

TOWN OF CLEVELAND LAND DIVISION CHECKLIST

For all land divisions creating parcels of less than 20 acres, provide to the Plan Commission thirty (30) days prior to scheduled plan commission meeting, nine (9) copies of a “sketch plan” drawn to scale on an air photograph; or for more detailed divisions involving three (3) or more lots, a proposed Certified Survey Map (CSM) of parcel being divided and a Permit Application fee of \$50.

Map must include:

1. The boundaries of tax parcel(s) being divided, and the corresponding tax parcel identification number(s).
2. The boundaries of all existing parcels within 1,340 ft. (1/4 mile) of the parcel being divided, with the labeled names of landowners of record

Note: This information is available from most recent plat book.

3. The boundaries of all lots to be created within parcel being divided, labeled by size (2 ½ NET ACRES minimum- excludes road right of way).
4. The location of all existing or proposed public or private streets, avenues, roads, and driveways, labeled with length, width, and elevation.
5. The location and size of all existing buildings, and if known, the location and size of any proposed buildings and dwellings.

Note: The information regarding current building location can be transferred from available air photographs.

6. The location of all existing utilities and proposed utilities.
7. The location of all existing or proposed wells and septic systems.

Note: The information regarding existing wells and septic can be approximated on an available air photograph.

8. The existing 10 foot land contours, and the associated surface drainage pattern, showing the direction of runoff and location of existing channels or areas of concentrated flow.

Note: This information is available from existing 7.5 min. contour maps available from the Land Records Office or Chippewa County Dept. of Land Conservation and Forest Management.

9. The preliminary storm water plan.
10. The location of proposed private road corridors, driveways, and the access points to existing public roads.