

5.11 Improvement Plans and Specifications

(1) In General.

- (a) The improvements prescribed in this Ordinance are required as a condition of approval of a subdivision or land division. The required improvements described in this Ordinance shall be installed, furnished and financed at the sole expense of the land divider or subdivider. In the case of required improvements in a commercial or industrial area, the cost of such improvements may, at the sole discretion of the Town Board, be financed through special assessments.
- (b) **Non-Specified Standards.** The following required improvements in this Ordinance shall be installed in accordance with the engineering standards and specifications, which have been adopted by the Town Board. Where standards and specifications have not been adopted, the improvements shall be made in accordance with good engineering practices, approved prior to the start of construction by the Town Engineer.

(2) Construction Plans; Inspections.

- (a) **Engineering Reports, Constructions Plans and Specifications.** As required by Section 5.04 (2) (a) (2) preliminary engineering reports and plans shall be submitted with the filing of the Preliminary Plat. At the Final Plat stage, or before construction begins, plans for the required improvements conforming in all respects with the standards of the Town Superintendent and Engineer and the ordinances of the Town shall be prepared at the land divider's/subdivider's expense by a professional engineer registered in the State of Wisconsin under said engineer's seal. Such plans, together with the quantities of construction items, shall be submitted to the Town Engineer for approval and for estimation of the total cost of the required improvements; upon approval, they shall become a part of the required Developer's Agreement. Simultaneously with the filing of the Final Plat with the Town Administrator, or as soon thereafter as practicable, the subdivider shall furnish copies of the construction plans and

specifications for the following public improvements:

- (1) **Street Plans and Profiles** showing existing and proposed grades, elevations and cross sections of required improvements.
 - (2) **Sanitary Sewer plans and profiles** showing the locations, grades, sizes, elevations and materials of required facilities.
 - (3) **Storm Sewer and Open Channel plans and profiles** showing the locations, grades, sizes, cross sections, elevations and materials of required facilities.
 - (4) **Water Main plans and profiles** showing the locations, sizes, elevations and materials of required facilities.
 - (5) **Erosion and Sedimentation Control plans** showing those structures required to retard the rate of runoff water and those grading and excavating practices that will prevent erosion and sedimentation. Such plans shall comply with the Town Ordinances.
 - (6) **Planting Plans** showing the locations, age, caliper, species and time of planting of any required grasses, vines, shrubs and trees.
 - (7) Additional special plans or information as required by Town officials.
- (b) **Action by the Town Superintendent and Engineer.** The Town Superintendent or Engineer shall review or cause to be reviewed the plans and specifications for conformance with the requirements of this Ordinance and other pertinent Town ordinances and design standards recommended by the Town Superintendent or Engineer and approved by the Town Board. If the Town Superintendent or Engineer rejects the plans and specifications, they shall notify the subdivider, who shall modify the plans or specifications or both accordingly. When the plans and specifications are corrected, the Town Superintendent and Engineer shall approve the plans

and specifications for transmittal to the Town Board. The Town Board shall approve the plans and specifications before the improvements are installed and construction commenced.

(c) **Construction and Inspection.**

(1) Prior to starting any of the work covered by the plans approved above, the land divider/subdivider shall obtain written authorization to start the work from the Town Superintendent upon receipt of all necessary permits and in accordance with the construction methods of this Ordinance. The Town shall issue no building permits until all improvements required by this Ordinance are satisfactorily completed.

(2) Construction of all improvements required by this Ordinance shall be completed within two years from the date of approval of the Preliminary Plat by the Town Board, unless the land divider/subdivider demonstrates good cause for the Town Board to grant an extension.

(3) During the course of construction, the Town Superintendent and Engineer shall make such inspections, as the Town deems necessary to insure compliance with the plans and specifications as approved. The land divider/subdivider shall pay the actual cost incurred by the Town for such inspections. This fee shall be the actual cost to the Town of inspectors, engineers and other parties necessary to insure satisfactory work.

(d) **Record Drawings.** After completion of all public improvements and prior to final acceptance of said improvements, the land divider/subdivider shall make or cause to be made, three copies of record plans showing the actual location of all valves, manholes, stubs, sewers and water mains and such other facilities as the Town Engineer shall require. These plans shall bear the signature and seal of a professional engineer registered in Wisconsin. Town acceptance of the record drawings shall be a condition of final acceptance of the

Improvements and release of the financial security
Assuring their completion.

(3) **Street Improvements.** The land divider/subdivider shall construct streets, roads and alleys as outlined on the approved plans based on the requirements of this Ordinance:

(a) **Street Construction Standards.** The design and construction of all roads, streets and alleys in the Town shall fully comply with the requirements and specifications of Sections 5.10(1) and 5.10(2) of this Ordinance.

(b) **Grading.**

(1) With the submission of the Final Plat or before any construction takes place, the land divider/subdivider shall furnish drawings, which indicate the existing and proposed grades of roads, streets and alleys shown on the plat.

(2) Proposed grades will be reviewed by the Town Superintendent for conformance with Town standards and good engineering practice.

(3) After approval of the street grades, the land divider/subdivider shall grade the full width of the right-of-way of the streets and alleys proposed to be dedicated, including the vision clearance triangle on corner lots.

(4) In cases where an existing street right-of-way is made a part of the plat or abuts the plat, the land divider/subdivider shall grade that portion of the right-of-way between the existing pavement and the property line.

