

# **Land Division and Subdivision Ordinance**

Title 16 Chapter 200

Columbia County Board of Supervisors

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## Subchapter 16-201 Introduction

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### **16-201-010 STATUTORY AUTHORITY**

This ordinance is adopted pursuant to the authorization in Section 236.45 of the Wisconsin Statutes and amendments thereto.

### **16-201-020 TITLE**

This ordinance shall be known as, referred to, or cited as the Columbia County Land Division and Subdivision Ordinance.

### **16-201-030 PURPOSE AND INTENT**

These regulations are adopted for the following purposes:

- A. To protect and provide for the public health, safety, and general welfare of Columbia County and its municipalities.
- B. To guide the future growth and development of Columbia County in accordance with the adopted comprehensive plan and other county or local plans.
- C. To secure safety from fire, flood, and other dangers and to prevent overcrowding of the land and undue congestion of population.
- D. To facilitate the orderly and beneficial development of the county through well-planned land divisions consistent with workable design standards.
- E. To ensure adequate provision of efficient transportation, water, sewerage, stormwater drainage, schools, recreation, and other facilities.
- F. To ensure that the design of the transportation system will not have a negative long-term effect on neighborhood quality, traffic and pedestrian movement, and safety.

- G. To further the orderly layout of land through the establishment of reasonable standards of design and procedures for land divisions and subdivisions so they fit within the County Coordinate System.
- H. To ensure accurate legal descriptions for conveying land and proper monumenting of subdivided land.
- I. To prevent and control erosion, sedimentation, and other pollution of air, streams, and ponds; to ensure the adequacy of drainage facilities; to safeguard potable water supplies; and to encourage the wise use and management of natural resources through the county.
- J. To preserve the natural beauty and topography of the county, and to encourage appropriate development with regard to these natural features.
- K. To prevent destruction or impairment of environmentally sensitive areas.

#### **16-201-040 ABROGATION AND GREATER RESTRICTIONS**

It is not intended by this ordinance to repeal, abrogate, annul, impair, or interfere with any existing easements, covenants, deed restrictions, agreements, rules, regulations, ordinances, or permits previously adopted or issued pursuant to law. However, where this ordinance imposes greater restrictions, the provisions of this ordinance shall govern.

#### **16-201-050 SEVERABILITY AND LIABILITY**

If any section, provision, or portion of this ordinance is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of this ordinance shall not be affected thereby.

#### **16-201-060 INTERPRETATIONS**

The provisions of this ordinance shall be held to be minimum requirements and shall be liberally construed in favor of the County, and shall not be deemed a limitation or repeal of any other power granted by the Wisconsin Statutes and related administrative codes.

#### **16-201-070 COMPLIANCE**

Any subdivider creating land divisions or land combinations within the jurisdictional limits of this chapter shall not be entitled to recording unless such division or combination is in compliance with the provisions of this chapter and the following, where applicable:

- A. Provisions of Chapter 236 Wis. Stats., Platting Lands, and Recording and Vacating Plats.
- B. Provisions of Title 16 Chapter 100, Columbia County Zoning Code, where applicable.
- C. Provisions of Title 16-140-090 Erosion and Stormwater Management Standards.

- D. Provisions of Title 16 Chapter 300, Private Sewage Systems Code of Columbia County.
- E. Provisions of Title 16 Chapter 400, Columbia County Floodplain Ordinance
- F. Provisions of Title 16 Chapter 5, Shoreland Zoning Ordinance of Columbia County.
- G. Duly approved Columbia County Comprehensive Plan.
- H. Other Local and County Ordinances as may be applicable.

**16-201-080 REPEAL AND EFFECTIVE DATE**

This ordinance shall become effective upon adoption by the Columbia County Board of Supervisors and publication as required by law. The existing Title 16, Chapter 2 shall be repealed in its entirety as of said effective date.

## Subchapter 16-205 General Provisions

### SECTIONS:

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<a href="#">16-205-030</a>	<a href="#">Nonconforming Provisions</a>
<a href="#">16-205-040</a>	<a href="#">Land Suitability</a>
<a href="#">16-205-050</a>	<a href="#">Dedication and Reservation of Land</a>
<a href="#">16-205-060</a>	<a href="#">Ties to County Coordinate System</a>
<a href="#">16-205-070</a>	<a href="#">Improvements</a>
<a href="#">16-205-080</a>	<a href="#">Construction</a>
<a href="#">16-205-090</a>	<a href="#">Access Easements</a>
<a href="#">16-205-100</a>	<a href="#">Vision Clearance Triangles</a>

### 16-205-010 JURISDICTION

Jurisdiction of these regulations shall apply in all unincorporated areas within Columbia County. Where the governing body of a town within Columbia County has enacted an ordinance regulating subdivisions, compliance must be made with the most restrictive requirements as provided in Section 236.13(4) of the Wisconsin Statutes.

### 16-205-020 APPLICABILITY

Within the jurisdiction stated above, these regulations shall apply to the following:

- A. Any land division that creates at least one parcel located within the unincorporated areas of Columbia County that is 80 acres or less in size.
  1. For the purpose of this chapter, a lot or parcel is considered to have been created as a remnant where an entire lot or parcel has not been surveyed. As such the remnant from a lot or parcel conveyance shall meet the provisions of this chapter or may be combined with a contiguous lot or parcel in such a manner to create one lot or parcel. A remnant of 40 acres or more will not require a certified survey map.
  2. The sale and exchange of property between adjoining property owners which results in a lot line adjustment is a land division and is subject to the requirements of this Chapter, see Section 16-210-060.
- B. Subdivision: Any land division which results in a subdivision as defined herein shall require a plat thereof be prepared and submitted for review, approval, and recording as required by this ordinance and Chapter 236 of the Wisconsin Statutes.

- C. Replatting: When a replat of a recorded subdivision or part thereof is proposed, the subdivision plat shall be vacated or altered according to the provisions of this ordinance and Chapter 236, Wisconsin Statutes.
- D. Certified Survey Map: Any land division, applicable to Section 16-205-020A. of this ordinance, that does not necessitate the preparing of a subdivision plat shall have a certified survey map prepared, approved, and recorded as required by this ordinance and Chapter 236 of the Wisconsin Statutes.
- E. Retracement Survey: Certified Survey Map used to identify and locate existing parcels of record.
- F. Combining Parcels: The combining of two or more parcels of land into fewer parcels shall comply with the requirements of Section 16-210-060 of this ordinance.
- G. Exceptions: The provisions of this section shall not apply to:
  - 1. Transfers of interest in land by will or pursuant to court order of less than 5 parcels.
  - 2. Leases for a term not to exceed 10 years, mortgages, or easements.
  - 3. Cemetery plats made under Section 157.07 of the Wisconsin Statutes.
  - 4. Assessors' plats made under Section 70.27 of the Wisconsin Statutes.

#### **16-205-030 NONCONFORMING PROVISIONS**

- A. No division of land shall be allowed which would create a nonconforming parcel, structure or use under the provisions of Title 16 Chapters 100 and 500; or increase the nonconformity of a parcel, structure or use under the provisions of Title 16 Chapters 100 and 500.

