

**Final Plat Application
Village of Wrightstown
352 High Street
Wrightstown, WI 54180**

File Date _____ Application # _____

Plat Title _____

Of Lots _____ Tax Key #(s) _____

(Including Outlots) Total Acreage _____ Zoning _____

_____ Property Owner(s) _____

Telephone _____ Address/Zip _____

Fax _____

Applicant _____

Check: _____ Surveyor _____ Engineer _____ Developer _____ Architect _____ Agent _____ Other _____

Address _____ Telephone _____

City/Zip _____ Fax _____

Surveyor _____ Telephone _____

Registration Number _____ Fax _____

Location of Plat _____ Village of Wrightstown

_____ Town of _____

Legal Description of Land Being Platted _____

What Is a Final Plat?

A final plat is a means by which a property owner may create five (5) or more lots. The platting process results in what is commonly known as “subdivisions.” Public sanitary sewer and water must serve all subdivisions within the village. The final plat shall not divert substantially from an approved preliminary plat.

Where Do I Start?

Contact the Clerk/Treasurer to discuss interest in submitting a final plat. If a preliminary plat was approved within the last 12 months, a final plat may be submitted.

What’s Next?

A complete submittal includes ten (10) copies of the final plat, an AutoCAD disk (or electronic mail), and five (5) copies of the final drainage plan, and the appropriate fee.

Within 30 days of filing the plat, the Plan Commission reviews staff comments and make its recommendations (often with conditions to be addressed prior to the Village Board of Trustees signatures being affixed to the final plat) to the Board of Trustees. The Village Board of Trustees has 60 days from receipt of the Plan Commission recommendation to respond to the final plat.

The Village Board of Trustees formally approves, approves with conditions, refers the plat back to the plan commission, or denies the final plat.

What Is The Final Action?

After the Board approval, the applicant shall then file five (5) reproducible paper copies and one (1) digital copy of the recorded final plat with the Village Clerk. The Clerk will circulate the final plat for all village signatures. A final plat must be filed in the County Register of Deeds’ office within six (6) months of Board approval.

NOTE: All unpaid taxes and special assessments (and if new residential lots are created, park fees) need to be paid to the village before the Village signs approval on the face of the final plat.