

To: Land Division Applicant

From: Vicki Anderson, Town of Springdale Clerk

Date:

Subject: **Springdale Land Division Policies**

This memo is sent as a follow-up to your recent inquiry regarding a possible division of your land within the Town of Springdale. This memo is intended to summarize:

- the goals of the town land use plan
- land division options for landowners
- the process for review of proposed land divisions

*This summary of land division options is an overview. For complete details contact the town clerk to request a copy of the town land use plan or view it on the town web site:

www.tn.springdale.wi.gov

Goals of the land use plan

The Springdale land use plan, adopted in March, 2002, has the following goals:

- (A) Support the population density, infrastructure, services, and tax base of a rural town.
- (B) Preserve the agricultural land, open spaces, and other natural resources of a rural town.
- (C) Protect agricultural uses of the land.
- (D) Enable landowners to develop land for residential purposes with minimal impact on the rural aspects of the town.
- (E) Encourage safe, convenient, and environmentally sound housing that blends with the natural landscape.
- (F) Respect environmentally sensitive areas and culturally significant sites.
- (G) Limit commercial development to enterprises that enhance the rural quality of life throughout the town and that accommodate the higher residential density within Mt. Vernon.
- (H) Prohibit large commercial development and industrial development.
- (I) Maintain the town's local control of land use decisions through this land use plan and through county and town ordinances that uphold the land use plan.
- (J) It is not the goal of this land use plan to prevent development within the town, but rather to adhere to the goals and policies herein as the official guide to future growth and development within the town.

Land Division Options

The following density options are available to Springdale landowners. They are:

- **Residential Density Option 1**: Enables a land division by certified survey map or a subdivision by plat with relatively few requirements. It allows one new lot for residential purposes for each contiguous 25 acres owned on March 11, 2002.
- **Residential Density Option 2**: Enables a land division by certified survey map at a higher density for landowners who adhere to certain criteria (e.g., preservation of agricultural lands and open spaces, placement of buildings and driveways, etc.). This option allows one new lot for residential purposes for each 17 contiguous acres owned on March 11, 2002.
- **Residential Density Option 3**: Enables a subdivision by plat, at the highest density, called a "conservation subdivision". This option requires at least 70 contiguous acres owned on March 11, 2002. It allows one new lot for residential purposes for each contiguous 14 acres owned provided that the lots are clustered on 25% of the contiguous acres owned and that one-half of the 25% be common open space in the platted area. There are also additional requirements (e.g., maintaining non-development areas for agricultural purposes and/or open space, placement of buildings and driveways, etc.), all of which are found in the Town of Springdale Land Division and Subdivision Code.

Land Divisions for other uses

Any division for purposes other than residential development will be considered under the guidelines for Residential Density Option 1 or 2 and, in addition, shall meet all other requirements for that division as specified in the Town of Springdale Land Use Plan and ordinances.

The review process

It is highly recommended that those considering a land division review the land use plan as early as possible, prior to any specific plans being developed.

Following is a summary of the review process.

1. Schedule a site visit: Contact the town clerk to schedule a site visit with the plan commission. These are informal sessions where plan commission members visit your property to gain an understanding of the “lay of the land”, your goals in seeking a land division, and discuss how the land use plan can be used as a guide in the division. The attached Land Use Planning Worksheets contain the questions the plan commission will ask at the site visit. To complete the worksheet, an aerial photo of the property will be provided to the landowner and the plan commission before the site visit.

Site visits are normally conducted during the first two weeks of the month on a Tuesday or Thursday evening during the spring and summer and on a Saturday morning during the fall and winter.

2. Prepare a concept plan: After the site visit, using the Land Use Planning Worksheets as a guide, prepare a “concept plan”. The concept plan is a sketch on the aerial photo indicating the proposed development area(s) and all proposals for lots, including lot area, building and driveway placement.

3. Submit a concept plan and schedule a meeting with the plan commission: Contact the town clerk to submit your concept plan and to be scheduled for the next meeting of the plan commission. For the plan commission to take action, the concept plan must be received two weeks prior to the monthly meeting. The meetings are usually held on the fourth Monday of the month.

4. After approval of the concept plan submit 12 copies of the preliminary certified survey map (CSM) and the \$60.00 fee and schedule a meeting with the plan commission: Contact the town clerk to submit your preliminary CSM and to be scheduled for the next meeting of the plan commission. For the plan commission to take action, the preliminary CSM must be received two weeks prior to the monthly meeting. The meetings are usually held on the fourth Monday of the month.

During the public comment period of the meeting other residents of Springdale will have an opportunity to ask questions about your proposed land division and comment on how they feel the proposal fits with the town land use plan. The plan commission will discuss the division and vote as to whether or not it fits the criteria of the plan. The plan commission vote is advisory to the town board.

5. Attend the town board meeting: After receiving the recommendation of the plan commission, the town board will discuss the preliminary CSM at their next regular monthly meeting, usually

held on the third Monday of each month. During this meeting a public hearing will be held. The town board may accept or reject the recommendation of the plan commission.

If a land division request is rejected, the plan commission and/or town board will state the reasons for the rejection and may make suggestions for changes that will bring the proposal into harmony with the town land use plan.

If you have questions regarding the scheduling, please contact the town clerk at 437-6230.

Glossary of terms

Certified survey map (CSM). A map of land division, not a subdivision, prepared in accordance with Sec. 236.34, Wis. Stats. and in full compliance with the applicable provisions both of Chapter 75, Dane County Code and of Town of Springdale Land Division and Subdivision Code.

Plat. A map, drawing or chart on which the subdivider’s plat of subdivision is presented to the town for approval.

Subdivision. A division of a parcel of land where the act of division creates either: five (5) or more lots, parcels or building sites; or five(5) or more lots, parcels or building sites by successive divisions with in a period of five (5) years whether by the original owner or a subsequent owner. All area calculations shall be exclusive of any dedications, rights-of-way, easements or reservations.

Conservation Subdivision. A housing development in a rural setting that is characterized by compact lots and common open space, and where the natural features of the land are maintained to the greatest extent possible.

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The following pages are “working documents” that the plan commission will use to help evaluate each land division request at the site visit.