#### **16-205-040 LAND SUITABILITY**

- A. No land shall be divided or subdivided for a use that is held unsuitable by the Planning and Zoning Department for reason of flooding or potential flooding, adverse soil or rock formations, severe erosion potential, unfavorable topography, inadequate drainage, inadequate water or sewage disposal capabilities, or any other condition likely to be harmful to the health, safety, or welfare of the future residents of the proposed subdivision or of the community. A portion of a proposed lot may contain such conditions, provided the overall lot is not deemed unsuitable.
- B. Except as provided in paragraph D, the Planning and Zoning Department shall determine such unsuitability at the time the preliminary plat or CSM is considered for approval.
- C. Land considered unsuitable for a use may include the following (not an all-inclusive list):



1. Steep slopes of 20% or greater
  2. Drainage ways
  3. Floodways
  4. Wetlands
  5. Archaeological sites, Wisconsin historic landmarks and burial grounds
- D. The Planning and Zoning Department, in applying the provisions of this section, shall consider the various provisions of this ordinance and other county, state, or local regulations. The Planning and Zoning Department shall, in writing, recite the particular facts upon which it bases its conclusion that the land is not suitable for the proposed use and afford the subdivider an opportunity to present evidence to the contrary and/or the means of overcoming such unsuitability, if subdivider so desires, at a meeting of the Planning and Zoning Committee. Thereafter, the Planning and Zoning Committee may affirm, modify, or withdraw the determination of unsuitability.
- E. The subdivider may, prior to submitting a subdivision plat or certified survey map for review, request a determination of land suitability. The subdivider shall provide all necessary maps, data, and information to the Planning and Zoning Department in order for such a determination to be made.
- F. Unless specifically exempt from this requirement elsewhere in this chapter, all subdivision plat proposals where private water and/or sewage disposal systems are to be used shall be accompanied by certifications and reports:
1. Describing the probable depth and yield of private wells. This report shall be based on competent scientific investigation and shall include the sources of all data used in the preparation of the report.
  2. Describing soil conditions existing on the site as applicable to on-site waste disposal. A Soil and Site Evaluation Report conducted by a Certified Soil Tester with profile descriptions and interpretations performed and reported as specified in SPS 385 at a minimum of 1 soil profile excavation per each 3 acre of plat area, excavated to a depth of at least 3 feet below an expected POWTS infiltrative surface elevation.
    - a. The use of existing documentation (USDA Columbia County Soil Survey) that may verify the soil conditions of all or part of the proposed plat may be allowed with pre-approval of the Director of Planning and Zoning.

#### **16-205-050 DEDICATION AND RESERVATION OF LAND**

- A. Subdivision plats that include all or part of a street, drainage way, or other public way,

which has been designated in a Comprehensive Plan, or its component, or on an official map, said street or public way may be required to be made part of the subdivision plat and dedicated in the locations and dimensions indicated, unless otherwise provided in Sections 16-215-010 and 16-215-020 of this ordinance, as applicable.

- B. Subdivision plats may require at the Committee's discretion a dedication of land for parks, playgrounds, public access facilities, school sites, drainage ways, and other public green spaces. Where the Committee requires a dedication for parks or playgrounds, the proposed public lands for dedication shall be made part of the subdivision plat and may be dedicated to the Town Government by the subdivider at a rate of five (5%) percent of the total land area in the subdivision plat. A town may require a greater percentage.
- C. If areas for potential public access or acquisition by the County are included within a plat or certified survey map, the Planning and Zoning Department shall refer the plat or certified survey map to the County Committee concerned with the acquisition for its consideration and report. The Planning and Zoning Department may propose alternate areas for such acquisition and shall allow the Committee concerned 30 days for reply. The reply of the Committee if affirmative shall include a map showing the boundaries and areas of the parcel to be acquired and an estimate of the time required to complete the acquisition.
- D. When land that is part of a plat includes lands being used by the public as a county highway, that land used for highway purpose shall be dedicated to the County. Lands being used by the public as a county highway within a land division by certified survey map shall be dedicated or shown as an easement granted by the owner via another recorded document in a format approved by the County.
- E. When a final plat or certified survey map is used for the purpose of designating on the plat or map lands to be dedicated to the County, including street right-of-ways, the County Board must accept the dedication prior to the plat or map being recorded. An approval certificate accepting the dedication may be signed by a representative of the Planning and Zoning Department.

#### **16-205-060 TIES TO COUNTY COORDINANTE SYSTEM**

- A. Any Plat or Certified Survey Map recorded in the Register of Deeds office shall be tied by lengths and bearings to the boundary line of the quarter section, Private Claim or Federal Reservation in which the subdivision lies, and description of monuments at ends of the line; and bearing and distance between those monuments. Boundary bearing references shall be the bearing and distance established by the County in its county coordinate system, unless waived by the County Surveyor. If no bearing has been established on any of the boundaries of the section being worked in, a reference to a magnetic, true or other identifiable direction may be used for reference to the boundary. When re-dividing an existing Certified Survey Map or subdivision Plat which is already connected to the county bearings the re-division shall be referenced to those bearings. The line that the bearing reference is based upon shall be shown on the face of the map.

1. A Retracement or Combination Certified Survey Map is not required to be tied to the County Coordinate System.

#### **16-205-070 IMPROVEMENTS**

- A. Those improvements required within a subdivision plat shall be identified by the local governmental jurisdiction and the Planning and Zoning Committee. The subdivider shall install all improvements required for approval of a subdivision plat prior to recording said plat. Approval of the final subdivision plat shall be given only after the work has been completed, or the subdivider provides security to ensure the improvements will be made within a reasonable period of time in compliance with Sections 236.13(2)(a)1 and 236.13(2)(a)2 Wisc. Stats.

#### **16-205-080 CONSTRUCTION**

- A. No construction or installation of improvements shall commence in a proposed subdivision plat until the preliminary plat has written approval by the Planning and Zoning Committee.
- B. Permits. In all subdivision plats, no permits shall be issued on any lot within the subdivision plat until the subdivision plat is recorded in the County Register of Deeds office.
- C. Plans. The installation of improvements for streets, drainage ways, or other public ways, to be dedicated may require plans and accompanying construction specifications, at the request of the governmental jurisdiction.
- D. Inspection. The subdivider, at the completion of any work, shall contact the appropriate governmental jurisdiction to request an inspection of the work performed within their jurisdiction. Written findings of any inspection shall be forwarded to the Planning and Zoning Department.

#### **16-205-090 ACCESS EASEMENTS**

- A. When an easement is required to provide ingress and egress to landlocked or paragraph B below is to be utilized to create a shared driveway by easement, a recordable document detailing the terms, conditions and description of the easement shall accompany the final survey documents and shall be recorded at the same time as the surveyed document, unless an easement has been previously recorded.
- B. Every lot created under the terms of this chapter shall have ownership of an access strip connecting onto a public street or road at a location where a driveway can be constructed. When the Committee has approved a variance to this requirement, and the town has a valid ordinance, or when the town and the developer have entered into a binding agreement(s), contract(s), or other legal guarantee, which addresses and regulates private

roads/shared driveways with regard to the following, they may be approved. Also see Section 16-210-040 E.

