

**Town of Round Lake, Sawyer County, Wisconsin**  
**An Ordinance for the Subdivision of Land**  
**Ordinance No. 2024-03**

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**SECTION 1 - PURPOSE AND INTENT**

**01.01 STATUTORY AUTHORITY.** These regulations are adopted under the authority granted by appropriate Wisconsin Statutes including but not limited to Chapter 236, Wisconsin Statutes, Wisconsin Statute Section 59.692, Wisconsin Statute Section 60.62 and Wisconsin Statute Section 281.31.

**01.02 PURPOSE.** The purpose of this Ordinance is to guide and control the division of land within the limits of the Town in order to promote the public health, safety, prosperity, aesthetics and general welfare of the Town.

**01.03 INTENT.** It is the general intent of this Ordinance to regulate the division of land to:

- (a) Obtain the wise use, conservation, protection and proper Development of the Town's soil, water, Wetland, woodland and wildlife resources and attain a proper adjustment of land use and Development to the supporting and sustaining natural resource base.
- (b) Lessen congestion on the Roads and highways.
- (c) Further the orderly layout and appropriate use of land.
- (d) Secure safety from fire and other dangers.
- (e) Provide adequate light and air.
- (f) Facilitate adequate provision for housing, transportation, water supply, storm water, wastewater, schools, parks, playgrounds and other public facilities and services.
- (g) Preserve agricultural land so it remains available and viable for current and future generations of farmers and minimize land use conflicts.
- (h) Secure safety from flooding, water pollution, and other hazards.
- (i) Prevent flood damage to Persons and properties and minimize expenditures for flood relief and flood control projects.
- (j) Prevent and control erosion, sedimentation, and other pollution of surface and subsurface Waters.

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- (k) Preserve natural vegetation and cover and promote the natural beauty of the Town.
- (l) Restrict building sites in areas covered by poor soil or in other areas poorly suited for Development.
- (m) Consider the further division of larger tracts of land into smaller parcels.
- (n) Ensure adequate legal description and proper survey monumentation of subdivided land.
- (o) Provide for the administration and enforcement of this Ordinance.
- (p) Provide penalties for Ordinance violations.
- (q) Implement Town, County, watershed or Regional Comprehensive Plans or their components adopted by the Town; in general, to facilitate enforcement of Town Development standards as set forth in this Ordinance and in the adopted Regional, County and Town's Comprehensive Plan, adopted plan components, the County Zoning Code, the Town's Official Map and the County Shoreland-Wetland and Floodplain Zoning Codes.
- (r) Comply with all applicable provisions of the Sawyer County Code of Ordinances.
- (s) Comply with all the provisions of Wis. Stats. Chapter 236 and Wis Stats 80.08.
- (t) Comply with all the rules of the Wisconsin Department of Natural Resources contained in Chapters NR 115 and 116 or the Wisconsin Administrative Code, for shoreland and Wetland protection and Floodplain management.
- (u) Comply with all other applicable rules contained in the Wisconsin Administrative Code not listed in this Subsection.
- (v) Comply with all applicable Town of Round Lake and Sawyer County ordinances and regulations, including Land Division, Subdivision, zoning, sanitary, building and official mapping ordinances.

**01.04 ABROGATION AND GREATER RESTRICTIONS.** It is not intended by this Ordinance to repeal, abrogate, annul, impair, or interfere with any zoning or shore-land regulations contained in the Sawyer County Shoreland-Wetland Protection Ordinance. However, where this Ordinance imposes greater restrictions, the provisions of this Ordinance shall govern.

**01.05 INTERPRETATION.** In their interpretation and application, the provisions of this Ordinance shall be held to be minimum requirements and shall be liberally construed in favor of the Town and shall not be deemed a limitation or repeal of any other power granted by the Wisconsin Statutes to the Town.

**01.06 NON-LIABILITY.** The Town hereby asserts that there is no liability on the part of the Town, its agencies or its employees for sanitation problems, structural damage or flood damage that may occur because of reliance upon and conformance with this Ordinance.

**01.07 SEVERABILITY.** If a court of competent jurisdiction adjudges any portion of the Ordinance unconstitutional or invalid, the remainder of this Ordinance shall not be affected.

## **SECTION 2 - GENERAL PROVISIONS**

**02.01 JURISDICTION.** The jurisdiction of these regulations shall include all lands within the limits of the Town. The provisions of this Ordinance, as it applies to divisions of tracts of land into less than five (5) parcels shall not apply to the following:

- (a) Transfers of interests in land by a will or pursuant to court order.
- (b) Leases for a term not to exceed 10 years, mortgages, or Easements.
- (c) Sale or exchange of parcels of land between owners of adjoining property if additional Lots are not thereby created and the Lots resulting are not reduced below the minimum sizes required by these regulations, Sawyer County Shoreland-Wetland Protection Ordinance or other applicable laws or Ordinances.
- (d) Cemetery Plats made under §157.07, Wis. Statutes
- (e) Assessors' Plats made under §70.27, Wis. Statutes, but such Assessors' Plats shall comply with §236.15(1)(a) to (g) and §236.20(1) and (2)(a) to (e), Wis. Statutes

**02.02 COMPLIANCE.** No Person shall Divide any land located within the Town of Round Lake without submitting the Land Division proposal to the Town Clerk and without compliance with all requirements of this Ordinance, applicable Wisconsin Statutes, and the following:

- (a) Chapter 236, Wis. Statutes and/or subsequent revisions there to.
- (b) Duly approved Comprehensive Plan of the Town of Round Lake.
- (c) The Sawyer County Code and any other applicable local and County Ordinances.
- (d) A Developer's or Subdivider's agreement ("Agreement") between the Town and the Developer or Subdivider if required by the Town Board
- (e) Rules of the Wisconsin Department of Transportation relating to safety of access and the preservation of the public interest and investment in the highway system if the land owned or controlled by the Subdivider abuts on a state trunk highway or connecting street.

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- (f) Rules of the Wisconsin Department of Natural Resources relating to flood land, Wetland and shoreland areas.

**02.03 DEDICATION AND RESERVATION OF LANDS, ROADS, HIGHWAYS, DRAINAGE WAYS AND RECREATIONAL TRAILS.** Whenever a tract of land to be Divided encompasses all or any part of an arterial Road, public drainage-way or other Public Way (herein "Public Ways") which has been designated in the Town's Comprehensive Plan, or on the Official Map of the Town, said Public Ways shall be made a part of the Plat and dedicated to the Town.

