

## Preliminary Plat/Minor Subdivision Summary Application Checklist

*(Applications will be processed only when all required items are submitted.)*

Submit **1 set of plans** (not to exceed 1" = 50' scale) and **1 PDF copy** of the following:  
*(For a complete list of required materials, refer to Section 1202.03 of Shorewood City Code.)*

<i>Check Off</i>	<i>City Use Only</i>
_____ <b>Accurate certified survey</b> showing existing conditions and the legal description	_____
_____ <b>Preliminary plat</b> (for minor subdivisions, submit existing and proposed lots and legal descriptions)	_____
_____ <b>Estimated lot sizes</b> for all lots/outlots (in separate tabular form)	_____
_____ <b>Grading and erosion control plan</b> , including the building envelope for each structure, garage and first-floor elevations, lowest floor, and lowest opening elevations	_____
_____ <b>Stormwater management plan</b> with drainage calculations and map (one copy or PDF)	_____
_____ <b>Utility plan</b> (sanitary sewer and water main)	_____
_____ <b>Tree preservation plan</b> , including a tree inventory (if applicable)	_____
_____ <b>Landscape plan</b>	_____
_____ <b>Wetland report</b> (one copy or PDF)	_____
_____ <b>Legible, written narrative</b> describing the proposal, including the number of lots, development type, and anticipated completion date and identifying all commonly owned contiguous land.	_____
_____ <b>Completed application form</b> signed by property fee owner(s)	_____
_____ <b>Application fee</b> check (payable to the City of Shorewood) or cash:	_____
Preliminary plat: \$600 fee + \$25/lot, plus \$2,000 escrow deposit for 5 or fewer lots; \$3,000 escrow deposit for over 5 lots	
Minor subdivision: \$500 fee + \$2,000 escrow deposit	

Additional information may be requested concerning operational factors or to retain expert testimony with the consent and at the expense of the applicant as necessary to establish performance conditions in relation to all pertinent sections of the zoning ordinance.