1. A recorded permanent easement exempting the town from maintenance. A maintenance agreement in a form that addresses year-around maintenance binding on all parcels and recorded in the Register of Deeds office.
  2. A document designating the shared driveway as covenants running with the land it serves and stating that no rights to the shared driveway may be granted or transferred for the benefit of any other parcel of land shall be recorded with the office of the Register of Deeds.
  3. A shared driveway must be shown on a certified survey map.
  4. The minimum width of shared driveway not less than 33 feet, where all lots served by the shared driveway share in the ownership.
  5. The minimum year-around traveled surface width.
  6. The width and height to which vegetation and other obstructions must be removed.
  7. Minimum structure setbacks from the shared driveway.
  8. Other limitations deemed appropriate by the town.
- C. For existing land locked parcels ownership of the shared driveway or private road must comply with this Section or be in compliance with Wis. Stats. Chap. 82.27(6) requiring a 66 foot cleared easement where the driveway or private road is to cross land of others.

#### **16-205-100 VISION CLEARANCE TRIANGLES**

- A. In each quadrant of every public road right-of-way intersection or public road easement intersection (including street-railroad intersections), there shall be a visual clearance triangle formed by the two intersecting right-of-way or easement centerlines and a chord connecting said centerlines that is 300 feet back from an intersection of any two federal, state or county highways; 200 feet back from an intersection of any such highway and any local road; and 100 feet back from an intersection of two local roads. A railroad line shall be considered the equivalent of a federal, state, or county highway for purposes of this subsection.

## Subchapter 16-210 Application Procedures and Approval Processes

### SECTIONS:

[16-210-010 Preliminary Subdivision Plat](#)

[16-210-020 Final Subdivision Plat](#)

[16-210-030 Replat](#)

[16-210-040 Certified Survey Map Submittal and Review Process](#)

[16-210-050 Retracement Certified Survey Map Submittal and Review Process](#)

[16-210-060 Combining Parcel/Combination Survey Map Submittal and Review Process](#)

### 16-210-010 PRELIMINARY SUBDIVISION PLAT

- A. General. A preliminary subdivision plat shall be prepared by a professional land surveyor for all subdivision plats. The preliminary subdivision plat shall comply with the provisions of Ch. 236, Wis. Stats., and the provisions of this chapter.
- B. Preliminary consultation:
1. Prior to submitting an application for review of a preliminary subdivision plat, the subdivider shall consult with the Planning and Zoning Department for advice and assistance to become informed of, the purpose and objectives of this chapter, and to review the procedures and requirements of this chapter, and any plans or data that may affect the proposed development.
  2. In order to facilitate the consultation, the subdivider shall provide a plan drawn to a reasonable scale depicting the general lot layout, exterior property boundary, roadways, known easements and unique natural features.
- C. Preliminary plat submittal.
1. Prior to submitting a final subdivision plat, the subdivider shall prepare a preliminary subdivision plat and file a written application for its review to the Planning and Zoning Department. Authority to assist with the review and approve a preliminary subdivision plat may be delegated by the County to an authorized representative serving the County.
  2. The method of submittal and distribution of preliminary subdivision plats shall follow the procedure outlined in Section 236.11, Wis. Stats. The subdivider shall provide 6 scalable paper copies and 4 11"x 17" paper copies and a pdf of both the scalable and 11" x 17" maps of the preliminary subdivision plat to the Planning and Zoning Department for review and distribution. In addition, the Planning and Zoning Department will forward copies to other County departments which may have an interest in elements of the preliminary subdivision plat.

3. At the time of submittal of the preliminary subdivision plat, a fee shall be paid as provided in Subchapter 16-220-050 of this chapter.

D. Preliminary subdivision plat requirements.

1. A preliminary subdivision plat shall be prepared on reproducible material and shall show correctly on its face the following information:
  - a. Title under which the preliminary subdivision plat is to be known and a general legal description by quarter-quarter section or government lot, section, town, range, county and state where the preliminary subdivision plat is located. The title or name shall not be a duplicate name of any Plat recorded in Columbia County.
  - b. Vicinity map with the general legal description, showing the location of the preliminary subdivision plat in relation to the road system in the immediate area along with any lake and stream accesses in relation to the preliminary subdivision plat.
  - c. Date, graphic and written scale of not more than 100 feet to the inch, unless otherwise approved by the Planning and Zoning Committee, and a north arrow with a basis for bearings.
  - d. Names and addresses of the subdivider and land surveyor preparing the preliminary subdivision plat.
  - e. Entire area contiguous to the preliminary subdivision plat, owned or controlled by the subdivider shall be included on the preliminary subdivision plat even though only a portion of such area is proposed for immediate development.
  - f. Ties to all government corners required to be used for the survey, according to State and Federal surveying requirements, also see Section 16-205-060 County Coordinates.
  - g. Total number of lots and outlots with total acreage and current tax parcel numbers of all tax parcels that are included in the plat.
  - h. Contours at vertical intervals of not more than 2 feet intervals where the slope of the ground surface is less than 10% percent, and of not more than 4 feet where the ground surface is 10% or more.
  - i. Water elevations of adjoining lakes and streams on the date of survey, for the ordinary high-water elevation, designated regional flood elevation, or floodway.
  - j. Location, right-of-way width and names of all existing and proposed streets, alleys or public ways, easements, railroads and utility rights-of-way and all section and quarter section lines within the proposed subdivision plat or

immediately adjacent thereto.

- k. Location, size, and invert elevations of any existing sanitary or storm sewers, culverts and drain pipes, the location of manholes, catch basins, hydrants, power and telephone poles, and the location and size of any existing water and gas mains within the exterior boundaries of the plat or immediately adjacent thereof. If no sewers or water mains are located on or immediately adjacent to the tract, the nearest such sewers or water mains which might be extended to serve the tract shall be indicated by their direction and distance from the tract, size, and invert elevations.
- l. Location and names of any adjacent subdivisions, parks, schools, cemeteries and owners of record of abutting unplatted lands.
- m. Type, width, and elevation of any existing street pavements within the exterior boundaries of the preliminary subdivision plat or immediately adjacent thereto.
- n. Locations of all existing property boundary lines, structures, drives, streams and watercourses, wetlands, rock outcrops, wooded area, and other similar significant features within the preliminary subdivision plat or immediately adjacent thereto.
- o. Any proposed lake and stream access with a small drawing clearly indicating the location of the proposed subdivision in relation to the access.
- p. Any proposed lake or stream improvement, relocation or creation.
- q. Lands lying between the meander line and the water's edge and any other unplattable lands which lie between a proposed subdivision and the water's edge shall be included as part of lots, outlots, or public dedications in any Plat abutting a lake or stream.
- r. Dimensions of all lots, together with proposed lot and block numbers.
- s. Location and dimensions of any sites to be reserved or dedicated for parks, playgrounds, drainage ways or other public use.
- t. Approximate centerline radius of all curves.
- u. Delineation of floodplain and zoning boundaries within or immediately adjacent to the preliminary subdivision plat.
- v. Corporate limit lines.
- w. Clarify source and availability of potable water supplies.

- x. Lots served by private on-site wastewater treatment systems (POWTS) shall have information submitted demonstrating sufficient on-site sewage disposal area and suitability, including soil suitability, depth to ground water and bedrock, and slope.
- E. Affidavit. The land surveyor preparing the preliminary subdivision plat shall certify on the face of the preliminary subdivision plat that it is a correct representation of all existing land divisions and features and that full compliance with the provisions of this chapter have been met.
- F. Preliminary plat review and approval. The Planning and Zoning Committee shall conduct a meeting to review the preliminary subdivision plat for conformance with the provisions of this chapter. At this meeting the Planning and Zoning Committee shall permit the public to comment on the preliminary subdivision plat. The Committee shall either approve or approve conditionally or reject the preliminary subdivision plat within 90 days of submittal, as provided in Ch. 236, Wis. Stats.

#### **16-210-020 FINAL SUBDIVISION PLAT**

- A. General requirements. A final subdivision plat shall be prepared by a professional land surveyor and shall comply with the provisions of Ch. 236, Wis. Stats., and the provisions of this chapter.
- B. Fees. At the time of submittal of the final subdivision plat, a fee shall be paid as provided in Subchapter 16-220-050, of this chapter.
- C. Final subdivision plat submittal. The subdivider shall file an application for review and provide 6 scalable paper copies and 4 11”x 17” paper copies and a pdf of both the scalable and 11” x 17” maps of the final subdivision plat to the Planning and Zoning Department for review and distribution.
- D. Certificates. All final subdivision plats shall provide the certificates as required by Ch. 236, Wis. Stats., and the land surveyor shall certify that compliance with the provisions of this chapter have been met and shall provide a certificate for the Planning and Zoning Committee approval to be signed by the Director of Planning and Zoning.
- E. Final subdivision plat review and approval.
  - 1. The Committee shall examine the final subdivision plat as to its conformance with the approved preliminary subdivision plat, any conditions of approval of the preliminary subdivision plat, and provisions of this chapter that may affect the final subdivision plat.
  - 2. The Committee, in accordance with Ch. 236, Wis. Stats., shall, within 60 days of submittal of the final subdivision plat with the Planning and Zoning Department, approve or reject the final subdivision plat, unless the time is extended by written agreement with the subdivider.



3. The Director of Planning and Zoning shall not inscribe approval on the face of the original final subdivision plat until the Plat Review Section of the Wisconsin Department of Administration has certified no objections to the final subdivision plat or the statutory time or the negotiated time extension has expired.

#### **16-210-030 REPLAT**

- A. When it is proposed to replat a recorded subdivision or part thereof, the subdivider or person wishing to replat shall vacate or alter the recorded Plat as provided in Sections 236.36 through 236.445 of the Wisconsin Statutes. The subdivider, or persons wishing to replat, shall then proceed as specified in Section 16-210-010 and Section 16-210-020 of this Chapter.

#### **16-210-040 CERTIFIED SURVEY MAP SUBMITTAL AND REVIEW PROCESS**

- A. General. For the purpose of this Subchapter, a certified survey map is one which is used for land divisions creating not more than 4 lots being 80 acres or less in area. Also, for the purpose of this Subchapter a parcel is considered to have been created as a remnant where an entire parcel has not been surveyed. All remnant parcels of less than 40 acres shall require a certified survey map.
- B. Fees. A fee shall be paid when the certified survey map is submitted for the Departments approval signature as provided in Subchapter 16-220-050, of this chapter.
- C. Lot size. Minimum lot size shall be in accordance with Title 16 Chapters 100 and 5 of the Columbia County Code of Ordinances or conform to a local municipal ordinance if more restrictive.
- D. Flag lots shall have a minimum flagpole of 33 feet of width and 33 feet fronting on a public road for access purposes. The flagpole is considered the lot access to the principal lot area and shall not be built upon or used for any purpose other than lot access.
- E. Access. Every lot or parcel shall front or abut a public road. Conventional lots shall maintain a minimum frontage of sixty-six (66) feet to facilitate the possible development of a public right of way that could service additional lots. Cul de sac lots shall provide a minimum of thirty (30) feet of frontage on a public road. The County Planning and Zoning Committee, with a recommendation from the applicable town, may waive or vary this frontage requirement without scheduling a public hearing. Also see Section 16-205-090.
  1. Before any vacant parcel of land is subdivided written proof that access can be provided in accordance with an applicable State, County or town ordinance shall be included with the submittal under G. below, proof can be but is not required to be a driveway permit from the applicable jurisdiction.
- F. Tie to Government Corners. The certified survey map shall be tied to two Federal Land

Survey corners, unless the division is within a platted subdivision. Also see Section 16-205-060 County Coordinates.

G. Submittal. One scalable paper copy and PDF copy of certified survey maps, as defined in this chapter, shall be submitted together with an application, proof of access and checklist for review to the Planning and Zoning Department. Beginning January 1, 2017 a digital submission of the application, proof of access, certified survey map and checklist in a format approved by the Department will be required. The certified survey map shall be prepared in accordance with the provisions of Section 236.34, Wis. Stats., the provisions of this chapter, and shall show the following information clearly on the face of the certified survey map:

1. All sheets labeled “COLUMBIA COUNTY CERTIFIED SURVEY MAP No.\_\_\_\_”.
2. All existing buildings, watercourses, access locations, location of existing wells, septic tanks, and drain fields.
3. Name and address of the landowner/subdivider and the name, address, stamp and signature of the land surveyor preparing the certified survey map.
4. Date of land survey, graphic and written scale of not more than 500 feet to the inch.
5. An owner's certificate in nearly the same form and content as shown in Section 236.21, Wis. Stats when land is being dedicated to the public either in the County or a town.
6. The parcel number of each tax parcel which is affected and the acreage of each existing tax parcel within the boundaries of the new survey.
7. Gross and net lot sizes in square feet with net lot size excluding any land use by the public as a road per a prescriptive easement.
8. Identify adjacent lands, platted or unplatted by owner or others.
9. Floodplain boundary(ies), FEMA map panel number and effective date from which the boundary(ies) were drawn.
10. Wetlands on the current Wisconsin Wetlands Inventory Maps. When the delineation is from a private delineator a copy of the delineation report must be included.
11. New residential certified survey maps in Farmland Preservation Areas shall bear the following right to farm notice:
  - a. Through Section 823.08 of the Wisconsin Statutes, the Wisconsin Legislature has adopted a right to farm law. This Statute limits the remedies of owners of later established residential property to seek changes to pre-existing agricultural

practices in the vicinity of the residential property. Active agricultural operations are now taking place and may continue on lands in the vicinity of this certified survey map. These active agricultural operations may produce noises, odors, dust, machinery traffic, or other conditions during the daytime and evening hours.

- b. This notice is not needed if it will duplicate a right to farm notice required by a town ordinance.
12. The surveyor's certificate shall include the statement that the professional land surveyor has fully complied with Title 16 Chapter 200 of the Columbia County Code of Ordinances.
  13. An approval certificate signed by the town where applicable.
  14. An approval certificate for the Planning and Zoning Department, to be signed by the Department Director or designee, shall be required for recording.
- H. Authority to assist with the review of certified survey maps may be delegated by the County to an authorized representative serving the County. The County shall within 90 days approve, approve conditionally, or reject the certified survey map based on a determination of conformance with the provisions of this Ordinance. In the event of rejection or conditional approval the land divider may appeal the decision to the Planning and Zoning Committee.
- I. No certified survey map shall be approved under this Section if the County Treasurer has not notified the Planning and Zoning Department in writing that there are no delinquent real estate taxes or no installments due on real estate taxes on the date the certified survey map is accepted for review.

#### **16-210-050 RETRACEMENT CERTIFIED SURVEY MAP SUBMITTAL AND REVIEW PROCESS**

- A. Retracement certified survey maps may be used to identify and locate existing parcels of record. A retracement certified survey map shall not create additional lots of record. The intent of a retracement certified survey map is to show the boundaries of an existing parcel and establish a convenient legal description of record for title, conveyance, etc. Retracement certified survey maps are not required by this ordinance and may not be required by other Columbia County departments for the conveyance of ownership, establishment of a legal description, etc. Approval of a retracement certified survey map by Columbia County does not warrant that the lot within the map conforms to county or local requirements.
- B. The subdivider or agent shall submit one scalable paper copy and one PDF copy of the retracement certified survey map together with an application/checklist and fee for review to the Columbia County Planning and Zoning Department. Beginning January 1, 2017 a digital submission of the application, certified survey map and checklist in a format

approved by the Department will be required. The Department shall review the retracement certified survey map for conformance with this ordinance and all other county ordinances, rules, regulations, and adopted county comprehensive plans or other plans that affect the retracement certified survey map. A fee shall be paid when the certified survey map is submitted for the Department's approval signature as provided in Subchapter 16-220-050, of this chapter.

- C. Submittal. The subdivider or agent, shall include the following information on the retracement certified survey map when submitting to the Planning and Zoning Department.
1. Retracement certified survey map, prepared by a professional land surveyor that complies in all respects with the requirements of Section 236.34 of the Wisconsin Statutes. All sheets of the map shall be headed "COLUMBIA COUNTY CERTIFIED SURVEY MAP No. \_\_\_" and sub headed "RETRACEMENT OF LANDS DESCRIBED IN [*list recorded documents*]."
  2. All existing buildings, watercourses, access locations, location of existing wells, septic tanks and drain fields.
  3. Name and address of the landowner/subdivider and the name, address, stamp and signature of the land surveyor preparing the certified survey map.
  4. Date of land survey, graphic and written scale of not more than 500 feet to the inch.
  5. The parcel number of each tax parcel which is affected and the acreage of each existing tax parcel within the boundaries of the new survey.
  6. Identify adjacent lands, platted or unplatted by owner or others.
  7. Floodplain boundary(ies), FEMA map panel number and effective date from which the boundary(ies) were drawn.
  8. Wetlands on the current Wisconsin Wetlands Inventory Maps. When the delineation is from a private delineator a copy of the delineation report must be included.
  9. The surveyor's certificate shall include the statements that, "this certified survey map is not a division of property but solely a retracement and depiction of the land boundaries recorded in [*list recorded documents from Columbia County Records*] and "that the professional land surveyor has fully complied with Title 16 Chapter 200 of the Columbia County Code of Ordinances."
  10. An approval certificate for the Planning and Zoning Department, to be signed by the Department Director or designee, shall be required for recording.
- D. Authority to assist with the review of retracement certified survey maps may be delegated

by the County to an authorized representative serving the County. The County shall within 90 days approve, approve conditionally, or reject the retracement certified survey map based on a determination of conformance with the provisions of this Ordinance. In the event of rejection or conditional approval the land divider may appeal the decision to the Planning and Zoning Committee.

#### **16-210-060 COMBINING PARCELS/COMBINATION CERTIFIED SURVEY MAP SUBMITTAL AND REVIEW PROCESS**

- A. A combination certified survey map shall be required for the combining of two or more existing parcels into fewer parcels when the total acreage of the combined parcels is less than 40 acres, including the reduction of an existing parcel when the various parts are attached to an adjoining parcel.
- B. The subdivider shall submit one scalable paper copy and one PDF copy of the combination certified survey map together with an application/checklist and fee for review to the Columbia County Planning and Zoning Department. Beginning January 1, 2017 a digital submission of the application, certified survey map and checklist in a format approved by the Department will be required. The Department shall provide copies to the different agencies and reviewers for review and recommendations concerning matters within their jurisdiction. The Department shall review the combination certified survey map for conformance with this ordinance and all other county ordinances, rules, regulations, and adopted county comprehensive plans or other plans that affect the combination certified survey map.
- C. Submittal. The subdivider or agent shall include the following information on the combination certified survey maps when submitting to the Planning and Zoning Department.
  1. Combination certified survey map, prepared by a professional land surveyor that complies in all respects with the requirements of Section 236.34 of the Wisconsin Statutes. All sheets of the map shall be headed "COLUMBIA COUNTY CERTIFIED SURVEY MAP No. \_\_\_\_" and sub headed "COMBINING OF PARCELS DESCRIBED IN (*list recorded documents from Columbia County Records*)."
  2. All existing buildings, watercourses, access locations, location of existing wells, septic tanks and drain fields.
  3. Name and address of the landowner/subdivider and the name, address, stamp and signature of the land surveyor preparing the certified survey map.
  4. Date of land survey, graphic and written scale of not more than 500 feet to the inch.
  5. The parcel number of each tax parcel which is affected and the acreage of each existing tax parcel within the boundaries of the new survey.
  6. Identify adjacent lands, platted or unplatted by owner or others.

7. Floodplain boundary(ies), FEMA map panel number and effective date from which the boundary(ies) were drawn.
  8. Wetlands on the current Wisconsin Wetlands Inventory Maps. When the delineation is from a private delineator a copy of the delineation report must be included.
  9. The surveyor's certificate shall include the statements that, "this certified survey map is not a division of property but a combining of and depiction of the parcels recorded in (*list recorded documents from Columbia County Records*) into a single parcel and description" and "that the professional land surveyor has fully complied with Title 16 Chapter 200 of the Columbia County Code of Ordinances."
  10. An approval certificate for the Planning and Zoning Department, to be signed by the Department Director or designee, shall be required for recording.
- D. Authority to assist with the review of combination certified survey maps may be delegated by the County to an authorized representative serving the County. The County shall within 90 days approve, approve conditionally, or reject the certified survey map based on a determination of conformance with the provisions of this Ordinance. In the event of rejection or conditional approval the land divider may appeal the decision to the Planning and Zoning Committee.

## Subchapter 16-215 Design Standards

### SECTIONS:

- [16-215-010 Subdivision Street Arrangement](#)
- [16-215-020 Subdivision Street Design](#)
- [16-215-030 Subdivision Utility Easement](#)
- [16-215-040 Blocks](#)
- [16-215-050 Lots](#)
- [16-215-060 Stormwater Drainage and Erosion Control](#)

### **16-215-010 SUBDIVISION STREET ARRANGEMENT**

Streets within a subdivision plat shall be arranged to meet the design standards of applicable ordinances and the subdivider shall dedicate land and improve streets as provided therein. Where there is no applicable town ordinance and that town makes a request in writing, the standards of this Section shall apply. If in the opinion of the Committee these standards provide for more public safety they can supersede the standards of the regulations of the town with jurisdiction.

