

TOWN OF HUDSON  
SUBDIVISION  
DEVELOPMENT APPLICATION **PROCESS**  
(CHAPTER 90)

The Town of Hudson Plan Commission and Town Board generally review subdivision development plans as 1) a concept/preliminary plan and 2) a final plan. Additional reviews will be required if insufficient data is presented and/or other concerns are not addressed.

The subdivision process requires review by the Town Engineer, Plan Commission, Town Board and St. Croix County (Chapter 13 Land Division). Due to meeting dates and required submittals, it is possible that each step may be submitted and reviewed simultaneously. All fees and sureties are the responsibility of the applicant/owner to be paid/provided as required throughout the process.

Concept review is done at the request of the applicant/owner and is for the purpose of obtaining comments and discussion of issues of concern. A motion is done to provide a consensus of opinion and give direction for the applicant/owner, Town Engineer and St. Croix County, when applicable. The Plan Commission may approve a preliminary plat with conditions upon recommendation of the Town Engineer if the conditions can be completed and reviewed by the Town Engineer prior to the Town Board meeting. However, the Plan Commission and Town Board will not approve a final plat until all conditions of previous review/approval have been met; and all conditions of the Town Engineer and St. Croix County final plat review have been met.

The Plan Commission meets the third Monday of each month, and the Town Board meets the first Tuesday of each month. Subdivision review by the Plan Commission and Town Board will not be on their respective agendas until recommended by the Town Engineer. All meetings are subject to change, and it is the responsibility of the applicant/owner to verify meeting dates. A representative is to be present at the Plan Commission and Town Board meetings for any action to be taken.

The application form is to be completed and submitted with at least three 24" by 36" copies of the plan and nine 11" by 17" copies of the plan for the Plan Commission; three 24" by 36" copies and six 11" by 17" copies of the plan for the Town Board. The form, application fee and accompanying documents including an electronic version of the plan and supporting documents are to be submitted to the town clerk's office (Town Hall, 980 County Road A).

The applicant/owner is responsible for obtaining the applicable section(s) of Chapter 90 of the Town of Hudson Subdivision Code and Chapter 86 Article II. Roads and Driveway Access and any other requirements. They are available at the town's website at <https://townofhudsonwi.com>, e-mail ([clerk@townofhudsonwi.com](mailto:clerk@townofhudsonwi.com)) or the town hall, 980 County Road A, 715-386-4263. The subdivision application form and other documents are forwarded to the Town Engineer for their review at the applicant/owner's expense.

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The subdivision is subject to review by St. Croix County including the Zoning Department, Highway Department and Land & Water Conservation Department at the applicant/owner's expense. The applicant/owner is responsible for including information as per the applicable section(s) of Chapter 13 of the St. Croix County Land Division Code and any other requirements.

Information on the application form is the minimum required and is provided to serve as a guideline for the applicant/owner and for review by the Town Engineer, Plan Commission and Town Board. All items submitted are to be dated and updated as applicable. The St. Croix County minor and major land division application forms include submittal requirements that will assist the applicant/owner to provide required information.

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Date Received: \_\_\_\_\_

Type of Land Division: Minor \_\_\_\_\_ Major \_\_\_\_\_

Existing Zoning: \_\_\_\_\_

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

Subdivision Address/Location [current parcel identification number(s)]: \_\_\_\_\_

\_\_\_\_\_

**Owner:** \_\_\_\_\_

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

\_\_\_\_\_

Daytime Phone/Cell/Fax Number: \_\_\_\_\_

e-mail address: \_\_\_\_\_

**Subdivider/Representative:** \_\_\_\_\_

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

\_\_\_\_\_

Daytime Phone/Cell/Fax Number: \_\_\_\_\_

e-mail address: \_\_\_\_\_

**Surveyor:** \_\_\_\_\_

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

\_\_\_\_\_

Daytime Phone/Cell/Fax Number: \_\_\_\_\_

e-mail address: \_\_\_\_\_

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Subdivision plans are subject to review by the town engineer and may involve town attorney charges. The owner agrees to reimburse the town of Hudson for professional fees and expenses incurred. A deposit is required.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Date

Application Fee Paid: \_\_\_\_\_

\_\_\_\_\_  
Date

Plan Commission reviewed/approved: \_\_\_\_\_

Town Board reviewed/approved: \_\_\_\_\_

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DEVELOPMENT **CHECKLIST**  
(CHAPTER 90)

Reference Chapter 90 and Chapter 86 Article II. Roads and Driveway Access for itemized lists.

The project may begin with general questions to town staff and/or Town Board as to the process and/or direction to code sections or individuals that will review the project without submitting an application and/or fees.

