

Minor Land Division Letter of Intent Form

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

clerk@townofelba.wi.gov

Office Use: Date Received _____
 Fee Received _____
 Check Number _____

Mail Form and Fee to:

Town of Elba, Clerk
 PO BOX 191
 Columbus, WI 53925

Application Fee: \$250 (Non-Refundable, Payable to: Town of Elba)

NAMES & MAILING ADDRESSES		PROPERTY DESCRIPTION					
Applicant (Agent)		Parcel Identification Number (PIN)					
Street Address		Town		T	N	R	E
City • State • ZipCode		1/4	1/4	Section	Acreage of Parent Parcel	Acreage of Proposed Lot(s)	
Property Owner (If different from applicant)		Subdivision (Name, lot and block) or CSM # (Volume/Page/Lot)					
Street Address		Site Address Of Property (DO NOT include City/State/ZipCode)					
City • State • ZipCode		Is this property connected to public sewer? <input type="checkbox"/> Yes <input type="checkbox"/> No					
CONTACT PERSON							
Name and daytime phone number (include area code) of a person we can contact if we have any questions about your application.							
Name _____				Daytime Phone (_____) _____ - _____			
CURRENT PROPERTY USE				PROPOSED USE			
<input type="checkbox"/> Vacant Property <input type="checkbox"/> Single Family Residential <input type="checkbox"/> Duplex (Two-Family Residential) <input type="checkbox"/> Multi-Family Residential • Number of residential units: _____ <input type="checkbox"/> Active Working Farm Operation <input type="checkbox"/> Recreational / Wetlands / Wooded Parcel <input type="checkbox"/> Business / Industrial / Commercial Use (Describe Below) <input type="checkbox"/> Other (Describe Below)				<input type="checkbox"/> Single Family Residential <input type="checkbox"/> Duplex (Two-family Residential) <input type="checkbox"/> Multi-Family Residential • Number of residential units: _____ <input type="checkbox"/> Agricultural Use Only – No residential structures <input type="checkbox"/> Open Space Recreational / Wetlands - No residential structures <input type="checkbox"/> Business / Industrial / Commercial Use (Describe Below) <input type="checkbox"/> Other (Describe Below)			
PROSPECTIVE BUYERS				OPPOSITE & ABUTTING PROPERTY OWNERS			
NAME _____		NAME _____		NAME _____		NAME _____	
ADDRESS _____		ADDRESS _____		ADDRESS _____		ADDRESS _____	
NAME _____		NAME _____		NAME _____		NAME _____	
ADDRESS _____		ADDRESS _____		ADDRESS _____		ADDRESS _____	
NAME _____		NAME _____		NAME _____		NAME _____	
ADDRESS _____		ADDRESS _____		ADDRESS _____		ADDRESS _____	
NAME _____		NAME _____		NAME _____		NAME _____	
ADDRESS _____		ADDRESS _____		ADDRESS _____		ADDRESS _____	

CERTIFICATE

I, the undersigned, hereby apply for Minor Land Division approval and certify that all the information both above and attached is true and correct to the best of my knowledge. I hereby authorize members of the Town of Elba Board members and/or Town of Elba Planning Commission members to enter the above-described property for purposes of obtaining information pertinent to my request.

Signature _____ Date _____

Daytime Contact Number (_____) _____ - _____

OFFICE USE ONLY

CUP Required (App _____)

REZONE Required (App _____)

Restriction Release Required

Notes:

APPROVED

DENIED

TOWN OF ELBA PLANNING COMMISSION, CHAIRMAN Date _____

TOWN OF ELBA PLANNING COMMISSION Date _____

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

Date _____

Town of Elba Supervisor #1

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)

Length _____

Length _____

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;
9. 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, sign and date 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 application form, sketch map and the appropriate application fee (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"