**02.04 IMPROVEMENTS.** Before final approval of any Plat, the Subdivider shall enter into an "Agreement" with the Town to install the required improvements and shall file with the Town an Irrevocable Letter of Credit or other appropriate sureties equal to the estimated cost of the improvements (hereinafter, the "Agreement"). The improvements may be implemented by the Subdivider, or their subcontractors, after approval of a Preliminary Plat or certified survey map by the Town Board, but not later than provided in the Agreement. The Agreement shall specify a completion date for all improvements. In addition, the Final Plat approval shall be withheld until all improvements are made and approved. Agreements shall contain the following:

- (a) Plans and specifications for all improvements. Review and approval of a Final Plat shall not be initiated until the improvement plans have been reviewed and approved and until the Subdivider's agreement has been fully executed.
- (b) Contracts and contract specifications for the construction of Road and utility improvements on dedicated Road rights-of-way. Such work shall be subject to the written approval of the Town Board or its designee in accordance with Town standards and specifications.
- (c) Private Roads serving Lots or parcels in a Subdivision, or a Land Division, or connecting the Subdivision Lots or Lots in a Land Division to a Town Road, County, or State highway shall be jointly held by the property owners in fee or by Easement. In addition, a recorded landowners' agreement shall be required which provides for the repair and maintenance of such private Roads.
- (d) Before final approval of any Plat within the Town, the Subdivider shall install survey monuments placed in accordance with the requirements of Wis. Stats, 236.15. The Town Board may, in its sole discretion waive the placing of monuments under Wis. Stats, 236.15 (1) (b) (c), and (d) for a reasonable time, as determined by the Town Board, on the condition that the Subdivider execute a Surety Bond or Irrevocable Letter of Credit to ensure that the Subdivider will place such monuments within the time required by the Town.

**02.05 VARIANCES.** Where in the judgment of the Town Board and upon the recommendation of the Plan Commission it would be inappropriate to apply literally the provisions of this Ordinance because exceptional or undue hardship would result, the Town

Board may waive or modify any requirement to the extent deemed just and proper. Such relief shall be granted without impairing the intent and purpose of this Ordinance or the desirable general Development of the Town. A majority vote of the entire membership of the Town Board shall be required to grant any modification of this Ordinance and the reason shall be entered in the meeting minutes, a copy of which shall be attached to the Plat. No modification may be granted that would be contrary to the Wisconsin Statutes or Administrative Codes.

**02.06 APPEALS.** Any Person aggrieved by an objection to a Plat or a failure to approve a Plat may appeal such objection or failure to approve by certiorari to the Circuit Court, as provided in §62.23(7)(e)(10) Wis. Statutes, within thirty (30) Days of notification of the rejection of the Plat.

### **SECTION 3 - DEFINITIONS**

**03.01** The following definitions shall apply and control through this Ordinance. Words or phrases not defined specifically below but used in this Ordinance shall be interpreted so as to give them the same meaning as they have at common law and to give this Ordinance its most reasonable application.

**APPLICANT:** Any Person or Persons, firm or corporation or any agent thereof, dividing or proposing to Divide land as defined by the terms of this ordinance

**ASSESSOR:** The Assessor for the Town of Round Lake.

**BOARD:** The Round Lake Town Board

**BUILDABLE AREA:** An area suitable for construction which does not include floodways, Wetlands, or slopes greater than or equal to 20%, Easement areas and setbacks. A minimum of 5,000 contiguous square feet of Buildable Area is required for the construction of a single-family dwelling without public sewer.

**CERTIFIED SURVEY MAP (CSM):** A map of a division of land prepared in accordance with §236.34, Wis. Statutes.

**CLERK:** The Round Lake Town Clerk.

**CLUSTER DEVELOPMENT:** A Development pattern and technique wherein structures are arranged in closely related groups to enable building at higher densities in certain areas while preserving natural features in others. A Cluster Development would normally incorporate private common open space areas and give emphasis to the pedestrian as opposed to the automobile in its design.

**COMPREHENSIVE PLAN:** The official guide for the physical, social and economic growth of the Town of Round Lake or its constituent parts, properly enacted or adopted according to Statute, which is now or may hereafter be in effect.

**CONDOMINIUM:** A form of ownership combining individual unit ownership with shared use and ownership of common property or facilities, established in accordance with the requirement of Chapter 703 of the Wisconsin Statutes. A Condominium is a legal form of ownership and not a specific building type or building style. For this ordinance, the requirements that apply to Condominiums shall be the same as those which would apply to a physically identical Development under a different form of ownership.

**COUNTY:** Sawyer County.

**DAYS:** Calendar Days, except if the final day falls on a weekend or legal holiday, the last day shall be the next business day.

**DEVELOPER:** An entity that constructs a land Development or creates a Land Division.

**DEVELOPMENT:** The act of dividing land, constructing buildings or installing site improvements.

**DIVIDE:** To create a Land Division.

**EASEMENT:** Any land reserved for public utilities, access, drainage, sanitation or other specified uses having limitations, the title to which shall remain in the property owner, subject to the right of use designated in the reservation of the servitude.

**ENVIRONMENTAL IMPACT REPORT:** A document drafted by the Subdivider describing the impact of the environment in the vicinity of the Development. The purpose of the REPORT is to ensure that decision-makers consider the environmental impacts when deciding whether or not to proceed with a project.

**FINAL PLAT:** The map or drawing of a Land Division prepared in compliance with the provisions of Chapter 236, Wis. Statutes, and any accompanying material as described in §6. of this Ordinance.

**FLOODPLAIN:** The land that has been or may hereafter be covered by floodwater during a regional flood. The Floodplain is comprised of the floodway and flow fringe and general Floodplain areas as delineated on the FEMA maps.

**GRADIENT:** The slope of a Road, or other Public Way specified as a percentage.

**IRREVOCABLE LETTER OF CREDIT:** An agreement guaranteeing payment for Land Division improvements, entered into by a bank, savings and loan, or other financial institution which is authorized to do business in this State, and which has a financial standing acceptable to the Town, and which is approved, as to form, by the Town Attorney.

**LAND DIVISION:** A division of a Lot, parcel, or tract of land.

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**LOT:** A parcel of land occupied or capable of being occupied by structures and/or uses consistent with the provisions of this ordinance and the Sawyer County Zoning Ordinance.

**MAJOR LAND DIVISION,** a division of land resulting in:

- a.) The creation of five (5) or more Lots for the purpose of transfer of ownership or building Development, any one of which is nineteen (19) acres or less in area, or;
- b.) The creation of five (5) or more Lots of land any one of which is nineteen (19) acres or less in area that are created by successive Land Divisions within a period of five (5) years.
- c.) Major Land Divisions include all Subdivisions.

**MINOR LAND DIVISION:** A division of land resulting in the creation of not more than four (4) Lots.

**OFFICIAL MAP:** The map of the Town adopted now or at any time in the future pursuant to the Wisconsin Statutes showing Roads, highways, parks and playgrounds and the possible location of potential new Roads, highways, parks or playgrounds.

