of not more than one-half mile (Section 236.16(3), Wis. Stats.).

LAND SUITABILITY

- Subdivider shall clearly identify areas within the proposed development with respect to floodplain limits, if present with channel or stream fill limits and elevations and flood proofing measures.
- Any proposed channel and stream improvement or relocation showing typical valley cross-section of stream channel.
- The soil types within the proposed plat indicating of limitations to development of each soil type.
- The location and type of any state DNR-mapped wetlands or village- approved environmental corridors.
- Existing zoning on and adjacent to the proposed Subdivision.
- Corporate limit lines.
- Location and dimensions of any sites to be reserved or dedicated for parks, playgrounds, drainage ways, or other public use.

(Reference: Ordinance 111-28 and 111-29)

BLOCKS

- Blocks in residential areas shall not be less than 300 feet nor more than 600 feet in length.
- Pedestrian ways of not less than ten feet in width near the center and entirely across blocks longer than 500 feet.
- Blocks shall have sufficient width to provide for two tiers of lots of appropriate depth.

(Reference: Ordinance 111-119)

LOTS

- Approximate dimensions of all lots and outlots, together with proposed lot, outlot and block numbers.
- Double frontage and reverse frontage lots shall be prohibited (except Section 111-120(b)).
- Lot sizes. Conform to area and width per zoning district in which land is located.
- Lands between the meander line and water's edge of lakes or streams shall be a part of the lots, an outlot or public dedication.



- ❑ Whenever a tract is subdivided into large parcels, they shall be so arranged and sized to allow the future subdivision of any of the parcels into normal sized lots.
- ❑ Each lot shall front or abut on a public street for a distance of 33 feet minimum or, for cul-de-sacs, 40 feet minimum.

(Reference: Ordinance 111-120(d))

- ❑ Side lot lines shall, as nearly as practicable, be at right angles to straight streets or radial to curved streets.
- ❑ A depth to width relation of 2:1 is desirable.
- ❑ Corner Lots. Sufficient width to permit adequate building setbacks from side streets.
- ❑ Residential lots fronting or backing arterial streets shall have extra depth to permit generous setbacks.
- ❑ Lots reserved for commercial or industrial use shall be adequate for off- street parking facilities required by type of use contemplated.

(Reference: Ordinance 111-120)

- ❑ Utility and Drainage Easements. Easements shall be provided and dedicated on each side of all rear lot lines and on side lot lines where required for installation of storm and sanitary sewers, gas and water mains, electric lines, telephone and cable television lines.
- ❑ Drainage Easements. Where a land division, subdivision or comprehensive development plan is traversed by a water course, drainage way, channel or stream, an adequate drainage way or easement shall be provided as required by the Plan Commission. The location, width, alignment and improvement of such drainage way or easement shall be subject to the approval of the Plan Commission and parallel streets or parkways may be required in connection therewith. Wherever possible, the storm water drainage shall be maintained by landscaped open channels of adequate size and grade to hydraulically accommodate maximum potential volumes of flow, these sizes and design details to be subject to review and approval by the Village Engineer and Plan Commission.

Where feasible, drainage easements should substantially maintain existing water flow patterns onto neighboring lands.

- ❑ Street Plans and Profiles. The Subdivider shall provide street plans and profiles showing existing ground surface, proposed and established street grades, including extensions for a reasonable distance beyond the limits of the proposed Subdivision where requested. All elevations shall be based upon U.S.G.S. data, and plans and profiles shall meet the approval of the Village Engineer.
- ❑ Testing. The Village Engineer may require, and where sanitary sewers are unavailable, shall require that borings and soundings be made in specified areas to ascertain subsurface soil, rock and water conditions, including depth to bedrock and depth to groundwater table.

The Owner/Subdivider understands that if any of the above-required information is not submitted and an acceptable explanation is not given in an attached letter of intent as to why the required information is not submitted, the preliminary plat and related information will be returned to the Owner/Subdivider for re-submittal.

OWNER & DATE

SUBDIVIDER & DATE



Office Use Only

Date Received: _____ By: _____ Parcel#: _____

NOTE: Village **shall within 90 days** from the date of all required submittals being received (or within extended time as agreed to) approve, approve conditionally, or reject the preliminary plat and shall state in writing the conditions of approval or reasons for rejection. **Failure to act constitutes approval.**

Plan Commission Meeting: _____ Deadline to Act: _____
 Fee: _____ Check# _____

Office Use Only – Materials Sent To:

	Date Sent:	Return By:	Response:
Zoning Administrator	_____	_____	_____
DOT	_____	_____	_____
Public Works	_____	_____	_____
Police Department	_____	_____	_____
Fire Inspector	_____	_____	_____
EMS	_____	_____	_____
Village Engineer	_____	_____	_____
Village Attorney (as needed)	_____	_____	_____

Approvals

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: