



City of Onalaska, Department of Planning & Zoning, 415 Main Street, Onalaska, WI 54650

## SUBDIVISION APPLICATION - PRELIMINARY PLAT

The following checklist will ensure the timely processing of your application:

➔ **Overview/ Cover Letter Describing the following:**

- ▶ Detailed Description of Proposed Subdivision
- ▶ Plan Set including: Plot Plan, Legal Description, Grading/Draingage, Utilities, Site Layout, Landscaping, etc.

➔ **Application Fee** (Payable to the City of Onalaska) = \$200 + \$25/lot. Other fees may apply.

*If incomplete, no further processing of the application will occur until the deficiencies are corrected.*

Brief Description of Request for Subdivision.

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**Easements on Property:**

Access:  Yes  No

Utility:  Yes  No

Other: \_\_\_\_\_

**Utilities Serving Property:**

Water:  Yes  No

Sanitary Sewer:  Yes  No

**Number of Lots:** \_\_\_\_\_

(Existing)

**Number of Lots:** \_\_\_\_\_

(Proposed)

**Property Address:**

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**Parcel Number:**

18-

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**Zoning District:**

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**Applicant:**

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Mailing Address:

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City, State, Zip:

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Phone Number:

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Email:  Primary Contact

**Business:**

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Owner/Contact:

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Mailing Address:

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City, State, Zip:

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Phone Number:

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Email:  Primary Contact

**Property Owner:**

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Contact:

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Mailing Address:

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City, State, Zip:

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Phone Number:

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Email:  Primary Contact

*The undersigned hereby makes an application for the location stated herein. The undersigned agrees that all work shall be done in accordance with the requirements of the City of Onalaska Unified Development Code / Zoning Ordinance and with all other applicable City Ordinances and the laws and regulations of the State of Wisconsin.*

<b>Signature of Applicant:</b>	Date:
<b>Signature of Property Owner:</b>	Date:

<b>OFFICE USE ONLY:</b>	Date Submitted:	Permit Number:	
Permit Fee:	<input type="checkbox"/> Cash <input type="checkbox"/> Check #	Application Received by:	