**ORDINARY HIGH-WATER MARK (OHWM):** The point on the bank or shore up to which the presence and action of surface water is so continuous as to leave a distinctive mark such as by erosion, destruction or prevention of terrestrial vegetation, predominance of aquatic vegetation, or other easily recognized characteristic.

**OUTLOT:** A parcel of land, other than a Lot or block, so designated on the Plat.

**PERSON:** The word "Person" extends and applies to natural Persons, firms, corporations, associations, partnerships or other bodies politic and all entities of any kind capable of being sued unless plainly inapplicable.

**PLAN COMMISSION:** The Town of Round Lake Plan Commission.

**PLAT:** A map showing the salient features of a Land Division.

**PRELIMINARY PLAT.** A map showing the salient features of a proposed Land Division as submitted to the Town Plan Commission for the purpose of preliminary consideration.

**PUBLIC WAY:** Any public Road, highway, walkway, drainage way, or part thereof.

**REPLAT:** The changing of the boundaries of a recorded Land Division Plat or Subdivision Plat or part thereof.

**RIGHT-OF-WAY:** Land occupied or intended to be occupied for a special use. Right-Of-Way intended for Roads, crosswalks, water mains, sanitary sewers, storm drains or any other use involving maintenance by a public agency shall be dedicated to public use by the maker of the Plat on which such Right-Of-Way is established.

**ROAD:** Includes all access ways in common use such as Roads, lanes, highways, and cul-de-sacs and includes all of the land lying between the rights of way lines as delineated on a Plat showing such Roads whether improved or unimproved, and whether dedicated for public use or held in trust under the terms of a reservation, but shall not include those access ways such as Easements and rights of way intended solely for limited utility purposes such as for electric power lines, gas lines, telephone lines, water lines or drainage and sanitary sewers.

**SHORELANDS:** Lands within the following distance from the Ordinary High-Water Mark of navigable Waters; 1,000 feet from a lake, pond or flowage; and 300 feet from a river or stream or to the landward side of the Floodplain, whichever distance is greater.

**SUBDIVIDER:** A Person commencing proceedings under the regulations of this Ordinance to affect a division of land.

**SUBDIVISION:** A division of a Lot, parcel, or tract of land for the purpose of transfer of ownership or building Development.

**SURVEYOR:** A land Surveyor duly registered in the State of Wisconsin.

**SURETY BOND:** A bond guaranteeing performance of a contract or obligation through forfeiture of the bond if said contract or obligation is unfulfilled by the Applicant.

**TOWN:** Town of Round Lake.

**UTILITY:** Any Company, individual or association that furnishes products or services to the public and is regulated under chapter 195 and 196 Wisconsin Statutes including Railroads, telecommunications or telegraph companies, and any company furnishing and producing heat, light, power, cable television service or water, or a rural electric cooperative, as described in Wisconsin Statutes

**VARIANCE:** In specific cases, a deviation from the terms of the ordinance that will not be contrary to the public interest and where owing to conditions peculiar to the Lot or property in question, a literal enforcement of the provisions of the ordinance will result in unnecessary hardship, determined by the Town of Round Lake Board.

**WATERS:** Lakes, navigable streams, rivers and flowages.

**WETLAND:** An area where water is at, near, or above the land surface long enough to be capable of supporting aquatic or hydrophytic vegetation and which has soils indicative of wet conditions as determined by the DNR Wetland Inventory Map.

**SECTION 4 - PREAPPLICATION.** Prior to the filing of an application for the approval of a Land Division, it is recommended that the Subdivider consult with the Plan Commission or its designee to obtain their advice and assistance. In so doing, both the Subdivider and the Plan Commission may reach mutual conclusions regarding the general



objectives of the proposed Development and its possible effects on the neighborhood and the community. The Subdivider will also gain a better understanding of the subsequent required procedures.

**04.01 PRELIMINARY PLAT PROCESS,  
SUBMISSION OF PLATS.**

- (a) The Subdivider shall file eight (8) copies of a Preliminary Plat and a letter of application with the Town Clerk. The Preliminary Plat shall be prepared in accordance with this Ordinance and §236.11 and §236.12 Wis. Statutes.
- (b) The Subdivider shall consult with the Sawyer County Zoning Administrator, Deputy Zoning Administrator, County Surveyor, Land Records and the Register of Deeds for advice regarding general requirements affecting the proposed Development as required under the Sawyer County Subdivision Ordinance.
- (c) Review of Plats - The Town Clerk shall transmit sufficient copies of the Preliminary Plat and letter of application to the Town Plan Commission. The Preliminary Plat shall then be reviewed by the Plan Commission for conformance with this Ordinance and all Ordinances, rules, regulations, general plan and general plan components which affect it.
- (d) An objecting agency or Person shall notify the Subdivider and the Town Plan Commission of any objections.
- (e) The Plan Commission shall submit its recommendations to the Town Board within sixty (60) Days of the date of the filing of the Plat with the Town Clerk.
- (f) Land which is deemed unsuitable for any proposed Development by the Plan Commission for reason of flooding, inadequate drainage, adverse soil or rock formation, severe erosion potential, unfavorable topography, inadequate water supply or sewage disposal capabilities or any other feature likely to be harmful to the health, safety or welfare of the future residents of the proposed Subdivision or of the community shall not be subdivided unless the Town Board makes specific findings of fact that differ from the findings of the Plan Commission. The Plan Commission shall in writing recite the particular facts upon which it bases its conclusion that the proposed Development is unsuitable and afford the Subdivider an opportunity to present evidence regarding such suitability if they so desire. Thereafter the Plan Commission may affirm, modify or withdraw its determination of unsuitability.

- (g) Environmental Impact Report: An EIR shall be required for any Subdivision if recommended by the Plan Commission, and approved by the Town Board, which shall then be created at the cost of the Subdivider and supplied to the Plan Commission. The purpose of an Environmental Impact Report is to provide the Town Plan Commission and the Town Board with the information necessary for them to carefully evaluate proposed actions to assure safe, healthful, productive, and aesthetically pleasing surroundings. The purpose includes the need to prevent Development in areas not generally capable of physically supporting the proposed Development, prevent Development inconsistent with surrounding land uses, sustain those species of flora which are common to the area, with particular concern for those species on the federal or state threatened or endangered species lists; providing the habitat necessary to sustain the various species of fauna common to the area, with particular concern for those species on the federal or state threatened or endangered species lists; prevent Development in areas having vegetative cover which is easily destroyed or damaged; provide for Development along shorelines in a manner which will not deplete or destroy the spawning grounds, fish and aquatic life; prevent depletion and pollution of groundwater resources; minimize erosion; minimize the potential for flooding; and assure Development does not destroy or deplete Wetlands and their resources. An EIR shall inform public officials and employees and the public of the environmental and economic effects of actions that have been proposed, increase the exchange of information, lead to Development consistent with the above-stated purpose and be used as a planning tool for broad aspects of decision making.

