

Town of Kinnickinnic

1271 County Road J
River Falls, WI 54022

715-425-8082

kinnickclerk@icloud.com

Concept Review

Submittal Requirements and Procedure

SUBMITTAL REQUIREMENTS (Variance, Waiver, Conditional Use/Special Exception or Rezoning)

* Review Ordinances

Please check below that information is submitted.

- Summary of what applicant is requesting to do. The application for a minor subdivision shall show or identify the original parcel of which the proposed subdivision was a part five years prior to the date of application.
- Existing CSM and proposed concept sketch. The conceptual sketch of any proposed subdivision should show the entire contiguous area owned or controlled by the subdivider.
- Last subdivision date.
- Width x depth calculation.
- A USGS quadrangle map including slopes & elevations, proposed & adjacent driveways & distances and St. Croix County soils map for the proposed subdivision and relevant adjacent land.
- Copy of a Township plat book page or map from the County GIS website highlighting the area being discussed.
- Is property part of the extra territorial zone of the City of River falls?
- Additional information may be required by the Town.

PROCEDURE: See Submittal Deadline document for deadlines.

Applicant(s) submit application and 10 copies of any necessary paperwork for Plan Commission meeting.

Plan Commission meeting – typically the 3rd Wednesday of the month at 7:00pm.

Applicant(s)'s agent attends Plan Commission meeting to present and answer any questions.

The Plan Commission will review the concept and make recommendations/requests to applicants before they submit a final CSM and present before the Plan Commission at a future meeting.

*The Subdivision Ordinance for the town of Kinnickinnic is on the Town website and should be consulted by the applicant for full compliance as this is only a checklist for their convenience.

Town website: www.kinnickinnictwp.org