



**DODGE COUNTY**  
**LAND RESOURCES AND PARKS DEPARTMENT**  
 127 E. OAK STREET • JUNEAU, WI 53039  
 PHONE: (920) 386-3700 • FAX: (920) 386-3979  
 E-MAIL: landresources@co.dodge.wi.us

# MINOR LAND DIVISION LETTER OF INTENT FORM

τ THIS AREA FOR OFFICE USE ONLY τ	
<b>Activity No.</b>	<b>Expiration Date</b>
Application Date:	Receipt #:

**Application Fee: \$75 (Non-Refundable)**

NAMES & MAILING ADDRESSES	PROPERTY DESCRIPTION				
<b>Applicant (Agent)</b>	Parcel Identification Number (PIN)				
Street Address	Town		T	N	R
City • State • ZipCode	1/4	1/4	Section	Acreage of Parent Parcel	Acreage of Proposed Lot(s)
<b>Property Owner</b> (If different from applicant)	Subdivision (Name, lot and block) or CSM # (Volume/Page/Lot)				
Street Address	Site Address Of Property ( <b>DO NOT</b> include City/State/ZipCode)				
City • State • ZipCode	Is this property connected to public sewer? <input type="checkbox"/> Yes <input type="checkbox"/> No				

CONTACT PERSON	
Name and daytime phone number (include area code) of a person we can contact if we have any questions about your application.	
Name _____	Daytime Phone (_____) _____ - _____

CURRENT PROPERTY USE	PROPOSED USE
<input type="checkbox"/> Vacant Property <input type="checkbox"/> Single Family Residential <input type="checkbox"/> Duplex (Two-Family Residential) <input type="checkbox"/> Multi-Family Residential • Number of residential units: _____ <input type="checkbox"/> Active Working Farm Operation <input type="checkbox"/> Recreational / Wetlands / Wooded Parcel <input type="checkbox"/> Business / Industrial / Commercial Use (Describe Below) <input type="checkbox"/> Other (Describe Below)	<input type="checkbox"/> Single Family Residential <input type="checkbox"/> Duplex (Two-family Residential) <input type="checkbox"/> Multi-Family Residential • Number of residential units: _____ <input type="checkbox"/> Agricultural Use Only – No residential structures <input type="checkbox"/> Open Space Recreational / Wetlands - No residential structures <input type="checkbox"/> Business / Industrial / Commercial Use (Describe Below) <input type="checkbox"/> Other (Describe Below)

**A SKETCH PLAN SHOWING THE PROPOSED LAND DIVISION IS REQUIRED TO BE SUBMITTED WITH THIS APPLICATION.**

CERTIFICATE	
I, the undersigned, hereby apply for Minor Land Division approval and certify that all the information both above and attached is true and correct to the best of my knowledge. I hereby authorize members of the Dodge County Land Resources and Parks Department to enter the above-described property for purposes of obtaining information pertinent to my request.	
Signature _____	Date _____
Daytime Contact Number (_____) _____ - _____	

OFFICE USE ONLY		
<input type="checkbox"/> CUP Required (App _____)	<input type="checkbox"/> REZONE Required (App _____)	<input type="checkbox"/> Restriction Release Required

Notes:		
<b>APPROVED</b> <input type="checkbox"/>	<b>DENIED</b> <input type="checkbox"/>	LAND RESOURCES AND PARKS DEPARTMENT Date _____

**SKETCH MAP**

**INSTRUCTIONS**

Sketch the proposed land division in the space provided below or attach a sketch map or aerial photo of the proposed land division to the application. The sketch map or aerial photo shall be at a scale of 1" = 200' or other appropriate scale. This sketch map or aerial photo shall include the following information:

1. North arrow, date and scale;
2. Reference to a section corner or existing lot line;
3. The dimensions of the existing parcel;
4. The location and dimensions of the proposed lot(s);
5. The location of the existing and proposed lot lines;
6. The location and dimensions of any existing or proposed easements;
7. The location of any existing buildings, water wells, septic systems, water courses, drainage ditches and other features pertinent to proper division;
8. The location and name of existing roads, easements of record, public access to navigable waters and dedicated areas;
9. The location of existing and proposed driveways;
10. Any other additional information pertinent to this land division;

(An aerial photo of your site may be available through the Dodge County Planning, Development and Parks Department. Please contact our office for additional information (920) 386-3700)

Width \_\_\_\_\_ Rear property line OR Edge of water (north arrow)

Length \_\_\_\_\_

Length \_\_\_\_\_

σ Right-of-Way Line of Road/Highway σ Width \_\_\_\_\_

τ Center(line) of Road/Highway τ

Name Of Road/Highway \_\_\_\_\_

## Minor Land Division Letter of Intent Application Instructions

An applicant may propose to divide land where the act of division creates not more than 4 parcels or buildings sites, including any remaining portion of the original parcel within a period of 5 years, whether done by the original owner or a successive owner, by use of the attached minor land division letter of intent form and a sketch map. If you intend to create more than 4 lots, the Major Subdivision Procedures must be followed. Please follow the instructions below to complete the minor land division letter of intent application form.

