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### APPLICATION for MINOR LAND DIVISION

A **Complete Application** is required before the Town of Freedom can review the proposed land division. A Complete Application entails a fully completed application form along with all required documents and drawings (printed copy and PDF) and payment of the Application Fee submitted as a single application packet.

#### Contact Information:

Name of Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Applicant (if different from Property Owner): \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Surveyor: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

#### Property Description:

Address (if different from property owner): \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_

*(Please include as attachment if more than one parcel is proposed to be divided)*

Location of Property: \_\_\_\_\_ ¼ \_\_\_\_\_ ¼, Section \_\_\_\_\_, Town \_\_\_\_\_ Range \_\_\_\_\_, Town of Freedom

Current Use of Parcel to be Divided: \_\_\_\_\_

Parcel Size: \_\_\_\_\_ Parcel Width: \_\_\_\_\_

Identify the Town of Freedom Comprehensive Plan land use classification for each parcel to be divided: (check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Agricultural Land               | <input type="checkbox"/> Single- and Two-Family Residential |
| <input type="checkbox"/> Livestock Intensive Agriculture | <input type="checkbox"/> Multi-Family                       |
| <input type="checkbox"/> Rural Character                 | <input type="checkbox"/> Commercial                         |
| <input type="checkbox"/> Rural Transition                | <input type="checkbox"/> Commercial/Industrial              |
| <input type="checkbox"/> Open Areas                      | <input type="checkbox"/> Industrial                         |
| <input type="checkbox"/> Planted Woodlots                | Other: _____  |
| <input type="checkbox"/> Mining/Quarries                 | Other: _____  |

Current Zoning of Parcel to be Divided:  
(check all that apply)

- |                                       |                                       |                                       |
|---------------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> AGD District | <input type="checkbox"/> RTF District | <input type="checkbox"/> CL District  |
| <input type="checkbox"/> RSF District | <input type="checkbox"/> RMF District | <input type="checkbox"/> IND District |

**Proposed Lot(s):**

Lot 1:

Lot Size: \_\_\_\_\_ Lot Width: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_ Intended Use: \_\_\_\_\_

Lot 2:

Lot Size: \_\_\_\_\_ Lot Width: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_ Intended Use: \_\_\_\_\_

Lot 3:

Lot Size: \_\_\_\_\_ Lot Width: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_ Intended Use: \_\_\_\_\_

Lot 4:

Lot Size: \_\_\_\_\_ Lot Width: \_\_\_\_\_

Proposed Zoning: \_\_\_\_\_ Intended Use: \_\_\_\_\_

**Outlot(s):**

Will any outlots be created as part of this land division? Yes \_\_\_ No \_\_\_

If yes:

Purpose of the outlot: \_\_\_\_\_

Ownership of outlot(s): \_\_\_\_\_

**Application Checklist:**

The purposes of the Application Checklist is to ensure a complete submittal has been prepared and to expedite the review process. The checklist is not necessarily inclusive of all requirements needed to obtain an approval and does not absolve the Applicant from compliance with other applicable sections of the Town of Freedom Land Division Ordinance.

NOTE: One paper copy and one digital copy (PDF format or similar format approved by the Town Clerk) of the application packet is required.

Please confirm compliance with Application for Minor Land Division submittal requirements by completing the table below in full. Completion shall entail entering one of the following codes in each box under the 'Code' column.

- ✓ - Shown on CSM
- - Included with Application Packet
- n/a - Appears Inapplicable
- ? - Unable to Determine if Required

Code	<b>Certified Survey Map Submittal Requirements</b> <i>(each of the following shall be shown on the face of, or as an attachment to, the CSM)</i>
	Name of the owner.
	Date of survey.
	Graphic scale and North arrow.
	All existing buildings, structures, driveways, and similar such developed features on the parcel.
	Locations, widths of rights-of-way and easements, and names of adjoining streets, highways, railroads, utilities, parks, cemeteries, and subdivisions.
	Any applicable use or access restrictions and covenants.
	All floodplains, wetlands, navigable ponds, streams, lakes, flowages, wetlands, environmentally sensitive areas, or erosion hazard areas.
	All Secondary Conservation Areas, as listed in Section 18-103 of the Town of Freedom Land Division Ordinance.
	The buildable area of the proposed lot(s).

	Distances and bearings referenced to a line and a corner of the Outagamie County Coordinate System.
	Owner's and mortgagee's certification of dedication of streets and other public areas prepared in accordance with Wis. Stat. §§ 236.21(2) and 236.34(1m)(e).
	Location and extent of permanently preserved open space as required under Section 18-103.A of this Chapter.
	The entirety of the parent parcel from which the proposed lot(s) are to be divided.
	Drain Tiles. The face of the Certified Survey Map shall contain the following statement: Any agricultural drain tile disturbed, cut, or broken as part of the development of the plat or excavation for home construction must be repaired and/or relocated to allow for the drain tile to continue to drain as originally designed. The cost of repair or relocation must be borne by the party or their agent damaging the drain tile.

<b>Additional Requirements</b>	
	The Town Board may require that any parcel of land divided from an agricultural parent parcel intended for the purpose of constructing a principal dwelling be located at the periphery of the parent parcel so as to preserve to the greatest degree practicable the functional agricultural use of the parent parcel.
	Where the Town finds that it requires additional information relative to a particular problem presented by a proposed development to review the certified survey map, it shall have the authority to request such information from the subdivider.
	Section 18-121.C of the Town of Freedom Land Division Ordinance establishes Park Impact Fee requirements and reads as follows: <ul style="list-style-type: none"> <li>(1) Impact fees are hereby imposed on all residential developments and land divisions within the Town of Freedom.</li> <li>(2) Park impact fees shall be due in full within 14 days of the issuance of a building permit.</li> <li>(3) The effective date of a building permit is the date on which all impact fees imposed under this Article are paid in full, and unless all impact fees are paid in full within 14 days after issuance as required by Wis. Stat. § 66.0617(6)(g), said building permit shall expire 15 days after issuance.</li> </ul>

**Signature and Certification:**

*By signing and dating below, you certify the information presented on this Application along with the drawings and documents included therein are, to the best of your knowledge, complete and in accordance with the Town of Freedom Land Division Ordinance.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Application Fee:**

The Application Fee for a Minor Land Division is as follows:

- 1. Minor Land Division via Certified Survey Map – \$250.00.
- 2. Lot Line Adjustment – \$100.00

**For Town Use Only**

Check No: \_\_\_\_\_ Amount: \_\_\_\_\_ Date Received: \_\_\_\_\_