

KINNICKINNIC SUBMITTAL PROCEDURE & REQUIREMENTS

Town of Kinnickinnic

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River Falls, WI 54022

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SUBMITTAL REQUIREMENTS (Certified Survey Map)

1. A completed Kinnickinnic Land Development Application & must be signed by property owner.
2. Letter of intent briefly describing the reason for the land division, lot sizes and uses, etc.
3. Town fees to be included at time of submittal: Certified Survey Map submittal fee, consultation & site visit with DZA and the Consultation with Plan Commission.
4. Certified Survey Map prepared by Wisconsin Registered Land Surveyor.
5. Stamped unsealed notification letters to adjacent landowners.
6. Letter from St. Croix County TRC meeting.
7. Additional information may be required by the Town.

PROCEDURE **Submittal deadline is the first Wednesday of the month.**

Applicant or applicants Land Surveyor meets with Town Deputy Zoning Administrator to submit application, fees and 10 Concept plans for Plan Commission meeting. If no concept is submitted 10 copies of the final C.S.M. shall be submitted along with a copy of a plat book page or map from the County GIS website highlighting the area being mapped.

Plan Commission meeting – typically the 3rd Wednesday of the month @ 7:00pm.
Applicant or applicants Land Surveyor attends plan commission meeting to present and answer any questions. The Plan Commission will review the Certified Survey Map, Deputy Zoning Administrator's report and make a recommendation to the Town Board. **Any changes requested by plan commission shall be made prior to submitting an additional 8 copies for the town board meeting.**

Town Board meeting – typically the 1st Tuesday of the month @ 7:00pm.
Applicant or applicants Land Surveyor attends Town Board meeting to present and answer any questions. The Town Board will review the Certified Survey Map, Deputy Zoning Administrator's report and consider the recommendation made by the plan commission. Any changes other than those requested or approved by the Plan Commission will require a re-submittal and review of the changes by the Plan Commission prior to action by the Town Board.

The Land Development Application will be found on the Town website @ (<http://www.kinnickinnictwp.org>) under forms and permits.

The fee schedule will be found there also, except under ordinances.