

**ARTICLE III
APPLICATION AND SKETCH MAP SUBMITTAL**

XX.26 Application. Any Subdivider who divides or proposes to divide land located in the Town of Black Creek that will create a land division, including a Conservation Design Subdivision, Certified Survey Map, Replat, or revision of an existing land division shall, prior to any submittal of any Concept Plat or map information, submit to the Town Clerk an Application, which may be obtained from the Town Clerk, with the appropriate fee and with all of the following required attachments:

- (1) The name and address of the owner of the property and of the Subdivider.
- (2) The location and size of the property and the type of land division that is to be requested.
- (3) The names and addresses of all adjacent landowners.
- (4) A statement of intended use.
- (5) The name and address of the surveyor who will be doing the survey work.
- (6) The present use of the land.
- (7) The estimated timetable for final development and requested timeline by the Subdivider for final approvals from the Town of Black Creek. This provision does not apply to a correction instrument, except if the affidavit in the correction instrument would change the areas dedicated to the public or restricted for the public benefit, then the Town Board must approve such change.

XX.27 Sketch Map.

- (1) With any initial Land Division Application the Subdivider shall submit to the Town Clerk a sketch map no larger than 11 x 17 inches. Each submission shall include all contiguously owned land. The sketch map shall show all of the following:
 - (A) A north arrow and date, the scale, and a reference to a section corner.
 - (B) The location and type of existing and proposed buildings and structures and uses.
 - (C) The location of drainage ditches, water wells, sewerage systems, and other features pertinent to the land division.
 - (D) The location of existing roads, highways, developments, navigable rivers, streams, trails, and driveways and distances to the nearest adjoining highways, roads, or driveways on all sides of the proposed site.

- (E) The location of general land cover types, such as woodlands, wetlands, agricultural, etc.
- (F) The location of any slopes of 12% or greater.
- (G) The uses of the land adjacent to the property and any existing roads, easements and restrictions of record, public access to navigable water, dedicated areas and utilities on/or adjacent to the land.
- (H) The location of any and all secondary conservation areas as identified in **Section XX.XX** of this ordinance.

(2) The Town Clerk shall review the initial Application and sketch map for completeness, including payment of applicable application fees, within ten (10) working days of receipt. The Town Clerk shall thereafter notify the Subdivider if the application is determined by the Town Clerk to be complete or incomplete. The Town Clerk shall provide written reasons for any alleged incompleteness of the application with the notification. The Town Clerk shall, within five (5) working days after filing, transmit the copies of any complete or incomplete Land Division Application and sketch map to the Town Plan Commission.

(3) The Town Clerk shall send to the Subdivider an agenda of the scheduled date of the Town Plan Commission meeting to review and consider the land division no later than ten (10) days prior to the date of the meeting.

(4) The Subdivider or the Subdivider's designee shall attend the meeting and present the proposed Land Division and sketch map to the Town Plan Commission for its consideration.