*For Environmental Impact Report Criteria and Form, See Appendix A*

#### **04.02 PRELIMINARY PLAT APPROVAL.**

- (a) The Town Board, within ninety (90) calendar Days of the date of the filing of a Preliminary Plat with the Town Clerk, shall approve, approve conditionally or reject such Plat unless an extension of the review period is mutually agreed upon in writing. The Board's decision with the date and action endorsed, shall be stated in a letter of transmittal setting forth the conditions of approval or the reasons for rejection. One copy of the Plat accompanying letter and the minutes of the Town Board concerning its actions shall be placed in the Town Clerk's permanent file.
- (b) Approval or conditional approval of a Preliminary Plat shall not constitute automatic approval of the Final Plat.
- (c) Failure of the Town Board to act within ninety (90) calendar Days shall constitute an approval of the Preliminary Plat as filed unless the review period is extended by mutual agreement.

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SUBMISSION OF FINAL PLATS**

- (a) The Subdivider shall file eight (8) copies of a Final Plat with the Town Clerk. The Final Plat shall be prepared in accordance with this Ordinance and §236.11 and §236.12 Wis. Statutes.
- (b) Review of Final Plats - The Town Clerk shall transmit copies of the Final Plat, as appropriate, to agencies specified in Wis. Stats. 236.12 and to the Plan Commission. The Plan Commission shall examine the Final Plat as to its conformance with the approved Preliminary Plat; any conditions of approval of the Preliminary Plat, including any required "Agreements"; this Ordinance and all Ordinances, rules, regulations, general plan and general plan components which may affect it.
- (c) Plan Commission Recommendation - The Plan Commission shall, within thirty (30) Days of the date of filing of the Final Plat with the Town Clerk, recommend approval or rejection, or approval with conditions, of the Plat and shall transmit the Final Plat along with its recommendations, to the Town Clerk for scheduling review by the Town Board.

**04.04 FINAL PLAT APPROVAL**

- (a) Town Board Approval or Rejection - The Town Board shall, within sixty (60) Days of the date of filing the original Final Plat with the Town Clerk, approve or reject the Final Plat unless the time is extended by agreement with the Subdivider. If the Plat is rejected, the reasons shall be stated in the minutes of the meeting and a copy of the minutes, together with a letter of transmittal, shall be forwarded to the Subdivider.
- (b) Timely Town Board Action Required - Failure of the Town Board to act on a Final Plat within sixty (60) Days, the time having not been extended and no unsatisfied objections having been filed, the Plat shall be deemed approved.
- (c) Consent and Waiver - Prior to the acceptance of a Final Plat, the Subdivider shall furnish, when required by the Town, a Developer's Agreement which incorporates a consent and waiver of the statutory provisions for special assessment for the installation of surface water drainage facilities, Road surfacing and all required utilities, which will be in a form approved by the Town Attorney, and shall be recorded in the office of the Register of Deeds in the same manner as a Lis pendens. Such Developer's Agreement shall provide that the installation of such services shall be made at the discretion of the Town Board and at the cost of the Subdivider.
- (d) Recording - After the Final Plat has been approved by the Town Board, the Subdivider shall be responsible for recording the Final Plat and paying any associated fees.
- (e) Plat Copies. The Subdivider shall file enough certified copies of the Final Plat with the Town Clerk for distribution to appropriate local agencies and offices.

- (f) Rejection. If the Final Plat is not submitted within 36 months of the last required approval, the Plat will be deemed rejected by the Town Board and no additional notice need be given to the Subdivider.

**04.05 REPLAT:** When it is proposed to Replat a recorded Land Division, or part thereof, the Person wishing to Replat shall vacate or alter the recorded Plat as provided in §236.40 through §236.44 Wis. Statutes. The individual desiring to Replat shall then proceed as specified in this Section. Resubmission restarts all time requirements previously defined.

**SECTION 5 - PRELIMINARY PLAT - GENERAL REQUIREMENTS.** A Preliminary Plat shall be required for all minor and Major Land Divisions. The Plat shall be based upon a survey by a registered land Surveyor. The Plat shall be prepared in accordance with appropriate Wisconsin Statutes.

- Title or name under which the proposed Subdivision is to be recorded.
- Property location of a proposed Subdivision by government Lot, quarter section, Town, range, County and State.
- Date, graphic scale and north arrow
- The names and addresses of the owner, Subdivider and land Surveyor preparing the Plat.
- The entire area contiguous to the proposed Plat owned or controlled by the Subdivider shall be included on the Preliminary Plat even though only a portion of said area is proposed for immediate Development.

**05.01 GRADING PLANS AND PROFILES.** The Town Board may require that the Subdivider provide Road plans and profiles showing existing ground surface, proposed and established Road Gradients, including extensions for a reasonable distance beyond the limits of the proposed Land Division or Subdivision when requested. All elevations shall be based upon NAVD 29 or 88 datum, or an assumed and referenced datum. Plans and profiles shall be of sufficient detail to determine that Roads will conform to the grade of existing Roads or their extension or to the established grades of future Roads and shall be subject to the approval of the Town Board.

**05.02 TESTING.** The Town Board may require that borings and soundings be made in specified areas of proposed Town Roads and proposed private Roads to ascertain subsurface soil, rock and water conditions.

**05.03 COVENANTS.** The Town Board may require submission of a list of existing covenants and a list of covenants with which the Subdivider intends to regulate land use in the proposed Land Division or Subdivision and otherwise protect the proposed Development.

**05.04 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 Ordinance.

**SECTION 6 - FINAL PLAT - GENERAL REQUIREMENTS.** A Final Plat prepared by a registered land Surveyor shall be required for all Major Land Divisions. It shall comply in all respects with the requirements of Wisconsin Statutes, with this Ordinance and with Wisconsin Administrative Code.

**06.01 ADDITIONAL INFORMATION:** The Plat shall show correctly on its face, in addition to the information required by §236.15 and §236.20, Wis. Statutes, the following:

- (a) The exact length, width and bearing of all Roads within and abutting the Plat.
- (b) Location and width of the-Right-Of-Way of any obliquely intersecting Road.
- (c) Railroad rights-of-way within and abutting the Plat.
- (d) Utility and/or drainage Easements.
- (e) All lands reserved for future public acquisition or reserved for the common use of property owners within the Plat.
- (f) Special restrictions required by the Town relating to access control along Public Ways, delineation of Floodplain limits, or the provision of planting strips.

