

This information is sent as a follow-up to your recent inquiry regarding a possible division of your land within the Town of Springdale. This letter 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

### **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.

\*This summary of land division options is an overview. Please [view the plan here](#).

### **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. A concept plan is a required step before any land may be divided in the town. [There is a fee](#) associated with concept plan creation.

Following is a summary of the review process.

1. Schedule a pre-application meeting: To get on the agenda for a pre-application meeting contact the Plan Commission Admin/Chair. The Plan Commission meets on the fourth Monday of most months and a request to be on the agenda should be made two weeks prior to the meeting. At the meeting we will look at a map of your land, talk about the different options for dividing land, answer any questions you may have and schedule a site visit. Note: Abutting landowners will be notified of the meeting and may come and inquire about your intentions/ the process.
2. Conduct a Site Visit: 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, how the land use plan can be used as a guide in the division and any additional concerns or constraints the property presents (driveway access, frontage requirements, etc.). While these meetings are informal, they are officially posted as open meetings and members of the public may attend.
3. Prepare a concept plan: After the site visit, prepare a “concept plan”. The concept plan is a sketch on an aerial photo indicating the proposed development area(s) and all proposals for lots, including lot area, building and possible driveway placement. The PC admin may provide you with worksheets/ links to aerial photos to help you prepare your concept plan.
3. Submit a concept plan for town approval: Concept plans must be approved by the Plan Commission. Contact the plan commission admin 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. 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.
4. Survey the land: After approval of the concept plan if you wish to divide the land according to the concept plan you should hire a surveyor to create a preliminary certified survey map (CSM) for the proposed lots and fill out the Dane County application for change of zoning for the divided lots.

5. Contact the plan commission admin to submit your preliminary CSM and Dane County rezone application to be scheduled for the next meeting of the plan commission. Both the CSM and the Rezone get recommended by the plan commission prior to being approved by the town board. In the Town of Springdale, we do these at Joint meetings. This action is considered an official public hearing and town residents will have an opportunity to speak about the proposed land division and rezone. For the plan commission to take action, the preliminary CSM/rezone paperwork must be received two weeks prior to the monthly meeting. The joint meetings are usually held on the fourth Monday of the month. [There are fees](#) associated with these actions at the town level.

Note: After the town takes action on a land division, there is still action and fees at the county level for the CSM and the Rezone.

### **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 within 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.