

# LINCOLN COUNTY SUBDIVISION / CONDOMINIUM RULES “IN A NUTSHELL”

Subdivision & Land Split – In Lincoln County, a division of land requiring departmental approval occurs when a parcel is split and it results in the creation of one or more parcels that contain less than 20 acres in size. Minimum lot sizes are dependent upon how the property is zoned. (Subdivisions occurring within 1½ miles of the Merrill & Tomahawk city limits require approval by the respective cities as well).

- **Survey Required – A survey is required any time one or more parcels, less than 10 acres in size, is created.**
- Large Lot Split is defined as the creation of one or more parcels between 10 and 20 acres in size. No application or fee is required, however, a review of the deed description or survey (if conveying this way) by the Zoning Administrator is required before recording of the document.
- Minor Subdivision is defined as the creation of one (1) to four (4) parcels containing less than 10 acres in size from the same original tract within a 5 year period. The required survey may be submitted as either a Certified Survey Map (CSM) or as a County Plat.
- Major Subdivision is defined as: The creation of five (5) or more parcels, less than 10 acres in size, by an owner of the original tract, or the cumulative creation of 5 or more parcels, less than 10 acres in size, from the original tract by an owner within a five year period. The survey must be submitted as a County Plat.

Condominium: The conveyance of real property through the use of individual units and common elements by means of a condominium instrument subject to Lincoln County Ordinances and Ch. 703, Wis. Stats. See "Condominium, Major" and "Condominium, Minor".

- Condominium, Major: The creation of more than 4 units within a condominium plat over a 5-year period.
- Condominium, Minor: The creation of 4 units or less within a condominium plat.
- Addendum: A condominium instrument that modifies a recorded condominium plat.

## Review Fees and Application Requirements

- **An “Application for Major or Minor Subdivision / Condominium” must be filled out and submitted along with the applicable initial review fee.** A sketch or draft survey, identifying what is being proposed, must be submitted along with the application.
- Minor Subdivision / Condominium - Fee for review is \$150. We will record the document for you after final review if you wish. Please include recording fee (\$30). Copies of the recorded document are an additional fee.
- Major Subdivision / Condominium -
  - A \$250.00 fee for preliminary plat review must be submitted with the application.
  - Then a review fee of \$100.00 plus \$15.00 for each lot/unit created in a major subdivision / condominium, (example – 6 lot/unit plat requires \$100.00 + \$90.00= \$190.00) must be submitted with the final plat.
- Addendum to Condominium - Fee for review is \$100.

## General Requirements

- All Surveys or Plats must be conducted and submitted in accordance with Chapter 236 and Chapter 703 of the Wisconsin Statutes, and Chapter 18 of the Lincoln County Code of Ordinances (Subdivision Ordinance).
- Roads: Please note that all lots and condominiums must front on an existing or proposed dedicated public roadway for a distance of 30 feet unless a Petition for Modification from the Subdivision Ordinance is granted. The subdivider will improve proposed roads. See 18.7.08(8) for details.
- For Minimum Lot Widths see Chapters 17.2.101, 17.2.102 and 21.07.1 of Lincoln County Ordinances for minimum dimensional requirements.
- A minimum 3000 sq. ft. of buildable area (50' x 60') is required for each lot / unit. See 18.7.08 (9).
- An affidavit for the preservation of an existing shoreland buffer may be required.
- A soil boring and profile description, conducted by a certified soil tester (CST), must be submitted on appropriate forms for each proposed lot / unit. This shall accompany the application. **The soil information must establish that all of the proposed lots / units within a major plat have suitable soils for septic systems other than a holding tank. Group septic systems may be planned if each lot does not support onsite waste treatment.**
- A concept plan and completed site assessment form must accompany the application for major subdivisions / condominiums. A meeting between the developer, his surveyor, the affected town and the Zoning Administrator may be called to review the concept plan prior to submittal of a preliminary plat. If all seems acceptable upon review of the concept plan, a preliminary plat that conforms to the provisions of sections 18.2.02 or 18.4.02 shall be submitted. Once the Land Services Committee has approved the Preliminary Plat, the survey can commence and a Final plat, that meets all requirements of section 18.2.03 or 18.4.03, shall be submitted with the appropriate fee within six months of the Preliminary Plat approval. The Land Services Committee or Zoning Administrator in the case of Condominiums, and the Board of the affected town must approve the plat before it is recorded.
- A Development agreement for all proposed improvements will be required along with financial assurances for their construction and a review element of the final plat approval.
- Public land dedications are required for **major** plats. 900 square feet per residential lot must be set aside for recreation open space within the development. See section 18.8.05 for further details.