**06.02 DEED RESTRICTIONS.** The Town Board may require that deed restrictions imposed by the Subdivider be filed with the Final Plat.

**06.03 PLAT RESTRICTIONS.** The Town Board may require that Plat restrictions intended to reflect Town plans and Ordinances be placed on the face of the Plat.

**06.04 SURVEY ACCURACY.** The Plan Commission or its designee shall examine all Final Plats within the Town and may make, or cause to be made by a registered land Surveyor, field checks for the accuracy and closure of survey, the proper kind and location of monuments, and the legibility and completeness of the drawing. In addition: The survey accuracy shall be in accordance with Wis. Administrative Code AE- 7 or Wis. Statutes as applicable.

**06.05 SAWYER COUNTY PLANE COORDINATE SYSTEM.** All Plats shall be tied directly to a section or quarter corner monumented according to data available in the Sawyer County Coordinate System. The exact grid bearing, and ground distance of such tie shall be determined by field measurements, and the material and Sawyer County State plane coordinates of the monument marking the section or quarter corner to which the Plat is tied shall be indicated on the Plat. The grid bearing and ground distance of the tie shall be determined by a closed survey meeting the error of closure specified in §6.01 above for the survey of the exterior boundaries of the Land Division or Subdivision. All distances and bearings shall be referenced to the Sawyer County Coordinate System.

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**06.06 CERTIFICATES.** All Final Plats shall provide all the certificates required by §236.21, Wis. Statutes, and, in addition, the Surveyor shall certify that he has fully complied with all the provisions of this Ordinance. The Subdivider's certificate shall be fully executed prior to Town Board approval.

**06.07 RECORDING:** The Developer shall record the Final Plat after all required signatures and certificates are obtained with the County Register of Deeds. The Subdivider shall, however, be responsible for payment of all recording fees.

**06.06 DUPLICATE PLAT TO BE FILED:** An identical copy of the Plat along with the recording data, shall be placed on file with the Town Clerk.

**SECTION 7 - MINOR LAND DIVISION.** Minor Land Divisions shall be made on a Certified Survey Map prepared in accordance with §236.34 Wis. Statutes. All Minor Land Divisions must comply with the provisions of this Ordinance including §13.13.02 and §13.14.01 of this Ordinance.

**07.01 - CERTIFIED SURVEY MAP – GENERAL REQUIREMENTS.** A Certified Survey Map (CSM) submitted to the Plan Commission for review and approval by the Town Board shall show correctly on its face the information required by §236.34, Wis. Statutes. In addition, all Certified Survey Maps submitted for review and approval shall show the following:

- (a) All existing buildings, watercourses, drainage ditches and other features pertinent to the proposed Land Division.
- (b) Utility and/or drainage Easements.
- (c) All lands reserved for future acquisition.
- (d) Date of the map.
- (e) The 100-year Floodplain limits or, where such data is not available, a contour line two (2) feet above the OHWM shall be shown.
- (f) Graphic scale and north arrow.
- (g) Name and address of the owner, Subdivider, Surveyor, and adjacent Parcel Identification Numbers.
- (h) The CSM must comply with all Sawyer County requirements as found in Section 4.0. of the Sawyer County Zoning Ordinances

**07.02 SAWYER COUNTY PLANE COORDINATE SYSTEM:** All Plats shall be tied directly to a section or quarter corner monumented according to data available in the

Sawyer County Coordinate System. The exact grid bearing, and ground distance of such tie shall be determined by field measurements, and the material and Sawyer County State plane coordinates of the monument marking the section or quarter corner to which the Plat is tied shall be indicated on the Plat. The grid bearing and ground distance of the tie shall be determined by a closed survey meeting the error of closure specified in §6.01 above for the survey of the exterior boundaries of the Land Division or Subdivision. All distances and bearings shall be referenced to the Sawyer County Coordinate System.

**07.03 CERTIFIED SURVEY MAP CERTIFICATES.** A Certified Survey Map (CSM) shall be submitted to the Plan Commission for review and approval by the Town Board shall show correctly on its face the information required by §236.34, Wis. Statutes. In addition, the Surveyor shall certify on the face of the Certified Survey Map that he has fully complied with all the provisions of this Ordinance. After reviewing the map, the Town Board, upon the recommendation of the Plan Commission, shall certify its approval on the face of the map. After receiving approval by the Town Board, such maps shall be certified by the Town Chairperson and the Town Clerk. In addition, dedication of Roads and other public areas shall require the owner's certificate and the mortgagee's certificate in substantially the same form as required by §236:21(2) (a), Wis. Statutes.

**07.04 APPROVAL.** No Certified Survey Map shall be approved by the Town Board for recording until all required improvements have been installed and until all required fees have been paid unless provision for the installation of improvements and payment of fees has been made in an approved Subdivider's agreement.

**07.05 RECORDING.** A Certified Survey Map shall only be recorded after the recommendation of the Plan Commission and the approval of the Town Board with the County Register of Deeds, and the Subdivider shall pay all costs of recording.

**07.06 DUPLICATE CERTIFIED SURVEY MAP TO BE FILED:** An identical copy of the Certified Survey Map with the recording data shall be placed on file with the Town Clerk within 30 Days after recording.

## **SECTION 8 - MAJOR LAND DIVISION**

**08.01 LAND DIVISION DESIGN STANDARDS.** On any new Subdivision Plat or Certified Survey Map, all Roads shall conform to all specifications in the Sawyer County Ordinance as found in Sawyer County Zoning Ordinances. The Land Division or Subdivision shall be designed so as to provide each Lot with direct vehicular access to a public or private Road. In addition, whenever a new parcel or Condominium unit is created which does not have direct vehicular access to an existing Town Road or County or State highway, said parcel shall be provided access over a Road which meets all of the specifications for Town Roads, whether such new Road is intended to be a public or private Road.

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**08.02 ROAD DESIGN STANDARDS.** The minimum Right-Of-Way width is sixty-six (66) feet, and the minimum driving surface width is twenty (20) feet for all proposed Roads whether public or private. Road names shall not duplicate or be like Road names existing elsewhere in the Town or elsewhere in Sawyer County.

**08.03 CLUSTER DEVELOPMENT STANDARDS**

- (a) Proposed Cluster Developments shall include a minimum of five acres of land.
- (b) Shall be developed as a unit for residential and/or commercial uses only.
- (c) The permitted number of Lots in such Developments shall be determined by dividing the total Buildable Area of the Development, excluding Roads, Easements by the minimum permitted Lot size of the zone district.
- (d) The minimum distance between principal structures shall be 20 feet.
- (e) Land not used for Lots and Roads shall be dedicated in perpetuity to remain in open space. This may be accomplished by conveyance in common to each of the owners of Lots in the Development or by dedication to the County, Town, or municipality. Lands dedicated to the public must be accepted by action of the governing bodies of the accepting unit of government.
- (f) If land is to be conveyed to owners of Lots in the Development, a homeowner's association or a similar legally constituted body shall be created to maintain the open space land.