1. Please use black or blue ink to complete this form;
2. Fill in the legal name and mailing address of the applicant and the person, firm, public organization or any other entity that owns the existing parcel;
3. Fill in the property description for the site and the parcel identification number (PIN). If the property contains more than one PIN, please list all of the numbers. The PIN is critical in the processing of this form, failure to provide the PIN will delay the review of this form. Your PIN can be found on your tax bill or you can contact our office for assistance in finding the PIN;
4. Fill in the "total acreage" of the existing parent parcel. The parent parcel would include all of the land that is owned by the owner at this location;
5. Fill in the acreage of the proposed lot(s). Use an additional sheet if necessary;
6. Fill in the Subdivision name and lot number or CSM # of the existing parcel, if applicable;
7. Fill in the Site Address of the existing parcel. If there is no site address at this time, please fill in the name of the road/highway that the proposed lot will have frontage on;
8. Answer the question regarding access to public sewer by checking the yes or no box;
9. Fill in the name and phone number of the contact person. The contact person should be the person completely familiar with the proposed land division;
10. Complete the "Current Property Use Section" – Check all that apply;
11. Complete the "Proposed Use" Section – Check all that apply. Use an additional sheet if necessary;
12. Complete the Certification Section, sign and date the application form and provide a telephone number where you can be reached;
13. **Sketch Map** – Complete the sketch map or attach a sketch map or aerial photo of the proposed land division to the application. The sketch map or aerial photo shall be at a scale of 1" = 200' or other appropriate scale. This sketch map or aerial photo shall include the following information:
  1. North arrow, date and scale;
  2. Reference to a section corner or existing lot line;
  3. The dimensions of the existing parcel;
  4. The location and dimensions of the proposed lot(s);
  5. The location of the existing and proposed lot lines;
  6. The location and dimensions of any existing or proposed easements;
  7. The location of any existing buildings, water wells, septic systems, water courses, drainage ditches and other features pertinent to proper division;
  8. The location and name of existing roads, easements of record, public access to navigable waters and dedicated areas;
  9. The location of existing and proposed driveways;
  10. Any other additional information pertinent to this land division;

(An aerial photo of your site may be available through the Dodge County Planning, Development and Parks Department. Please contact our office for additional information (920) 386-3700)

14. **Submit the application form, sketch map and the appropriate application fee (payable to Dodge County) to the address listed on the front of this form.**

**Delinquent Taxes on Split Parcels** - Should current or delinquent taxes be owed on parcels being split, Dodge County encourages property owners to make sure those taxes are paid before the split is processed and recorded. The original parcel "parent parcel" will most likely be deleted, and new parcels "child parcels" will replace the original. Any delinquent taxes owed on a deleted parent parcel will be transferred to the active child parcels by the Dodge County Treasurer's Office. Any questions on taxes, please contact the Dodge County Treasurer.

Additional information regarding the minor land division review and approval process can be found in the "Minor Land Division Information Sheet"

## OTHER GOVERNMENTAL CONTACT INFORMATION

The following is a listing of town(ship) representatives and other governmental agencies you should contact for any permits that may be required from them — in addition to any Dodge County permits that may be required.

**NOTE:** This list has been provided as an aid and may not list all agencies with permitting authority regarding your proposed (construction) project. Property owners are responsible for obtaining all other permits that may be required from other governmental agencies.

<b>TOWN CONTACT INFORMATION</b>			
<b>TOWN</b>	<b>CONTACT PERSON</b>	<b>PHONE NO.</b>	<b>WEBSITE/EMAIL</b>
Ashippun	Michelle Liesener (Clerk/Treasurer)	(920) 474-4781	www.townofashippun.org
Beaver Dam	Kristine Klodowski (Clerk)	(920) 887-0791	www.townofbeaverdam.org
Burnett	Chris Merkes (Clerk/Treasurer)	(920) 210-7892	www.townofburnett.com
Calamus	Marjorie Beilke (Clerk)	(920) 626-1029	www.townofcalamus.com
Chester	Jane Figge (Clerk)	(920) 318-9016	townofchester@hotmail.com
Clyman	Chris Spilker (Clerk)	(920) 392-9036	www.townofclyman.org
Elba	Wendy Stoeckler (Clerk)	(920) 728-0269	www.townofelba.com
Emmet	Phyllis Westenberg	(920) 285-2327	www.emmettownship.com
Fox Lake	Raymond Caballero (Clerk)	(920) 763-7910	www.townoffoxlake.org
Herman	Alison Pecha (Clerk)	(920) 387-9322	www.townofherman.com
Hubbard	Carrie Neu (Clerk)	(920) 349-3223	www.townofhubbard.com
Hustisford	Kimberly Tennyson (Clerk)	(262) 490-4358	www.townofhustisford.com
Lebanon	Deb Behl (Clerk)	(920) 925-3846	www.townoflebanon.com
Leroy	Erma Franke (Clerk)	(920) 583-3320	www.townofleroy.com
Lomira	Sharon Belling (Clerk)	(920) 948-3493	www.townoflomira.com
Lowell	Susan L. Caine (Clerk)	(920) 927-5787	www.townoflowell.com
Oak Grove	Laura Maertz (Clerk)	(920) 386-2765	Not Available
Portland	Nancy L. Thompson (Clerk)	(920) 478-3724	<a href="https://dsbatty.wixsite.com/townofportlandwi">https://dsbatty.wixsite.com/townofportlandwi</a>
Rubicon	Loni Jaeger (Clerk)	(262) 673-3413	www.townofrubicon.com
Shields	Susan Johnson (Clerk)	(920) 261-7154	www.townofshields.com
Theresa	Diane Steger (Clerk)	(920) 488-2033	www.townoftheresa.com
Trenton	Emily Kamphuis (Clerk)	(920) 583-6239	Not Available
Westford	Vicky Orth (Clerk)	(920) 344-7742	www.townofwestford.org

<b>OTHER CONTACTS</b>		
<b>AGENCY</b>	<b>CONTACT</b>	<b>PHONE NO.</b>
Wisconsin Department of Natural Resources	Dale Rezabek	(920) 303-5440
U.S. Army Corps of Engineers	Brookfield Office	(651) 290-5732
U.S. Fish and Wildlife Service	Regional Office	(608) 742-7100
Dodge County Drainage Board	Leonhard Laufenberg	(920) 387-2771