The following is the minimum information to be reviewed and provided:

- Location map including surrounding properties
- Check area to determine minimum lot sizes, etc. permitted per code
- Total acres (inclusive and exclusive of roads) with number of lots and outlots (with numbers assigned) with sizes (table with acres and square feet) to be noted on the final plat and note average lot size
- Existing access/roads and new roads (length of roadway)
- Road connectivity to unplatted lands
- New public roads (with names and rights-of-way provided on plat) and extension of any existing public roads; need length(s)
- Location of road name signs, stop signs and speed limit signs
- Road classification
- Driveway access arrows
- Easements including any shared well and/or septic systems
- Existing structures/access/proposed change(s)
- Wetlands information
- Soil testing status
- Net buildable area, lowest basement elevation, and high water level
- Any exceptions to town or county standards
- Note if there are proposed restrictive covenants (town and/or county does not enforce and their respective codes apply when there is conflict) and submit as required by St. Croix County
- Note if there is a proposed homeowners association (town and/or county does not enforce and their respective codes apply when there is conflict) and submit as required by St. Croix County
- Stormwater management plan and maintenance agreement in compliance with St. Croix County requirements
- Estimated costs of improvements and construction schedule

Items to be submitted with the above information taken into consideration include, but are not limited to, and process steps involved are:

- Application form with attachments with at least three 24" by 36" copies of the plan and nine 11" by 17" copies of the plan for the Plan Commission; three 24" by 36" copies and six 11" by 17" copies of the plan for the Town Board with an electronic version of the plan and all supporting documents
- Payment of application fee(s) and deposit

- Town Engineer to review form and attachments for required items, notify applicant/owner of any additional items required and estimated review cost
- Applicant/owner may be processing paperwork and making contacts to provide any other permits that may be required throughout the process with updates provided to the Town Engineer
  - o Department of Transportation for state highway connections
  - o Adjacent communities for possible public road connections
  - o WPDES Construction Site Storm Water Runoff Permit (WDNR)
  - o Endangered Resources Review (WDNR)
  - o St. Croix County Highway Department for county road connections and work to be done in county right of way
- Town Engineer to review documents, work with applicant/owner to coordinate County review, review submitted construction estimate(s)/determine costs for items requiring a construction surety, provide written review and determine/recommend the dates of the Plan Commission and Town Board meetings for preliminary plat approval
- Copy of all ongoing correspondence with the Town Engineer and St. Croix County as applicable with each submittal will be provided for the town records
- St. Croix County review
- Plan Commission and Town Board meetings for preliminary plat approval
- Note if any other reviews are required such as extraterritorial or within the Lower St. Croix National Scenic Riverway (NR118) with applicant/owner responsible for processing paperwork, attending meeting(s) and providing update to Town Engineer
- Town Engineer to review final documents, work with applicant/owner regarding open issues, review/determine costs for items not completed requiring a construction surety and recommend any reduction to surety on file and determine/recommend the dates of the Plan Commission and Town Board meetings for final plat approval.
- St. Croix County review
- Plan Commission and Town Board meetings for final plat approval
- Preconstruction meeting with Town Engineer to verify all issues have been addressed
  - o Fees required have been paid
  - o Construction surety is on file
  - o Permits have been obtained
  - o Wetlands report completed
  - o Stormwater management plan and maintenance agreement completed
  - o Construction schedule submitted
- Fees to be paid and construction surety to be provided as required throughout the process
- Construction inspection by Town Engineer with applicant/owner responsible for cost
- Any balance of the review deposit to be released after verification that all expenses have been processed
- Recorded copy of final plat to be on file with the clerk prior to issuance of any building permits
- As-built construction plans to be submitted
- Construction surety may be reduced upon request by applicant/owner with review and approval of the amount by the Town Engineer
- Any balance of the construction surety to be released with review and approval of the Town Engineer

TOWN OF HUDSON  
Chapter 90 Subdivision of Land  
Fee Schedule

Minor subdivision/Certified Survey Map, 1 to 4 lots (§ 90-5 A):

- \$ 50.00 plus professional fees
- \$ 400.00 for deposit for professional fees

Major subdivision (§ 90-5 B):

- Preliminary Plat \$ 350.00 per lot/outlot plus professional fees  
Plus  
Deposit \$ 5,000.00 for professional fees to be replenished if required
- Final Plat \$ 350.00 plus professional fees

Town Engineer review and construction inspection costs: As applicable

Any change to lot boundaries (§ 90-6 I): \$ 50.00

Financial guaranty/Letter of Credit/Bond for 120% of cost (§ 90-7): To be determined as applicable  
(Two years from date of approval)

Cost of Improvements to include:

- a. \$35.00 per linear foot for 2 lifts of blacktop
- b. \$17.50 per linear foot for 1 lift of blacktop
- c. \$6.00 per linear foot for shouldering (covers both sides of the road)
- d. Stormwater ponds/drainage

St. Croix County Highway Department blacktop inspection: \$ 300.00  
\$ 500.00 (commercial)

Street sign(s) and installation: \$ 375.00 each

Stop sign(s) and installation: \$ 350.00 each

Other road signs and installation: \$ 350.00 each

Address number/fire number signs and installation: \$ 60.00 each lot

Acquisition of recorded copy of final plat: \$ 50.00

Stormwater management administration fee: \$ 125.00 each lot

Chapter 32 Citations (§ 90-10): As applicable

St. Croix County review costs: As required by County  
(Collected by St. Croix County as per their ordinances and fee schedule.)

NOTE: All costs are subject to change as per Town Board action.

Adopted 10-6-2020