

TOWN OF EAU GALLE ST. CROIX COUNTY, WI LAND DIVISION CHECKLIST

1. SCHEDULE A PRELIMINARY MEETING WITH THE TOWN CLERK TO GATHER THE FOLLOWING

- Land Division Application
- Fee Schedule
- Copy of the Land Division Ordinance 2022-01
- Copy of the Town of Eau Galle Comprehensive Plan 2020
- All the above information is available on the Town's website <https://www.townofeaugalle.org>
- Information pertaining to meeting dates, agenda deadlines, etc.

2. SUBMIT A COMPLETED LAND DIVISION APPLICATION TO THE TOWN CLERK INCLUDING

- Application
- Fee
- Sketch map detailing the information requested in Section 1.16 of Ordinance 2022-01
- A copy of the land division checklist

3. PROCESSING THE APPLICATION

- Clerk and Chair review application, sketch map, and payment of fees within 15 working days to determine if it is complete.
- Clerk and Chair determine if planning Committee meeting is warranted. If so, land divider must pay Planning Committee fee upfront and Planning Committee meeting will be scheduled. Land divider or his representative must be present at the meeting.
- If no Planning Committee meeting is warranted, Land Division will be placed on the Agenda for the next available monthly Town Board Meeting. Land Divider or his representative must be present at the meeting.

*****OTHER SIDE*****

4. PRELIMINARY APPROVAL, CONDITIONAL APPROVAL, OR REJECTION

- If approved, land divider submits Certified Survey map with Town Chairman's signature to St. Croix County for processing and recording.
- Land divider files a certified copy of the recorded map with the town clerk within 30 days after the map is recorded.

All the above information is available on the Town's website

<https://www.townofaugalle.org>