- A. Streets shall conform to the arrangement, character, extent, width, grade, location and construction standards of the unit of government having jurisdiction over said streets.
- B. The arrangement of streets in a subdivision plat shall provide, where possible, for the continuation on appropriate projection of existing or proposed collector or arterial streets.
- C. Local streets shall be laid out so as to discourage their use by through traffic.
- D. Streets shall intersect each other as nearly as possible at right angles, and not more than two streets shall intersect at one point unless approved by the Planning and Zoning Committee.
  - 1. The number of intersections along arterial streets shall be held to a minimum. Wherever practicable, the minimum distance between such intersections shall not be less than 1,000 feet.
  - 2. Local streets shall not necessarily continue across arterial or collector streets; but if the centerlines of such local streets approach the major streets from opposite sides within three hundred (300) feet of each other, measured along the centerline of the arterial or collector street, then the location shall be so adjusted that the adjointment across the major or collector street is continuous; and a jog is avoided.
  - 3. Street jogs with center-line offsets of less than 150 feet shall not be approved.

- E. Proposed streets shall extend to the boundary lines of the proposed subdivision plat, unless prevented by topography or other physical conditions or unless, in the opinion of the governmental jurisdiction or the Planning and Zoning Committee, such extension is not necessary or desirable for the coordination of the layout of the subdivision plat or for the advantageous development of the adjacent land. Such streets shall terminate with a temporary turnaround right-of-way of 46 feet in radius and a road surface of not less than 46 feet in radius, for use until the street is extended and at that time the use is terminated.
- F. Whenever the proposed subdivision plat contains or is adjacent to an arterial street adequate protection of residential properties is required. Adequate protection may be achieved by limiting access, separating through and local traffic, providing reverse frontage with screen planting contained in a non-access reservation area along the rear property line, or by the use of frontage streets.
- G. Reserve strips controlling access to streets shall be prohibited except where their control is definitely placed with the governmental jurisdiction.
- H. Limited Access Highway and Railroad Right-of-Way Treatment. Whenever the proposed subdivision contains or is adjacent to a limited access highway or railroad right-of-way, the design shall provide the following treatment:
1. When lots within the proposed subdivision back upon the right-of-way of an existing or proposed limited access highway, including the I system highway, or a railroad, a planting strip at least thirty (30) feet in depth shall be provided adjacent to the highway or railroad in addition to the normal lot depth. This strip shall be a part of the platted lots but shall have the following restriction lettered on the face of the Plat: "This strip reserved for the planting of trees and shrubs, the building of structures hereon prohibited".
  2. Commercial and Industrial Districts shall have provided, on each side of the limited access highway interchange or railroad, streets approximately parallel to and at a suitable distance from such highway or railroad for the appropriate use of the land between such streets and highway or railroad, but not less than one hundred fifty (150) feet.
  3. Streets parallel to a limited access highway or railroad right-of-way, when intersecting a major street or highway or collector street which crosses said railroad or highway, shall be located at a minimum distance of two hundred fifty (250) feet from said highway or railroad right-of-way. Such distance, where desirable and practical, shall be determined with due consideration of the minimum distance required for the future separation of grades by means of appropriate approach gradients.
  4. Local streets immediately adjacent and parallel to railroad rights-of-way shall be avoided, and location of local streets immediately adjacent to arterial streets and highways and railroad rights-of-way shall be avoided in residential areas.



- I. Alleys may be required in commercial or industrial districts to provide for off-street loading and service access and shall be a width as accepted by the governmental jurisdiction.
- J. Street names.
  - 1. Any street that is the reasonable continuation of an existing street shall bear the same name. If the topography or other feature of a permanent nature is such as to render the continuation of the actual roadway impossible and where such nomenclature is apt to produce confusion, the street shall not carry the same name as the street to which it may be geometrically aligned.
  - 2. Street names shall be less than thirteen characters (including spaces, but not including prefixes or suffixes such as N, S, E, W, or ST, AV, LN, WY) in length, shall be non-offensive in nature, and shall not be copy-righted by another entity.
  - 3. The Planning and Zoning Department may reject the name of any street that has already been used elsewhere in the county or which because of similarity may cause confusion. The use of the suffix “street,” “avenue,” “boulevard,” “drive,” “place,” or “court,” or similar description shall not be distinction sufficient to constitute compliance with the subsection.
  - 4. The following table shall be used for new road names:

<b>Street Type</b>	<b>Dead End</b>	<b>Curving Street</b>	<b>Straight Street</b>
<b>Short Streets</b>	Place Court	Circle Crescent Lane Terrace Way	Lane Row
<b>Long Streets</b>	--	Drive Road	Avenue Street

- 5. The term boulevard shall be reserved for streets that are designed with medians separating lanes of traffic.

**16-215-020 SUBDIVISION STREET DESIGN**

Design standards as follows shall be met in those cases where the local governmental jurisdiction has no design provisions:

- A. The minimum right-of-way, roadway and road surface widths of all proposed streets shall meet requirements of the local governmental jurisdiction or as specified on any officially adopted street plan. If the local governmental jurisdiction specifies no right-of-way width, the minimum width shall be 66 feet.
- B. Cul-de-sac streets designed to have one end permanently closed shall be no longer than 1,320 feet and terminate in a circular turnaround having a minimum right-of-way radius of 60 feet and a minimum road surface radius of 46 feet.
- C. Radii of curvature. When a continuous street center line deflects at any one point and requires a circular curve, the minimum circular curve radius shall be not less than 100 feet or that radius deemed appropriate by the local governmental jurisdiction.
- D. Half streets shall be prohibited, except where necessary for continuity of the street system.
- E. A tangent at least 100 feet long shall be introduced between reverse curves on all streets unless a variance is granted by the government of jurisdiction.

#### **16-215-030 SUBDIVISION UTILITY EASEMENT**

- A. Utility easements across lots or along lot lines shall be provided for utilities above and below grade, of a width and at a location deemed necessary by the appropriate utility company. Utility easements shall be identified on the subdivision plat as to type and width. All utility lines for electric power and telephone service shall be placed on mid-block easements along rear lot lines wherever carried on overhead poles.
- B. Drainage easements. Where a subdivision is traversed by a watercourse, drainage way, channel or stream, an adequate drainage way or easement shall be provided as may be required by the Committee. The location, width, alignment and improvements of such drainage way or easement shall be subject to the approval of the Committee; and parallel streets or parkways may be required in connections therewith. Where necessary, storm water drainage shall be maintained by landscaped open channels of adequate size and grade to hydraulically accommodate maximum potential volumes of flow. These design details are subject to review and approval by the Committee.

#### **16-215-040 BLOCKS**

The widths, lengths and shapes of blocks shall be suited to the planned use of the land, zoning requirements, need for convenient access, control and safety of street traffic, and the limitations and opportunities of the topography.

- A. Blocks in residential areas shall not as a general rule be less than six hundred (600) feet nor more than fifteen hundred (1,500) feet in length unless otherwise dictated by exceptional topography or other limiting factors of good design.

- B. Blocks shall have sufficient width to provide for two tiers or lots or appropriate depth except where otherwise required to separate residential development from through traffic. Width of lots or parcels reserved or laid out for commercial or industrial use shall be adequate to provide for off-street service and parking required by the use contemplated and the zoning restrictions for such use.
- C. Pedestrian ways or crosswalks may be required, where deemed essential to provide adequate pedestrian circulation.

### **16-215-050 LOTS**

The size, shape and orientation of lots shall be appropriate for the location of the subdivision plat and for the type of development and use contemplated.

