



# TOWN OF TURTLE

6916 South Cty Road J • Beloit, WI 53511 • Phone 608-362-0655 • Fax 608-364-1151

## APPLICATION FOR LAND DIVISION

NOTE: THE PLANNING COMMISSION, BY ORDINANCE, WILL REVIEW AND MAKE RECOMMENDATIONS FOR DIVISIONS, COMBINATIONS, AND REZONING TO THE TOWN BOARD FOR FINAL APPROVAL.

NAME OF APPLICANT: \_\_\_\_\_

ADDRESS OF APPLICANT: \_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

ADDRESS OF THE PROPERTY TO BE DIVIDED: \_\_\_\_\_  
\_\_\_\_\_

ACREAGE OR SQUARE FEET: \_\_\_\_\_

OWNER OF RECORD: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_  
\_\_\_\_\_

PARCEL NUMBER OF PROPERTY: \_\_\_\_\_

PRESENT USE OF PROPERTY: \_\_\_\_\_

PRESENT ZONING OF PROPERTY: \_\_\_\_\_

PROPOSED USE OF PROPERTY AFTER LAND DIVISION: \_\_\_\_\_  
\_\_\_\_\_

DESCRIBE HOW LAND WILL BE DIVIDED: \_\_\_\_\_

(ATTACH DRAWING)

WILL THIS LAND DIVISION REQUIRE REZONING OF THE RESULTING PARCELS?

NO \_\_\_\_\_ YES \_\_\_\_\_ REZONE TO: \_\_\_\_\_

DATED: \_\_\_\_\_, 20 \_\_\_\_\_

SIGNATURE OF APPLICANT

DATE RECEIVED: \_\_\_\_\_ CLERK \_\_\_\_\_



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## PROCEDURE FOR LAND DIVISION (NON SUBDIVISION APPLICATION)

1. Applicant should consult with the Planning Commission to understand land division procedures, if applicant has any questions.
2. Applicant obtains land division application from Town Clerk at the Town of Turtle Community Center.
3. Applicant must submit land division application and fee to Clerk by the Wednesday prior to the regularly scheduled Planning meeting. A permanent file will be made for the original application and other supporting documents. Copies of the application will be made by the Clerk and distributed to the Chairperson, the Commission, the Zoning Administrator and the Town Attorney.
4. The Chairperson shall review the application and notify the applicant as to placement on the agenda and date of meeting. The Chairperson will notify the Clerk of meeting date and agenda to post accordingly.
5. The applicant or a representative shall appear at the Planning and Zoning Commission meeting to explain and answer any questions by the Commission about the application. The applicant should provide a survey map or sketch of the property and the proposed changes included.
6. The Commission will consider the application in open session. The Clerk will attend the meeting and take minutes. Copies of the minutes will be provided to all Commission members and Town Board members. The minutes are on file in the Town office and available upon request.
7. The Commission/Town Board shall consider the following factors in connection with the application:
  - a) Whether the land division involves sites that are physically unsuited to the intended use for reasons of hazard from fire, flood, poor drainage, instability or other similar hazard.
  - b) Whether the land division and resulting land use change is geared to the physical character of the site.
  - c) Whether there is a need of the proposed land division for public services, such as streets, sewage and water supply service, drainage facilities, park and recreation facilities, and whether such services will be available if and when development occurs.

- d) Whether the lots of the land division are useable for their intended purpose.
  - e) Whether the land division and associated land use change conforms to the Town of Turtle Land Use Plan.
  - f) Whether the land division requires a rezoning of the lots and if so, whether the rezoning is consistent with the zoning and use of the surrounding land.
8. The Commission shall recommend to the Town Board, approval or denial based on Ordinances. The Town Board will review and act on the matter at the next scheduled Town Board Meeting.
  9. The Commission may require the applicant to have a complete or partial environmental assessment prepared if there is an environmentally sensitive area.
  10. The Commission may require the applicant to obtain a certified survey map of the land division.
  11. The Town Attorney shall prepare a Land Division Determination. The Determination shall state whether the application was approved, approved with conditions or denied. If denied, the Determination shall state the reason for denial. If approved with conditions, the Determination shall state the conditions.
  12. The Town Attorney shall send the Determination to the Town Chair, for signature. After it is signed, the Town Attorney shall send the original to the Clerk for filing, and copies will be made and sent to the applicant, the Town Engineer and Rock County Planning and Development Agency.
  13. A certified survey of the land division shall be recorded by the applicant at the Rock County Register of Deeds Office within 90 days of approval. A copy of the certified survey shall be filed with the Clerk.
  14. If the land division requires rezoning of the same property, the applicant may request that both applications be heard during one Planning Commission meeting, for recommendations on both, with final action before the Town Board at the next regularly scheduled Town Board meeting.



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## CHECKLIST FOR APPLICANTS FOR LAND DIVISIONS AND LAND COMBINATIONS

\_\_\_\_\_ APPLICANT MAY ATTEND A PLANNING COMMISSION MEETING TO EXPLAIN THE LAND DIVISION/COMBINATION AND DISCUSS PROCEEDURE WITH THE PLANNING COMMISSION.

\_\_\_\_\_ PICK UP APPLICATION AT THE TOWN OF TURTLE COMMUNITY CENTER, 6916 SOUTH COUNTY ROAD J, BELOIT, WI 53511 (608) 362-0655

\_\_\_\_\_ IF ANY QUESTIONS, CALL THE PLANNING COMMISSION CHAIRPERSON, DON JONES. (608) 365-5260

\_\_\_\_\_ FILL OUT APPLICATION AND RETURN IT TO THE COMMUNITY CENTER WITH PROPER FEE AND DRAWING OF PROPETY AND PROPOSED DIVISION/COMBINATION.

\_\_\_\_\_ APPEAR AT PLANNING COMMISSION MEETING TO EXPLAIN APPLICATION AND ANSWER ANY QUESTIONS.

\_\_\_\_\_ OBTAIN A CERTIFIED SURVEY OF PROPERTY. FILE ONE COPY OF CERTIFIED SURVEY AT THE COMMUNITY CENTER.