

Submittal Process for Town of Somerset Parks, Rec & Plan Commission:

Applications for minor or major subdivision, rezoning request, conditional use permit recommendation or waiver to setback must be submitted 14 days in advance of the Parks, Rec & Planning Commission meeting (1st Wed.) by 3:00 p.m. to the Town Clerk at the Town Hall Office. All appropriate forms and checklists can be found on the Town's website under GOVERNMENT – Forms & Permits: <https://townofsomersetwi.com/forms-permits/> Prior to contacting the Town Office, please refer to the website for all of the forms and checklists.

Applications materials must be in written form and complete with accompanying payment, adjacent landowner notification form and post office receipt showing proof of mailing to adjacent landowners with and list of adjacent landowner's names and addresses to whom the notice was mailed. Adjacent includes property owners across the road(s) from proposed land divisions, rezonings, conditional use permits, waiver requests.

Electronic copies of maps can be submitted but not in lieu of written copies.

Worksheet/Submittal Application must be completely filled out and signed by owner of the property and subdivider (developer) and/or authorized representative. Property owner must sign the application.

Appropriate fee must be paid to the Town Clerk at the time of application submittal (see worksheet application for fees).

The Town Board, Parks-Rec-Planning Commission, Town Attorney or Town Engineer can require an applicant to provide additional information at any time where site characteristics or other unique circumstances make it appropriate to do so.

Site Visit: The representatives of the Town or the Town's engineer may make onsite visits to the property considered sometime prior to their meeting between the hours of 7am & 8pm without notice to the property owner.

The surveying company, landowner or authorized representative shall attend the meetings of the Parks, Rec & Planning Commission and Town Board to present the proposed subdivision, rezoning, conditional use permit, waiver request. Failure to have representation present at these meetings may be grounds for the Town to table or deny an application.

The Parks, Rec & Planning Commission makes recommendations to the Town Board. The Town Board may deny, approve, approve and impose conditions upon its approval, or table applications.

Timelines & Applications for Minor Subdivision Certified Survey Map

1. Submit 14 days prior to Town Park, Rec & Planning Commission Meeting (1st Wednesday of the month by 3 p.m.)
2. Submit to St. Croix County Community Development Department (1st Monday of the Month)
3. Appear at the Town of Somerset's Park, Rec & Planning Commission meeting (3rd Wednesday of appropriate Month)
4. If Parks, Rec and Planning Commission recommends approval, appear before Town Board at their meeting (1st Wednesday of the Month)
5. If Town approves, driveways need to be installed prior to recording at St. Croix County Register of Deeds. Obtain driveway permits from Town and install driveways.
6. Obtain St. Croix County approval and record the CSM.
7. Town of Somerset Park Fee is \$400 per lot to be paid prior to recording CSM.

Timelines for Major Subdivision (4 or more lots): Majors require Concept, Preliminary and Final Review. All phases require submittal of applications, fees and approvals.

1. Submit 14 days prior to Town Park, Rec & Planning Commission Meeting (1st Wednesday of the month by 3 p.m.)
2. Submit to St. Croix County Community Development Department (1st Monday of the Month)
3. Appear at the Town of Somerset's Park, Rec & Planning Commission meeting
4. (3rd Wednesday of appropriate Month)
5. If Parks, Rec and Planning Commission recommends approval, appear before Town Board at their meeting (1st Wednesday of the Month)
6. If Town approves, major subdivisions with new roads require a Developer's Agreement be signed and finalized a Preconstruction Meeting, Road Bonding by Performance Bond or Letter of Credit in the amount of 120% of the documented road bids prior to any work being started or any plats being recorded.
7. Town engineer and attorney approval necessary.
8. All driveways need to be installed prior to recording at St. Croix County Register of Deeds. Obtain driveway permits from Town and install driveways,
9. Obtain St. Croix County approval and record the final plat with all signatures and stamps. Provide a copy of the final plat to the Town.