

TOWN OF NEW GLARUS

Property Development Review Summarization of Procedures

1. Plan Administrator Consultation
 - a. Applicant expresses interest in development of property
 - b. Applicant schedules appointment with Plan Administrator
 - i. To determine the building potential for the property
 1. No building potential
 2. Major Subdivision
 3. Minor Subdivision
 - ii. To determine if the property has an already established building site by metes and bounds, CSM, or Plat of Survey
 - iii. To submit a written request for division from land divider
 - c. Town Provides
 - i. Land Development Process flowchart
 - ii. Town of New Glarus Property Development Review: Summarization of Procedures
 - iii. Checklist appropriate to type of development including example(s)
 1. Minor subdivision
 - a. CSM
 - b. Plat of Survey
 2. Major subdivision
 - a. Preliminary Plat
 - b. Final Plat
 - iv. Documents packet (requires a checklist of receipt to be signed by Plan Administrator and land divider)
 - v. Fee schedule
2. Technical Review Subcommittee
 - a. Collect fee (legal posting costs, consultation fee, filing fee, driveway deposit, driveway inspection fee, engineering fee, fee for legal counsel, etc.)
 - b. Applicant presents Concept Plan
 - c. Applicant for Minor subdivision (Major subdivision applicants proceed to step 3) schedules pre-development review conference with the Technical Review Committee (TRC) composed of:
 - i. Plan Administrator
 - ii. Town of New Glarus Building Inspector
 - iii. Chief of New Glarus Fire Department (conditional)
 - iv. New Glarus Engineer (conditional)
 - v. Village and Town of New Glarus Representatives from Extraterritorial Zoning Commission (conditional)
 - d. After development review is complete proceed to Planning Stage
3. Planning Stage
 - a. Applicant provides
 - i. completed application
 - ii. signed pre-development review agreement
 - iii. definition of property boundaries

- iv. aerial view of property
 - v. topographic map of site(s)
 - vi. drawing or plan detailing location of proposed driveway(s), building envelope(s), septic field(s), and location of underground utilities
 - b. Plan Administrator certifies completeness of application documents and schedules a review by the Plan Commission
- 4. Plan Commission Review
 - a. The Plan Administrator circulates application materials and checklist form
 - b. Plan Commission
 - i. Approves
 - 1. Public Hearing is scheduled for CSM
 - 2. Plat of Survey is signed; end of process
 - 3. Major subdivision Preliminary Plat is approved; schedule Public Hearing
 - ii. Approves conditionally
 - 1. Applicant is provided with a list of deficiencies that must be attended to before scheduling a Public Hearing
 - iii. Denies
 - 1. Applicant is provided with a list of why the plan has been denied
- 5. Public Hearing
 - a. Town Board and public review CSM or Preliminary Plat
 - i. Approves
 - 1. CSM is signed; end of process
 - 2. Preliminary Plat for Major subdivision is signed

Text proposed for deletion