**08.04 LOTS:** The size, shape and orientation of Lots shall be appropriate for the location of the Land Division and for the type of Development and use contemplated.

Area and dimensions of Lots shall conform to the requirements of the County Code and this Ordinance and, in areas not served by public sewers, shall, in addition, conform to the requirements of the appropriate Wis. Administrative Code or applicable Statutes.

**08.05 ELECTRIC AND COMMUNICATION FACILITIES EASEMENTS:**

Adequate Easement shall be provided and dedicated on each side of all rear Lot lines, and on side Lot lines, across Lots or along front Lot lines as is customary for the area and technology being deployed, for the installation of electric and communications facilities. Such Easements shall be noted as "Utility Easements" on the Final Plat or certified survey map.



**08.06 OTHER UTILITIES.** The Subdivider shall have arranged with the affected utility companies for gas, electric, telephone or CATV facilities to be installed in such a manner as to make adequate service available to each Lot in the Land Division when needed. Where underground utility cables are to be installed in a new residential Land Division or a Subdivision, the utility may install conduit for Road crossings before the Road is surfaced to facilitate later installation of the necessary cable to serve such land or Subdivision or portions thereof. The installation of conduit shall be in lieu of direct installation of the underground cable.

Plans indicating the proposed location of all gas, electrical power and telephone distribution and transmission lines required to service the Plat shall be approved by the Plan Commission. The Plan Commission, in its sole discretion, shall have the authority to deny all or part of these Plans and identify alternative location(s) for some or all lines, including underground locations, and the Subdivider will be obligated to conform with the changes made by the Plan Commission.

**08.07 FIRE PROTECTION AND EMERGENCY SERVICES.** The Subdivider must provide a plan that has been approved by the local fire authority for fire protection. At a minimum, this plan shall address ensuring that there is sufficient access for emergency vehicles and responders throughout the proposed Subdivision and that there are adequate sources of water for use in emergency situations. A year-round water source must be located within five miles of the proposed Subdivision and identified in the fire protection and emergency services plan, or dedicated hydrants of a number approved by the local fire authority must be provided.

## **SECTION 9 - REQUIRED IMPROVEMENTS**

**09.01 SURVEY MONUMENTS:** The Subdivider shall install survey monuments placed in accordance with the requirements of §236.15, Wis. Statutes. Said Monuments must be installed prior to recording any Plat or must be addressed in an Agreement with the Town.

**09.02 STORM WATER DRAINAGE FACILITIES.** Where deemed appropriate by the Plan Commission the Subdivider shall construct storm water drainage facilities which may include curbs and gutters, catch basins and inlets, storm sewers, Road ditches, water retention structures and settling basins. All such facilities are to be of adequate size and grade to hydraulically accommodate maximum potential volumes of flow; the type of facility required, the design criteria and the sizes and grades to be determined by the Town Board or its designee. Storm drainage facilities shall be so designed as to present no hazard to life or property; and the size, type and installation of all storm water drains and sewers proposed to be constructed shall be in accordance with the plans and standard specifications approved by the Town Board or its designee. If the Town Board determines it is necessary to construct storm sewer facilities outside the boundaries of the Land Division or Development and the Land Division or Development is benefited thereby, the Town shall construct such facilities, and the Subdivider or Developer shall share the cost

thereof in the same ratio that the benefiting area of the Land Division or Development bears to the total area served by said outside construction.

## **SECTION 10 - CONSTRUCTION**

**10.01 COMMENCEMENT.** No construction or installation of improvements shall commence in a proposed Land Division until the Preliminary Plat or Certified Survey Map has been approved by both the Plan Commission and the Town Board.

**10.02 PLANS.** The following plans and accompanying construction specifications may be required by the Plan Commission before authorization by the Town Board of construction or installation of improvements:

- (a) Road plans and profiles showing existing and proposed grades, elevations, and cross-sections of required improvements.
- (b) Storm water drainage facility plans and profiles showing the locations, grades, sizes, cross-sections, elevations, and materials of required facilities.
- (c) Planting plans showing the locations, age and species of any required trees.
- (d) Additional special plans or information as required; where required by State agencies, such plans shall be approved by such agencies prior to the commencement of construction.

**10.03 INSPECTION.** The Subdivider, prior to commencing any work within the Land Division or Subdivision, shall make arrangements with the Town Board to provide for adequate inspection. The Town Board or its designee shall inspect all work, in progress or completed, prior to Town Board approval of the Final Plat or release of the sureties. The Town Board shall be reimbursed by the Subdivider for all costs incurred to inspect the improvements.

## **SECTION 11 – FEES**

**11.01 PAYMENT RESPONSIBILITY.** The individual creating a Land Division shall pay to the Town all fees incurred by the Town for services performed by or on behalf of the Town in conjunction with the design, inspection and review of any Preliminary Plat, certified survey, Final Plat, drafting of legal documents, and with inspection as the Town Engineer deems necessary to assure that the construction of the required improvements is in compliance with the plans, specification and ordinances of the Town or any other governmental authority.

**11.02 CERTIFIED SURVEY MAP REVIEW FEE.** The owner of record or the Subdivider of a Minor Land Division shall pay a fee as established by the Town fee schedule to the Town at the time of application for approval of such Land Division to assist in defraying the cost of review.

**11.03 PRELIMINARY PLAT REVIEW FEES.** The Subdivider shall pay a fee as established by the Town fee schedule for each Lot or parcel over 10 in number within the Preliminary Plat to the Town at the time of first application for approval of any Preliminary Plat to assist in defraying the cost of review.

**11.04 PRELIMINARY PLAT REAPPLICATION FEES.** A fee as established by the Town fee schedule shall be paid to the Town at the time of reapplication for approval of any Preliminary Plat that has been previously reviewed.

**11.05 FINAL PLAT REVIEW FEES.** The Subdivider shall pay a fee as established by the Town fee schedule for each Lot or parcel over ten (10), if the per Lot portion of the fee has not been previously paid at the time of submission of a Preliminary Plat for review, to the Town at the time of first application for approval of the Final Plat to assist in defraying the cost of review.

**11.06 FINAL PLAT REAPPLICATION FEES.** A fee as established by The Town fee schedule shall be paid to the Town at the time of reapplication for approval of any Final Plat that has been previously reviewed.

