

For Office Use Only:
 File Number: _____
 Voucher No.: _____
 Date Received: _____

CITY OF GREEN BAY LAND DIVISION CHECKLIST

Subdivision Name, CSM or Retracement Survey:	
Street Address or General Location:	
Date Submitted:	Parcel No(s):
Surveyor's Name, Address & Phone No.:	Owner(s)/Developer(s) Name and Address:

Check appropriate box for compliance

A.) MAP INFORMATION:

1. Conforms to Official Map, Area Development Plan (ADP) and City's Development Policy (Urban Service/Expansion)
2. All easements and rights-of-way of record
3. Four lots/outlots or less for one owner within past five years
4. Topographic information (2-foot interval contours)
5. Lot areas and dimensions (minimum 75-foot frontage, 7500 sq. ft. single family use, 12,000 sq. ft. duplex)
6. Lots and Outlots numbered consecutively
7. Street names correct and/or non-duplicated, not confusing nor difficult to pronounce
8. Street widths and centerlines shown
9. 12-foot radius shown on corner lots
10. Building setback lines shown and dimensioned, special setbacks checked
11. Existing buildings located
12. Easements labeled and dimensioned (existing and proposed)
 Department of Public Works Wisconsin Public Service Ameritech Other
13. Adjacent street and subdivisions shown and labeled
14. Riparian and drainage data
 Floodplains and floodways (elevations) Wetlands Drainage easements and natural drainageways
15. Zoning
16. All Environmentally Sensitive Areas (ESA's) identified per the Brown County Sewage Plan

B.) SURVEYING AND TECHNICAL DATA:

1. North arrow, scale and legend
2. Location map
3. Curve data
4. Exterior boundaries; lengths and bearings
5. Lot lines, lengths and bearings
6. Sealed, signed and dated on each page
7. North point referenced to identifiable direction and 1/4 section, P.C., Fed. Res. Line
8. Minimum accuracy of 1 part in 3,000
9. Monumentation in accordance with s.236.15

C.) TEXT AND GENERAL INFORMATION:

1. Surveyor's Certificate: General location Legal description
2. Owner's Certificate (Made in accordance with title or ownership records in the Register of Deeds Office)
 Surveyed, divided, mapped and dedicated Consent of mortgage
3. Green Bay Plan Commission, Certificate of Approval
4. Clerk, Certificate of Approval
5. Restrictive Covenants
 "Each lot owner shall grade the property abutting a street to conform to the adopted sidewalk grade elevation and maintain said elevation for future sidewalks."
 "The land on all site and rear lot lines of all lots shall be graded by the subdivider and maintained by the property owner to provide for adequate drainage of surface water."
6. Miscellaneous Information (where applicable)

<input type="checkbox"/> Airport Zoning District <input type="checkbox"/> Development fee postponement note <input type="checkbox"/> Owner's certificate and dedication of public areas <input type="checkbox"/> Common Council resolution statement (Clerk) <input type="checkbox"/> Wisconsin non-objection statement (Clerk) <input type="checkbox"/> Treasurer's certificate (City and County) <input type="checkbox"/> Conforms to approved preliminary plat (with conditions) <input type="checkbox"/> Approving and objecting agencies	<input type="checkbox"/> Preliminary plat errors corrected <input type="checkbox"/> State non-objection statement (conditions met) <input type="checkbox"/> Owner's name and address <input type="checkbox"/> Developer's name and address <input type="checkbox"/> Proposed number of dwelling units <input type="checkbox"/> The "net residential acreage" <input type="checkbox"/> Approximate total area <input type="checkbox"/> Compliance with WDOT Trans 233
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