

MINOR LAND DIVISION APPLICATION

The Minor Land Division Application procedure may be used only for the creation of four or fewer parcels (10 acres or smaller) out of one parcel within a five year period of time. If more than four parcels are being created, the Major Land Division procedure must be followed.

NAMES & MAILING ADDRESSES		PROPERTY			
Applicant	Property Description				
Address					
City, State, Zip	Parcel Identification Number (pin)	T	N	R	E
Property Owner (if different)	Acreage of whole parcel to be divided.	Section	¼	¼	
Address	Street Address of Property				
City, State, Zip	Present Use of Property				
CONTACT PERSON(S)					
Names and contact information of person(s) we can contact if we have questions about your application.					
Name	Name				
Address	Address				
Daytime Telephone	Daytime Telephone				
Evening Telephone	Evening Telephone				
Fax	Fax				
Email Address	Email Address				
MAP OR PLAN					
Include either your proposed certified survey map or drawing of your proposed land division with your application.					
A final Certified Survey Map must comply with Ch. 236 Wis. Stats. and the Village of Maine Land Division Ordinance.					
<p>A Drawing may be submitted to show the concept of your proposed land division and obtain information about the regulations to be complied with prior to incurring the cost of preparing a certified survey map. If a Drawing is submitted, it should show the basic layout of streets, lots, open space, easements, and any other proposed developments. Include all of the following on a Drawing:</p> <ul style="list-style-type: none"> — North arrow, data, scale., and reference to section corner, — Approximate dimensions of the whole parcel and the name, centerline, and right of way line of the street(s) abutting the parcel, — Approximate dimensions of the parcels, streets, open space, and easements; and — Locations and types of existing and proposed buildings, water wells, sewage systems, waterways, drainageways, and other features that would affect development. 					
CERTIFICATION					
<p>I apply for Minor Land Division approval and certify that all of the information in this application and accompanying material is true and correct to the best of my knowledge. I authorize officials, employees, and agents of the Village of Maine to enter the above described property for purposes of obtaining information pertinent to my application.</p>					
Signature _____	Date _____				
Printed Name: _____					

THIS SECTION FOR VILLAGE USE ONLY

Received by: _____ on _____ Fee Paid: _____ Cash Check Check No. _____

Plan Commission Action & Date: _____

Conditions of approval: _____

VILLAGE OF MAINE LAND DIVISION APPLICATION SUPPLEMENTARY SUBMISSION

Zoning permit applications must include information showing changes to the site that will affect drainage and water flow. Village of Maine land divisions must comply with the design standards set forth in Sections 18.18 through 18.25 of the Village's Land Division Ordinance. Section 18.25 requires a storm water management plan based upon the 25 year, 24 hour storm frequency for Marathon County. By submitting your storm water management plan with your application you will assist Village officials' review of your proposed land use and speed the review process.

Your storm water management plan should include at least the following:

- Identification of the soil types, infiltration characteristics of the soil, amount of available detention area, type of vegetative cover, amount of impervious cover, and time response to runoff;
- Identification of natural drainage ways and their maintenance easements;
- Identification of bridges, natural drainage patterns, water boundaries, pipes, culverts, catch basins, waterways, ditches, detention and retention basins, and the sizes, dimensions, and grades of each;
- Arrows showing the direction of the surface water flow;
- Indicate methods that will be used to protect downstream areas and adjacent properties from damage caused by surface water runoff and pollutant loadings;
- Indicate the location, size, and composition of proposed driveways and culverts.

When applicable, a covenant or covenants to preserve drainage ways and other storm water management structures must be recorded with the marathon County Register of Deeds. Those covenants will note that maintenance of the drainage ways in the subdivision are the responsibility of the subdivision property owners and that if not maintained, the Village may perform the maintenance services and assess the costs to the property owners.