**11.07 INSPECTION FEES.** The Subdivider shall pay a fee equal to the actual cost to the Town for such inspection as the Town Board deems necessary to assure that the construction of the required improvements follows the plans, specifications and Ordinances of the Town or any other governmental authority.

**11.08 ENGINEERING FEES.** The Subdivider or Developer shall pay a fee equal to the actual cost to the Town for all engineering work incurred by the Town in connection with the Major or Minor Land Division. Engineering work shall include the review and approval of construction plans. The Town Board or its designee may permit the Subdivider to furnish all, some, or part of the required construction plans. The fee for the engineering work shall be billed periodically and shall be payable within ten (10) Days.

**11.09 LEGAL FEES:** The Subdivider or Developer shall pay a fee equal to the cost of any legal work that may be undertaken by the Town in connection with the Major or Minor Land Division or planned Development. Legal work shall include all conferences regarding the Land Division or Development and the drafting of contracts and agreements between the Town and the Subdivider. Legal fees shall be billed periodically and shall be payable within thirty (30) Days of the date of invoice.

**11.10 SPECIAL MEETINGS OF THE PLAN COMMISSION.** Should the Subdivider desire a special (non-scheduled) meeting of the Plan Commission for review of a Preliminary Plat, a Certified Survey, or Final Plat such special meetings

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may be called by the Chairperson of the Plan Commission. The Subdivider shall reimburse the Town for the cost of such special meetings of the Plan Commission.

**SECTION 12 – VIOLATIONS.** It shall be a violation of this Ordinance to build upon, divide, convey, record or place monuments on any Lot created in violation of this Ordinance or the Wisconsin Statutes. No Person shall be issued a permit by the Town authorizing the improvement of any Lot within the jurisdiction of this Ordinance not of record as of the effective date of this Ordinance until the provisions and requirements of this Ordinance have been fully met. The Town may institute appropriate action or proceedings to enjoin violations of this Ordinance or the applicable Wisconsin Statutes.

**12.02 ENFORCEMENT AND PENALTIES.** The provisions of this Ordinance shall be administered and enforced by and under the direction of the Town Board.

**12.03 INVESTIGATION, COMPLIANCE AND NOTICE OF VIOLATION.** The Town Board or its designee is responsible for conducting any necessary inspection and investigation to insure compliance with this Ordinance and through field notes, photographs and other means, documenting the presence of violations.

- (a) If, upon investigation, the Town Board becomes aware of a violation of this Ordinance, it shall immediately notify responsible parties and those potentially liable. Such notice shall include a demand that the condition that is alleged to constitute a violation be halted or remedied, and a statement that a complaint about the condition will be transmitted to the Town Attorney for prosecution if remedial action has not occurred within ten (10) Days. Responsible parties and those potentially liable shall include but not be limited to the landowner, tenants, and contractors.
- (b) If the same or a similar violation recurs within a two-year period, whether it involves the same property or the same or similar conduct by the owner, agent or contractor, notification of violation may be waived by the Town Board and immediate legal action can be commenced to prosecute the violation.

**12.04 PROSECUTION, INJUNCTIONS, FINES AND FORFEITURES.**

- (a) It shall be the duty of the Town Board to expeditiously review all alleged violations of this Ordinance and act as appropriate.
- (b) A forfeiture of not less than \$100.00, nor more than \$500.00, plus costs of prosecution for each offense, shall be imposed for each violation of this Ordinance.

- (c) Each day a violation exists or continues shall be considered a separate and distinct offense
- (d) As a substitute for or in addition to forfeiture actions, the Town Attorney may on behalf of the Town, seek enforcement of any and all parts of this Ordinance by court actions seeking injunctions or restraining orders and/or by pursuing nuisance actions against the violator.
- (e) An Assessor's Plat made under §70.27 Wis. Statutes, may be ordered as a remedy by the Town, at the expense of the Subdivider, when successive Land Divisions create a Subdivision, as defined herein.
- (f) Any deed or other conveyance of parcel of land recorded contrary to the requirements of this chapter shall be void.

**12.05 VIOLATIONS OF PERMITS OR CONDITIONS UNDER THIS ORDINANCE.** Violation of a condition under this Ordinance shall be deemed a violation of this Ordinance and shall constitute grounds for revocation of the approval as well as fines and forfeitures and any other available remedies.

**12.06 REVOCATION OF APPROVAL.** The Town Board shall retain continuing jurisdiction over all activities authorized by the Land Division approval for the purpose of assuring compliance with this Ordinance and other Ordinances and the terms of the approval. If the Town Board finds that the Subdivider is not in compliance with the terms of the approval, it may amend, suspend or revoke the approval. The decision of the Town Board shall be furnished to the Subdivider in writing, stating the reasons therefore.

**12.07 APPROVAL ISSUED IN VIOLATION OF THIS ORDINANCE.** An approval issued in violation of this Ordinance, the Wisconsin Administrative Code or the Wisconsin Statutes, gives the permit holder no vested right to continue the Land Division authorized by the approval and the Plat is considered void.

**SECTION 13 - EFFECTIVE DATE.** This Ordinance shall take effect and be in force from and after passage by the Town of Round Lake Town Board and posting as provided by the law and publication in pamphlet form as a Code pursuant to §66.01 03 Wis. Statutes.

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**ADOPTED** this \_\_\_\_ day of \_\_\_\_\_, 2024.

**DRAFT**

\_\_\_\_\_  
Rolfe Hanson, Chairperson

\_\_\_\_\_  
James Strandlund, Supervisor

\_\_\_\_\_  
Daniel Palmer, Supervisor

\_\_\_\_\_  
Marvin Scott Verbeck, Supervisor

\_\_\_\_\_  
Kay Wilson, Supervisor

I hereby certify that the above ordinance was adopted by the Town Board of the Town of Round Lake, Sawyer County, Wisconsin, on the \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Kathy McCoy - Clerk

# Town of Round Lake, Sawyer County Wisconsin

## Subdivision Ordinance

### Appendix A

Environmental Report for Proposed Subdivisions  
Town of Round Lake  
Sawyer County, Wisconsin

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Project Name: \_\_\_\_\_

Developer Name: \_\_\_\_\_

Date: \_\_\_\_\_

1. Description of the project.

*provide a description of the project including location, zoning, size, number of lots, anticipated structure type(s), roads (public/private), development timeline, approximate cost of parcels and structures, project's compatibility with nearby land uses, and any other information that will help define the scope and characteristics of the propose development.*

2. Evaluate the environmental impacts of each alternative, including potential impacts on land use, water resources, wildlife habitat, and community character.

a. Land Use and Cover

*Cover types: Estimate the acreage of the site with each of the following cover types before and after development:*

