

**Village of Pulaski**  
**Petition for Preliminary Subdivision Plat**

Date of Request: \_\_\_\_\_

Located in (circle one): Pulaski / Extraterritorial Area

Petitioner/Owner – Please print

Name \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Surveyor/Agent for Petitioner/Owner – Please print

Name \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
City State Zip

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Subdivision Plat Name: \_\_\_\_\_

Parent Parcel Number(s) of Properties for Plat: \_\_\_\_\_

Existing Zoning District and/or CUP for Parent Parcels: \_\_\_\_\_

Current Use of Property: \_\_\_\_\_

Legal description of the property being divided:

\_\_\_\_\_

Total Number of Lots: \_\_\_\_\_ Total Number of Outlots: \_\_\_\_\_

Acreage Dedicated to the Public: \_\_\_\_\_ Total Acreage: \_\_\_\_\_

Please note that additional information may be requested by the Village of Pulaski staff, Planning and Zoning Commission, and Village Board.

I, \_\_\_\_\_, as owner / owner's designated agent (circle one) for the above preliminary plat, hereby file this request with the Village of Pulaski Clerk for processing and agree to pay any fees associated with processing the application. I understand that the above request will not be processed until all the required information is provided with the petition and fees paid to the Village Clerk.

Signature: \_\_\_\_\_

Please Print Name: \_\_\_\_\_

Please submit two copies of the proposed preliminary plat, any required fees, and completed petition to:

Pulaski Village Clerk  
PO Box 320  
Pulaski, WI 5416254162

*For Office Use Only: Date Received:* \_\_\_\_\_

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## APPLICANT INFORMATION

### **What is a preliminary plat?**

A preliminary plat is the first step by which a property owner may create five or more parcels of land each one and one-half acres or less in area. The preliminary plat must meet the requirements of the Village of Pulaski Subdivision and Platting Ordinance (Chapter 53) and Chapter 236 of the Wisconsin State Statutes. If the proposed preliminary plat is within Brown County, then it must also meet Chapter 21 of the Brown County Code of Ordinances and be submitted to Brown County for their review as well.

### **Where do I start?**

Prior to starting the process, it is recommended that a property owner request a meeting during normal village hall business hours to meet with village staff to review the proposed subdivision in order to obtain background information regarding required improvements, zoning, dimensional requirements, procedure for dividing land, and potential issues that may need to be addressed. Meetings may be set up by calling the Pulaski Village Hall at (920) 822-5182.

In order for the preliminary plat to be processed, the completed application form, fee, and all accompanying information must be received in the Pulaski Village Hall by the 1<sup>st</sup> Tuesday of the month in order to be placed on that month's Pulaski Planning and Zoning Commission Agenda (generally the 3<sup>rd</sup> Tuesday of the month, but you should confirm the date with village staff). Prior to the Planning and Zoning Commission meeting, a Pulaski Village staff member may contact you regarding setting up a site visit to review the proposed preliminary plat on the property.

### **What's next?**

At a regularly scheduled meeting, the Planning and Zoning Commission will generally make a recommendation to the Village Board based upon the information from the application, Pulaski Comprehensive Plan, as well as other pertinent plans, studies, and information. It is strongly recommended that you attend all meetings and the public hearing regarding your application in order to answer any questions that come up.

Following the Planning and Zoning Commission recommendation, at a separate regularly scheduled board meeting, the Village Board will review the recommendation from the Planning and Zoning Commission and approve, approve with conditions, or deny the preliminary plat. The applicant/agent will be mailed a letter from the Village stating the action as well as any conditions of approval that must be met prior to the final plat. If the preliminary plat is approved, a final plat must be submitted to the Village within 24 months of preliminary plat approval.