

Subdivision Development and Preliminary Plat Submittal Letter of Intent and Sketch Plan

Section 21.12.020 of the *Wausau Municipal Code* requires subdividers to provide the City Engineer with a written letter of intent and a sketch plan of their proposed subdivision before a formal application and a preliminary plat are submitted.

The purpose of this “pre-application” stage is to identify any special problems or conditions affecting the subdivider’s property and to provide the City with additional lead time to research infrastructure improvements needed for the proposed subdivision. The ordinance indicates that the letter of intent and sketch plan need to be submitted **at least 30 days prior to submission of the preliminary plat**; however, on extremely simple subdivision proposals the City Engineer may elect to waive this 30-day period.

To comply with Section 21.12.020, the subdivider should gather the following information and arrange for a meeting with the City Engineer by contacting the City Engineering Department at 715-261-6740:

- A proposed schedule for completing the preliminary and final plat process and target dates, if any, for completing utility improvements needed to market the lots.
- Exact information on the location of the proposed subdivision in order to determine early on whether or not annexation will be an issue, sewer service boundary amendments will be an issue, official map changes will be needed, and/or amendments to the City’s comprehensive plan will be an issue.
- A general proposal as to how sewer and water utilities will be installed and how stormwater will be managed.
- A sketch map showing the general topography and location of proposed streets in the subdivision and how these streets will function with the adjacent circulation system.

The subdivider may provide any additional information at this time which may be useful in explaining the proposed development.

Any questions regarding the pre-application stage, letter of intent, or the sketch plan should be directed to the City Engineer early in the subdivision design and planning process.

Drafted by: Joe Pribanich, City Planner
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