Cover Types	Before (acres)	After (acres)
Wetlands and shallow lakes (<6 feet deep)		

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Deep lakes (>6 feet deep)		
Wooded/forest		
Rivers and streams		
Brush/Grassland		
Cropland		
Livestock rangeland/pastureland		
Lawn/landscaping		
Impervious surface		
Stormwater Pond (wet sedimentation basin)		
Other (describe)		
TOTAL		

b. Permits and approvals required

*List all known local, state and federal permits, approvals, certifications and financial assistance for the project. Include modifications of any existing permits, governmental review of plans and all direct and indirect forms of public financial assistance including bond guarantees, Tax Increment Financing and infrastructure.*

c. Topography and Geology

*Describe the geology underlying the project area and identify and map any susceptible geologic features such as sinkholes, shallow limestone formations, or unconfined/shallow aquifers. Discuss any limitations of these features for the project and any effects the project could have on these features. Identify any project designs or mitigation measures to address effects to geologic features.*

d. Soils and topography

*Describe the soils on the site, giving NRCS (SCS) classifications and descriptions, including limitations of soils. Describe topography, any special site conditions relating to erosion potential, soil stability or other soils limitations, such as steep slopes, highly permeable soils. Provide estimated volume and acreage of soil excavation and/or grading. Discuss impacts from project activities (distinguish between construction and operational activities) related to soils and topography. Identify measures during and after project construction to address soil limitations*



*including stabilization, soil corrections or other measures.*

- e. Surface water, - lakes, streams, wetlands, intermittent channels, and ditches.  
*Identify any special designations such as public waters, shoreland classification and floodway/floodplain, trout stream/lake, wildlife lakes, migratory waterfowl feeding/resting lake, and outstanding resource value water. Include the presence of aquatic invasive species and the water quality impairments or special designations that are within 1 mile of the project.*
- f. Groundwater – aquifers, springs, seeps.  
*Identify approximate depth to groundwater, if project is within a wellhead protection area, identification of any onsite and/or nearby wells, including unique numbers and well logs if available. If there are no wells known on site or nearby, explain the methodology used. Describe the plans for wells within the project (private/shared/public)*
- g. Wastewater  
*Describe the plans for wastewater treatment system(s) within the project (private/shared/public). Describe the system(s) to be used, the design flow, and suitability of site conditions for such system(s). If septic systems are part of the project, describe the availability of septage disposal options within the region to handle the ongoing amounts generated because of the project.*
- h. Stormwater  
*Describe changes in surface hydrology resulting from change of land cover. Describe the routes and receiving water bodies for runoff from the project site (major downstream water bodies as well as the immediate receiving waters). Discuss environmental effects from stormwater discharges on receiving waters post construction including how the project will affect runoff volume, discharge rate and change in pollutants.*
- i. Wetlands  
*Describe any anticipated physical effects or alterations to wetland features such as draining, filling, permanent inundation, dredging and vegetative removal. Discuss direct and indirect environmental effects from physical modification of wetlands, including the anticipated effects that any proposed wetland alterations may have to the host watershed. Identify measures to avoid (e.g., available alternatives that were considered), minimize, or mitigate environmental effects to wetlands. Discuss whether any required compensatory wetland mitigation for unavoidable wetland impacts will occur in the same minor or major watershed and identify those probable locations.*

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- j. Fish, wildlife, plant communities, and sensitive ecological resources (rare features):  
*Describe fish and wildlife resources as well as habitats and vegetation on or in near the site. Describe rare features such as state-listed (endangered, threatened or special concern) species, native plant communities, and other sensitive ecological resources on or within close proximity to the site. Discuss how the identified fish, wildlife, plant communities, rare features and ecosystems may be affected by the project. Include a discussion on introduction and spread of invasive species from the project construction and operation. Separately discuss effects to known threatened and endangered species. Identify measures that will be taken to avoid, minimize, or mitigate the adverse effects to fish, wildlife, plant communities, ecosystems, and sensitive ecological resources.*
- k. Historic properties  
*Describe any historic structures, archeological sites, and/or traditional cultural properties on or in close proximity to the site. Include: 1) historic designations, 2) known artifact areas, and 3) architectural features. Discuss any anticipated effects to historic properties during project construction and operation. Identify measures that will be taken to avoid, minimize, or mitigate adverse effects to historic properties.*
- l. Visual  
*Describe any scenic views or vistas on or near the project site. Describe any project related visual effects such as vapor plumes or glare from intense lights. Discuss the potential visual effects from the project. Identify any measures to avoid, minimize, or mitigate visual effects.*
- m. Air  
*Describe the type, sources, quantities and compositions of any emissions from stationary sources such as boilers or exhaust stacks, wood stoves. Include any hazardous air pollutants, criteria pollutants. Discuss effects to air quality including any sensitive receptors, human health or applicable regulatory criteria. Include a discussion of any methods used assess the project's effect on air quality and the results of that assessment. Describe the effect of the project's traffic generation on air emissions. Describe sources, characteristics, duration, quantities, and intensity of dust and odors generated during project construction and operation. Identify measures that will be taken to minimize or mitigate the effects of dust and odors.*
- n. Noise  
*Describe sources, characteristics, duration, quantities, and intensity of noise generated during project construction and operation. Discuss the effect of noise in the vicinity of the project including 1) existing noise levels/sources in the area, 2)*

*nearby sensitive receptors, 3) conformance to state noise standards, and 4) quality of life. Identify measures that will be taken to minimize or mitigate the effects of noise.*

**o. Transportation**

*Describe traffic-related aspects of project construction and operation. Include: 1) existing and proposed additional parking spaces, 2) estimated total average daily traffic generated, Discuss the effect on traffic congestion on affected roads and describe any traffic improvements necessary. The analysis must discuss the project's impact on the regional transportation system.*

**p. Climate Adaptation and Resilience**

*Describe the climate trends in the general location of the project (see guidance: Climate Adaptation and Resilience) and how climate change is anticipated to affect that location during the life of the project.*

**q. Contamination/Hazardous Materials/Wastes**

*Describe any known contamination within the project site including underground storage tanks, building used to store hazardous materials or other special uses.*

**3. Public Involvement**

*Describe the process for public involvement in the planning, design, and review of the proposed project, including opportunities for public comment, stakeholder engagement, and consultation with regulatory agencies. Summarize any concerns, comments, or objections raised by the public or other stakeholders regarding the environmental impacts of the project, and explain how these concerns were addressed in the project design and decision-making process.*

**4. List of References and Preparers**

*Provide a list of references, unless cited above, used to prepare this document.  
Provide a list of preparers and their credentials for those contributing to the information contained in this document.*

Developer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Project

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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