- A. Side lot lines should be as close to perpendicular as possible to straight street lines or radial to curved street lines on which the lots face. Lot lines shall follow municipal boundary lines rather than cross them.
- B. Double frontage and reverse frontage lots shall be prohibited, except where necessary to provide separation of residential development from through traffic or to overcome specific disadvantages of topography and orientation.
- C. Access and frontage. All lots shall have a minimum frontage for access of 66 feet on a public street, or 30 feet on a cul de sac.
- D. Minimum lot size shall be in accordance with Title 16 Chapters 100 and 5 of the Columbia County Code of Ordinances or conform to a local municipal ordinance if more restrictive.
- E. Flag lots shall have a minimum flagpole of 33 feet of width and 33 feet fronting on a public road for access purposes. The flagpole is considered the lot access to the principal lot area and shall not be built upon or used for any purpose other than lot access.
- F. Corner lots shall be designed with extra width to permit adequate building setback from both streets.
- G. A vision clearance triangle shall be provided for each corner lot.

### **16-215-060 STORMWATER DRAINAGE AND EROSION CONTROL**

- A. The subdivider shall provide storm water management facilities and erosion control that are in compliance with Section 16-140-090 of the Columbia County Code of Ordinances.

## **Subchapter 16-220 Administration and Enforcement**

### **SECTIONS:**

[16-220-010 Planning and Zoning Department](#)

[16-220-020 Planning and Zoning Committee](#)

[16-220-030 Changes and Amendments](#)

[16-220-040 Enforcement and Penalties](#)

[16-220-050 Fees](#)

### **16-220-010 PLANNING AND ZONING DEPARTMENT**

- A. The officials of the Planning and Zoning Department are authorized to administer this chapter and shall have the following duties and powers. The Department shall:
1. Provide information for inquiries related to matters of this chapter.
  2. Require subdivision plats, certified survey maps, and other documents as required or necessary to fulfill the purpose and intent of this chapter.
  3. Perform review of subdivision plats, certified survey maps and other documents to ensure conformity with the provisions of this chapter.
  4. Establish a variance procedure which authorizes the Planning and Zoning Committee to grant such variance from the provisions of this chapter shall not be contrary to the public interest and shall keep records of variance request decisions.
  5. Provide written notice to the Wis. DNR at least 10 days prior to any public meeting and within 10 days thereafter of a decision on matters related to this chapter within the jurisdiction of Title 16 Chapter 5, Shoreland Zoning Ordinance.
  6. Establish penalties for violations of various provisions of this chapter, including forfeitures.
  7. Investigate and enforce violations of this chapter.
  8. Act as the Committee Representative in matters of certified survey map review for compliance with the provisions of this chapter and acknowledge the compliance by signature on the certified survey map document.

**16-220-020 PLANNING AND ZONING COMMITTEE**

- A. The Planning and Zoning Committee shall:
1. Oversee the functions of the Planning and Zoning Department.
  2. Review and advise the County Board on all proposed amendments to this chapter.
  3. Address variance requests to the provisions of this chapter. The Committee's decision shall find that strict compliance of this chapter would be unreasonably burdensome. The Committee shall decide a variance request in a manner that the public interest is secured and that such variance will not have the effect of nullifying the intent and purpose of the provisions of this chapter. The Planning and Zoning Committee is not allowed to grant variances to a state-mandated standard.
- B. The Planning and Zoning Committee shall not:
1. Amend the text of this chapter in place of official action by the County Board.

**16-220-030 CHANGES AND AMENDMENTS**

The County Board to promote the public health, safety, and general welfare of Columbia County may, from time to time, alter, supplement or change the regulations contained in this chapter.

- A. Request for amendment(s) to this chapter may be made by the Planning and Zoning Committee.
- B. Every request for an amendment to this chapter shall be referred to the Planning and Zoning Committee for public hearing. In those areas of Shoreland Zoning Ordinance jurisdiction the appropriate district office of the Wisconsin Department of Natural Resources shall be provided a copy of the amendment request and the notice of public hearing.
- C. After a public hearing, the Planning and Zoning Committee shall forward a recommendation of approval or denial to the County Board for final action. In those areas of Shoreland Zoning Ordinance jurisdiction the appropriate district office of the Wisconsin Department of Natural Resources shall be provided, within 10 days, a copy of the final County Board decision.

**16-220-040 ENFORCEMENT AND PENALTIES**

- A. Enforcement policy: The Planning and Zoning Committee shall approve and may from time-to-time amend policies for enforcement of this chapter, consistent with the provisions of this Subchapter.

B. Authority: In the enforcement of this Ordinance, the Director of Planning and Zoning or designees shall have the power and authority for the following:

1. At any reasonable time, and for any proper purpose, to enter upon any public or private premises and make inspection thereof.
2. To refer to the Corporation Counsel for commencement of any legal proceedings necessary to enforce this ordinance. The issuance of citations provided for under this Ordinance shall not require referral but may be issued by the Director of Planning and Zoning or designees directly.

C. Enforcement of violations:

1. Penalties: Any person, firm, company or corporation who violates, disobeys, omits, neglects, or refuses to comply with or who resists the enforcement of any provisions of this Ordinance shall be subject to a forfeiture as listed in the Penalty Section of Title 1, Chapter 2 of the County Code of Ordinances. Each day of violation shall constitute a separate offense.
2. Enforcement by Citation: Except as modified by this Ordinance, the County elects to use the citation method of enforcement under Title 1, Chapter 2 of the County Code of Ordinances. This Section does not preclude the County or any authorized officer from proceeding under other ordinance or law, or by any other enforcement method to enforce any Ordinance regulation or order.
3. Compliance with the provisions of this Ordinance may also be enforced by injunctive order at the suit of the County. It shall not be necessary to prosecute for fine or imprisonment before resorting to injunctive proceedings.

D. Violations under this chapter:

1. Any subdivider creating land divisions or land combinations within the jurisdictional limits of this chapter shall not be entitled to recording unless such division or combination is in compliance with the provisions of this chapter.

#### **16-220-050 FEES**

- A. Application fees shall be paid to Columbia County through the Planning and Zoning Department at the time the certified survey map is submitted for the Departments approval signature or when a Plat is submitted for review. Application and filing fees are established in Title 1 Chapter 9-1-12 to defray the cost of administration, investigation, advertising, and processing.
- B. The subdivider shall pay to the County the actual cost of a legal or engineering work incurred by the County in connections with the Plat or certified survey map, including inspections required by the County. The subdivider shall pay a fee equal to the actual cost to the County for such inspections as the County deems necessary to assure construction is

in compliance with plans, specifications and ordinances of the County. The subdivider shall pay within 30 days of billing by the County.

## Subchapter 16-225 Definitions

### SECTIONS:

[16-225-010 Definitions](#)

### 16-225-010 DEFINITIONS

For the purpose of administering and enforcing this chapter, the terms or words used herein shall be interpreted as follows: Words used in the present tense include the future tense, words in the singular number include the plural number, and in the plural number include the singular number. The word “may” is permissive, and the word "shall" is mandatory, not discretionary. All distances unless otherwise specified shall be measured horizontally.

**ACCESS:** A way or means of approach, by easement or ownership of land, to provide vehicular or pedestrian physical ingress and egress to a property.

**ALLEY:** An unnamed public or private right-of-way that provides access to abutting properties.

**BLOCK:** A parcel, lot, or group of lots existing within well-defined and fixed boundaries bounded on at least one side by a street, bounded on the other sides by streets, natural or man-made barriers, or unplatted land and having an assigned number, letter, or other name through which it may be identified.

