## **Minor Land Division Letter of Intent Form**

Town of Elba N3799 County Hwy T Columbus, WI 53925 (920) 728-0269

clerk@townofelba.wi.gov Mail Form and Fee to: Office Use: Date Received \_\_\_\_\_ Fee Received \_\_\_\_\_ Check Number \_\_\_\_\_

Wendy Stoeckler, Clerk N4006 County Road T Columbus, WI 53925

Application Fee: \$250 (Non-Refundable, Payable to: Towr	n of Elba)					
Names & Mailing Addresses		Pro	PERTY DESC	RIPTION		
Applicant (Agent)	Parcel Identification	Number (PIN	)			
Street Address	Town			T 1	N R	E
City • State • ZipCode	1/4	1/4	Section	Acreage of Parent Parcel		eage of sed Lot(s)
Property Owner (If different from applicant)	Subdivision (Name,	lot and block)	or CSM # (Volu	Ime/Page/Lot)		
Street Address	Site Address Of Pro	perty (DO NO	T Include City/St	ate/ZipCode)		
City • State • ZipCode	Is this propert	y connect	ed to public	sewer? □	Yes	□ No
	CONTACT PERSON					
Name and daytime phone number (include area code) of	f a person we can contact	if we have	any questions	about your appli	cation.	
Name	Daytime Phor	ne (	_)	-		
CURRENT PROPERTY USE			PROPOSED U	JSE		
□ Vacant Property         □ Single Family Residential         □ Duplex (Two-Family Residential)         □ Multi-Family Residential         • Number of residential units:         □ Active Working Farm Operation         □ Recreational / Wetlands / Wooded Parcel         □ Business / Industrial / Commercial Use (Describe Below)         □ Other (Describe Below)	☐ Single Family ☐ Duplex (Two-f ☐ Multi-Family F	amily Residesidential or of residential se Only – Notes Recreational ustrial / Con	tial units: residential str / Wetlands - N	ructures lo residential str		
PROSPECTIVE BUYERS	OPP	OSITE & A	BUTTING PR	ROPERTY OW	NERS	
NAME	NAME ADDRESS					

		CERTIFICATE			
best of my knowledge. I	hereby authorize i		nbers and/or Tow	both above and attached is true and correct to t in of Elba Planning Commission members to en	
Signature			Da	ate	
· ·		ntact Number ()			
		OFFICE USE ON	LY		
☐ CUP Required (A	App			Restriction Release Required	
Notes:			,		
		TOWN OF ELBA PLANNING COMMISSION, CHAIR  TOWN OF ELBA PLANNING COMMISSION	iMAN	Date	
Approved	DENIED	Town of Elba Planning Commission		Date	
		TOWN OF ELBA PLANNING COMMISSION		Date	
		Town of Elba Planning Commission		Date	
		Attest, Town Clerk		Date	
		Town of Elba Board Chairman		Date	
APPROVED	DENIED			Dete	
		Town of Elba Supervisor #1		Date	
		TOWN OF ELBA SUPERVISOR #2		Date	
		Attest, Town Clerk		Date	

## SKETCH MAP

## **INSTRUCTIONS**

Sketch the proposed land division in the space provided below or attach a sketch map or aerial photo of the proposed land division to the application. The sketch map or aerial photo shall be at a scale of 1" = 200' or other appropriate scale. This sketch map or aerial photo shall include the following information:

- 1. North arrow, date and scale;
- 2. Reference to a section corner or existing lot line;
- 3. The dimensions of the existing parcel;
- 4. The location and dimensions of the proposed lot(s);
- 5. The location of the existing and proposed lot lines;
- 6. The location and dimensions of any existing or proposed easements;
- 7. The location of any existing buildings, water wells, septic systems, water courses, drainage ditches and other features pertinent to proper division;
- 8. The location and name of existing roads, easements of record, public access to navigable waters and dedicated areas;
- 9. The location of existing and proposed driveways;
- 10. Any other additional information pertinent to this land division;

Width	Rear property line OR Edge of water	(north arrow)
	σ Right-of-Way Line of Road/Highway σ	Width
	τ Center(line) of Road/Highway τ	

Name Of Road/Highway \_\_\_\_\_

## **Minor Land Division Letter of Intent Application Instructions**

An applicant may propose to divide land where the act of division creates not more than 4 parcels or buildings sites, including any remaining portion of the original parcel within a period of 5 years, whether done by the original owner or a successive owner, by use of the attached minor land division letter of intent form and a sketch map. If you intend to create more than 4 lots, the Major Subdivision Procedures must be followed. Please follow the instructions below to complete the minor land division letter of intent application form.

- 1. Please use black or blue ink to complete this form:
- 2. Fill in the legal name and mailing address of the applicant and the person, firm, public organization or any other entity that owns the existing parcel;
- 3. Fill in the property description for the site and the parcel identification number (PIN). If the property contains more than one PIN, please list all of the numbers. The PIN is critical in the processing of this form, failure to provide the PIN will delay the review of this form. Your PIN can be found on your tax bill or you can contact our office for assistance in finding the PIN;
- 4. Fill in the "total acreage" of the existing parent parcel. The parent parcel would include all of the land that is owned by the owner at this location;
- 5. Fill in the acreage of the proposed lot(s). Use an additional sheet if necessary;
- 6. Fill in the Subdivision name and lot number or CSM # of the existing parcel, if applicable;
- 7. Fill in the Site Address of the existing parcel. If there is no site address at this time, please fill in the name of the road/highway that the proposed lot will have frontage on;
- 8. Answer the question regarding access to public sewer by checking the yes or no box;
- Fill in the name and phone number of the contact person. The contact person should be the person completely familiar with the proposed land division;
- 10. Complete the "Current Property Use Section" Check all that apply;
- 11. Complete the "Proposed Use" Section Check all that apply. Use an additional sheet if necessary;
- 12. Complete the Certification Section, <u>sign and date</u> the application form and provide a telephone number where you can be reached;
- 13. **Sketch Map** Complete the sketch map or attach a sketch map or aerial photo of the proposed land division to the application. The sketch map or aerial photo shall be at a scale of 1" = 200' or other appropriate scale. This sketch map or aerial photo shall include the following information:
  - 1. North arrow, date and scale;
  - 2. Reference to a section corner or existing lot line;
  - 3. The dimensions of the existing parcel:
  - 4. The location and dimensions of the proposed lot(s):
  - 5. The location of the existing and proposed lot lines;
  - 6. The location and dimensions of any existing or proposed easements;
  - 7. The location of any existing buildings, water wells, septic systems, water courses, drainage ditches and other features pertinent to proper division;
  - 8. The location and name of existing roads, easements of record, public access to navigable waters and dedicated areas;
  - 9. The location of existing and proposed driveways;
  - 10. Any other additional information pertinent to this land division;

(An aerial photo of your site may be available through the Dodge County Planning, Development and Parks Department.)

14. Submit the <u>application form, sketch map and the appropriate application fee</u> (payable to Town of Elba) to the address listed on the front of this form.

Additional information regarding the minor land division review and approval process can be found in the "Minor Land Division Information Sheet"