

**Preliminary 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 Preliminary Plat?**

A preliminary 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.

**Where Do I Start?**

Contact the Clerk/Treasurer to discuss interest in submitting a preliminary plat. The applicant or engineer should contact the Clerk/Treasurer to schedule a pre-plat conference as early in the process as possible. At that meeting, timing of utilities, compliance with village ordinances, state statutes, and village policies will be discussed. The meeting will be arranged by Village Administrator and attended by Village departments, utility companies, and the developer’s engineer/surveyor. Sixteen (16) copies of the sketch plan are needed.

**What’s Next?**

A complete submittal includes ten (10) copies of the preliminary plat, prepared by a registered land surveyor, an AutoCAD disk (or electronic mail), and five (5) copies of the preliminary drainage plan, five (5) copies of the feasibility plan. The complete submittal will be filed with the Clerk/Treasurer.

Within 60 days of filing the plat, the Plan Commission reviews staff comments and make its recommendations to the Village Board of Trustees. The Village Board of Trustees has 90 days from receipt of the Plan Commission recommendation to act on the Preliminary Plat.

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

**What Is The Final Action?**

A final plat must be submitted to the Clerk/Treasurer within 12 months of preliminary plat approval.