**CERTIFIED SURVEY MAP:** A map of not more than four parcels prepared in accordance with Chapter 236, Wisconsin Statutes, and the terms of this chapter. A certified survey map has the same legal force and effect as a subdivision plat.

**COMBINATION CERTIFIED SURVEY MAP:** The act of creating a single lot description and tax parcel out of two or more separately described existing parcels.

**COMMITTEE:** The County Planning and Zoning Committee. In some laws and regulations referred to as agency.

**COMMON PROPERTY:** Any land held in common for public use by a municipality, or through a homeowners association, or other similar organization.

**COMPREHENSIVE PLAN:** For the county, a development plan that is prepared or amended under Section 66.1001 of the Wisconsin Statutes; or for a city, village, or town, a master plan that is adopted or amended under Section 62.23(2) or (3) and Section 66.1001 of the Wisconsin Statutes.

**CORNER LOT:** A lot located at the intersection of two or more streets.

**COUNTY:** Columbia County



**CUL-DE-SAC:** A short local street having one end open to vehicular traffic and the other end permanently terminated by a vehicular turnaround.

**DAYS:** Shall refer to calendar days, unless specifically indicated otherwise.

**DEAD-END STREET:** A street having only one outlet for vehicular traffic and no permanent vehicular turnaround.

**DOUBLE FRONTAGE LOTS:** A lot, other than a corner lot, which has frontage on two or more streets.

**DRAINAGE EASEMENT:** A strip of land reserved to accommodate the free flow of stormwater or to provide for storm sewers.

**EASEMENT:** A non-possessory interest in land owned by another to use the land for a specific purpose or purposes, without profit.

**EXISTING PARCEL:** A parcel, lot, or tract of land which the enclosing boundaries are separately described and are of record in the Office of the Register of Deeds. An existing parcel completely severed by a dedicated public right-of-way shall be construed to comprise two parcels.

**FINAL PLAT:** The map or drawing of a subdivision prepared in compliance with the provisions of Chapter 236 of the Wisconsin Statutes, and the terms of this ordinance.

**FLOODFRINGE:** That portion of the floodplain outside of the floodway which is covered by flood waters during the regional flood and generally associated with standing water rather than flowing water.

**FLOODPLAIN:** Land that has been or may be hereafter covered by floodwater, including, but not limited to, the regional flood.

**FLOODWAY:** The channel of a stream and those portions of the floodplain adjoining the channel that are required to carry and discharge the flood waters or flood flows of any river or stream, including, but not limited to, flood flows associated with the regional flood.

**FRONTAGE:** That part of a lot abutting on a street or other public right-of-way. Also, the length of the lot line that runs along a public right-of-way.

**LAND DIVISION:** The act of creating one or more new and separately described parcels from an existing parcel(s) of land by the owner thereof or his agent.

**LANDLOCKED PARCEL:** A parcel of land which has no direct access to a public street and cannot be reached except by crossing another's property.

**LIMITED ACCESS HIGHWAY:** A divided arterial street or highway for through traffic with full or partial control of access, either with or without grade-separated intersections.

**LOT:** A designated part of a subdivision or certified survey map having an assigned number through which it may be identified and meeting the requirements of this ordinance. For the purposes of this ordinance, a lot may also include the terms outlot, parcel, tract site or building site in determining the applicability of this ordinance to land divisions.

**LOT, FLAG:** An individual parcel consisting of lot area with a configuration having two components: a flagpole of land a minimum width of 33 feet and a maximum width of 66 feet which can only be used for access to the flag of land that is the principal area used for development.

**LOT AREA, GROSS:** The total area contained within the property lines of the individual parcels of land as shown on a plat or certified survey map.

**LOT AREA, NET:** The area contained within the property lines of the individual parcels of land as shown on a plat or certified survey map, excluding any area within a street right-of-way but including the area of any easement.

**OUTLOT:** A parcel of land so designated and consecutively numbered on a plat or certified survey map and which is any of the following:

- (a) A parcel of land left over at the time of platting and which is intended to be divided further in the future.
- (b) A platted parcel which does not meet the requirements of a lot at the time of platting and is unbuildable for this or other reasons stated in writing.
- (c) A platted parcel which is intended for open space or other use and held in common ownership or which is transferred to a public agency or utility.

**PARCEL:** A continuous area of land described in a single description in a deed or lot or outlots on a plat or certified survey map, separately owned or capable of being separately conveyed. Not necessarily the same as a “tax parcel.”

**PLAT:** A map of a subdivision.

**PRELIMINARY PLAT:** A map showing the salient features of a proposed subdivision submitted to the Planning and Zoning Committee for purposes of preliminary consideration.

**REPLAT:** The process of changing or the map or plat which changes the boundaries of a recorded subdivision plat or part thereof.

**RETRACEMENT CERTIFIED SURVEY MAP:** A certified survey map that retraces, identifies and locates the boundaries of an existing parcel or parcels of land and which does not create additional parcels or alter existing boundaries.

**RIGHT-OF-WAY:** A strip of land allowing or intending to allow the passage of people or goods and is dedicated to the public or under the control of the public.

**ROADWAY:** That portion of a street or highway improved, designed, or ordinarily used for vehicular travel.

**STREET (ROAD), PRIVATE:** A street or driveway owned and maintained by a non-public entity placed on private property, or placed within a public right-of-way or public road easement only where there is a binding, recorded agreement with the government with jurisdiction for ongoing private maintenance.

**STREET, PUBLIC:** A street located within a public right-of-way or a public road easement, which is owned and maintained, upon public dedication, or deeding by the government with jurisdiction. Also referred to as a “public road.”

**STREET, ARTERIAL:** A major high capacity street used and designed to carry large volumes of traffic and provide efficient vehicular movement between major activity areas of the community.

**STREET, COLLECTOR:** A street designed to carry moderate amounts of traffic and which collects and distributes traffic between arterial streets and local streets, including the principal entrance and traffic movement streets within a residential development.

**STREET, LOCAL:** A street designed primarily to provide vehicular access to abutting properties and which generally does not carry through traffic. Such streets are also called minor streets.

**SUBDIVIDER:** Any individual, firm, association, syndicate, partnership, corporation, guardian, attorney, trust, condominium declarant or any other legal entity commencing proceedings under the regulations of this chapter to effect a subdivision of land or a condominium plat hereunder for the owner of record or for another with consent of the owner of record.

**SUBDIVISION:** The division of a lot, outlot, parcel or tract of land by the owner thereof, or agent, for the purpose of transfer of ownership or building development where the act of division creates five (5) or more parcels or building sites of fifteen (15) acres each or less in area by successive division within a period of five (5) years.

**TAX PARCEL:** An existing tract of land as defined by the governing jurisdictional body for the purpose of assessment and taxation. May or may not coincide with the boundaries of a “parcel” as otherwise defined in this chapter.

**TAX PARCEL NUMBER:** An identification number assigned to real estate in Columbia County for taxation purposes.

**TRACT:** A lot or parcel or contiguous group of lots or parcels in single ownership or under single control, usually considered a unit for purposes of subdivision or development.

**UTILITY EASEMENT:** An easement to place, replace, maintain, or move utility facilities, such as telephone or electric lines, water or sewer mains, gas pipelines, and cable television.