



## Wetland Delineation Application

Community Development Department  
9915 39<sup>th</sup> Avenue  
Pleasant Prairie, WI 53158  
Phone: 262.925.6717  
Email: [communitydevelopment@pleasantprairiewi.gov](mailto:communitydevelopment@pleasantprairiewi.gov)

### GENERAL INFORMATION

The undersigned is requesting that the Village contact the Southeastern Wisconsin Regional Planning Commission (SEWRPC) to schedule the services of their staff biologist to conduct a wetland staking on the following property.

Property Address/Location

Tax Parcel Number

**WISCONSIN PROFESSIONAL LAND SURVEYOR** The applicant has contracted with the following Land Surveyor to prepare the required plat of survey and legal description after wetlands delineated.

Wisconsin Registered Land Surveyor Company

Name of Contact

Mailing Address

Phone Number

Email

### PROCEDURE AND REQUIREMENTS

The Village will coordinate with the SEWRPC to conduct a site investigation, stake the location of the wetlands on the property and prepare a wetland report pursuant to the following procedure:

1. The applicant shall submit this application with the required application fee and Pre-Development Agreement. The Village Community Development Department staff will forward a written request to SEWRPC to schedule the services of their field biologist. In addition, the applicant shall have the property boundaries clearly delineated and staked on the site by a Wisconsin Professional Land Surveyor so that the field biologist can clearly identify the site boundaries.
2. A representative from SEWRPC will contact the Village staff with the date and time of the field staking appointment. **The staking appointment may be scheduled more than 90 days after the receipt of a completed application by the Village.** The Village or SEWRPC will notify the applicant and the Wisconsin Professional Land Surveyor of the appointment date and approximate time. The SEWRPC field biologist will stake the wetlands by flagging the limits of the wetlands on the property.
3. The applicant shall contact the Wisconsin Professional Land Surveyor to prepare a plat of survey of the wetlands within 5 days from the date of the biologist's field staking and shall submit the plat of survey to the Community Development Department within 30 days from the date of the biologist's staking.
4. The plat of survey shall include, at a minimum, the following:
  - the property boundaries and all structures on the property;
  - the location of the wetlands as staked in the field by the biologist, including a legal description of the wetland area(s);
  - a notation of the date when the wetlands were field staked and which agency, i.e. "Wetland boundary as marked by (agency) SEWRPC on (date) August 5, 2020";
  - a notation as to which areas are wetlands; and
  - the square footage of each wetland.
5. **If the plat of survey is not completed and received by the Community Development Department within the required 30 days from the date of the field staking, the Village will, after providing notice, have the plat of survey completed and all associated costs will be invoiced to the property owner.**
6. Upon Village receipt of the plat of survey, the Village will forward a copy of the plat of survey to the SEWRPC for final review and written approval.
7. Within 30 days of receipt of the written approval of the Plat of Survey from SEWRPC, the Village will initiate an application to amend the Comprehensive Land Use Map and the Zoning Map to reflect the field delineated wetlands. All associated costs will be invoiced to the property owner pursuant to the pre-development agreement.

**REQUIRED SIGNATURES**

I hereby understand the procedures and requirements for having a wetland staking completed by SEWRPC and certify that all the information included in this application are true and correct to the best of my knowledge.

**PROPERTY OWNERS**

Print Name:	Print Name:
Mailing Address:	Mailing Address:
City/State/ZIP:	City/State/ZIP
Phone:	Phone:
Email:	Email:

**PROPERTY OWNERS SIGNATURES:** I certify that the undersigned constitutes all of the record owners of the property that the wetland staking will be completed

Signature	Signature
Print Name of Signatory	Print Name of Signatory

**ACKNOWLEDGMENT**

STATE OF \_\_\_\_\_  
SS \_\_\_\_\_  
\_\_\_\_\_ COUNTY

This instrument was acknowledged before me in \_\_\_\_\_ (City) \_\_\_\_\_ (State)  
on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_  
\_\_\_\_\_  
(Names of Property Owners)

Notary Signature: \_\_\_\_\_

Print Notary Name: \_\_\_\_\_

Notary Public: \_\_\_\_\_ County, \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**APPLICANT** (Complete only if different from the Property Owner)

Print Name:
Signature:
Mailing Address:
City/State/ZIP:
Phone:
Email:
Date: