

Job Description for Proposed Plan Administrator/Deputy Clerk Position

The following duties will be performed in addition to the regular duties of the Deputy Clerk:

1. Organize and maintain split computations, associated maps, surveys, minutes, permits and other documents for those properties whose potential for division post-Ordinance has been filed by affidavit with Green County Register of Deeds by the Town of New Glarus
2. Schedule and meet with owners of above properties who request a consultation with the Plan Administrator/Deputy Clerk for the purpose of establishing their property's potential, to review the rules as established by Chapter 110 that govern its division (including the identification of the required open space by deed restriction or affidavit), and to review the associated sections of the Code related to land division
3. Collect the appropriate fees 1) in advance of scheduling to meet with the Building Inspector for the purpose of applying for a new driveway permit and/or making a preliminary determination of site suitability, 2) associated with scheduling a meeting with the proposed Technical Review Committee, 3) in advance of scheduling a consultation with the Plan Commission, 4) to be escrowed in anticipation of possible charges/expenses for engineering review of certain driveways and/or roads built to Town specifications that will be dedicated at a later date to the Town, and escrowed for possible engineering and/or legal expenses prior to the review of a Preliminary Plat after conditional or full approval of a Preliminary Plan
4. Ensure that all documents are filed and legal notices printed prior to Public Hearings for Minor and Major Subdivisions
5. Schedule Technical Review Committee meetings, Plan Commission consultations, Public Hearings for Minor and Major Subdivisions, and inform the Town Clerk/Treasurer about a land divider's election for the Town Board to determine site suitability and to provide all required and requested documents for such meetings
6. Work closely with the Town's Building Inspector to assure ongoing communication regarding land division, restrictions or the terms of conditional approval, and collection of fees

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