(5) The land divider/subdivider shall grade the bed for the roadways in the street rights-of-way to sub-grade elevation.

(6) The Town Superintendent and Engineer shall approve all grading within rights-of-way and said grading shall extend for a sufficient

distance beyond the right-of-way to insure that the established grade will be preserved.

- (7) Where electric and other communication or utility facilities are to be installed underground, the subdivider shall grade the utility easements to within four inches of the final grade prior to the installation of such facilities; earth fill piles or mounds of dirt or construction materials shall not be stored on such easement areas.
- (c) **Street Construction.** After sanitary sewer, storm sewer, water, and other necessary utilities have been installed, if required by the Town, the land divider/subdivider shall construct and dedicate as part of the land division/subdivision, streets and curbs and gutters. The subdivider shall surface roadways to the widths prescribed by Section 5.10(2). Construction shall meet Town standard specifications for street improvements.
- (d) **Completion of Street Construction.**
- (1) Prior to issuance of any building permits by the Town for lands adjacent to streets, all street construction shall be completed by the land divider/subdivider, approved by the Town Engineer and Superintendent and accepted by the Town Board, unless a Developer's Agreement is in place.
 - (2) The Town Board may issue a waiver of these requirements in unusual or special circumstances such as excessively severe weather conditions, heavy construction temporarily in area or construction material shortages (such as concrete or asphalt). The issuance of a waiver shall be at the sole discretion of the Town Board.
 - (3) The land divider/subdivider requesting a waiver shall do so in writing, presenting such information and documentation as required by the Town Board. The waiver shall detail which improvement requirements are temporarily waived and for what period of time.

(e) **Curb and Gutter.** After the installation of all utility and storm water drainage improvements, the land divider/subdivider shall construct concrete curbs and gutters, where required, in accordance with plans and standard specifications approved by the Town Board. *The Town Board shall require the installation of storm sewer and curb and gutter in all subdivisions constructed inside the Greenville Sanitary District.6-10-02* Wherever possible, provision shall be made at the time of construction for driveway access curb cuts.

(4) **Sanitary Sewage.**

- (a) The land divider/subdivider shall provide a sanitary sewage system in conformity with the master plan of sewers as approved by the Town Board. The size, type, and installation of all Sanitary sewers proposed to be constructed shall be In accordance with plans and specifications Approved by the Town Superintendent and Town Board.
- (b) If public sewer facilities are not available (within 1,000 feet), the land divider/subdivider shall make adequate sewage disposal systems available to each lot within the subdivision or land division as specified or allowed in applicable ordinances, statutes or regulations; including, but not limited to, Wis. Admin. Code IHLR 83.09 and 85.06. The Town Board may require a developer to provide a cost-benefit analysis comparing the provision of on-site systems with the cost of hooking up to public sewer. When on-site systems are approved, subdivision and land division designs should consider future public sewer extensions. Private sewage disposal on a centralized basis is encouraged.
- (c) The land divider/subdivider shall pay all the costs of all sanitary sewer work including the bringing of the sanitary sewer from where it exists to the subdivision in question as well as providing all sanitary sewer work within the subdivision. The size, type and installation of all sanitary sewers proposed to be constructed shall be in accordance with plans and standard specifications approved by the Town Board.

- (d) The minimum size for public sanitary sewers shall be eight inches in diameter.

(5) **Water Supply.**

- (a) The land divider/subdivider shall make adequate domestic water supplies available, and pay for such improvements, for each lot within the subdivision or land division.
 - (b) The land divider/subdivider shall construct water mains in such a manner as to make adequate water service available to each lot within the subdivision or land division. The size, type, and installation of all public water mains proposed to be constructed shall comply with plans and specifications approved by the Town Board. Water service laterals shall be provided to all lots.
 - (b) The minimum size for public water mains shall be six inches in diameter.
 - (c) In the event public water service is not available within 1,000 feet, the land divider/subdivider shall make provisions for adequate private water systems as specified or allowed in applicable ordinances, statutes or regulations. The Town Board may require a developer to provide a cost-benefit analysis comparing the provision of on-site wells with the cost of hooking up to public water. When on-site wells are approved, subdivision and land division designs should consider future public water extensions. One or more centralized private water systems is encouraged.
- (6) **Storm Water Drainage.** The land divider/subdivider shall provide storm water drainage facilities, which may include curb and gutter, catch basins and inlets, storm sewers, and open channels, as are necessary. Storm sewers shall be of adequate size and grade to hydraulically accommodate the 10-year (6-10-02) frequency storm; *overland flows shall be designed to accommodate the 100-year frequency storm without causing damage to adjacent properties (6-10-02)*; culverts shall be designed to accommodate the 25-year frequency storm and shall

be sized so that the 50-year frequency storm does not cause flooding of the adjacent roadway. Upon the approval of the Town Engineer, storm water swales and ditches may be sized for from 25 to 100 year frequency storms, depending upon the estimated amount of damage that would be incurred by adjacent properties if flooding did occur. Storm drainage facilities shall be designed to minimize hazards to life or property, and the size, type and installation of all storm water drains and sewers proposed to be constructed shall comply with the plans and specifications approved by the Town Board, upon the recommendation of the Town Engineer. Storm sewers oversized to handle runoff from offsite properties will be installed, and paid for, by the land divider/subdivider.

(7) Other Utilities.

(a) The land divider/subdivider shall cause gas, electric power, telephone and cable facilities to be installed in such a manner as to make adequate service available to each lot in the subdivision land division. All new electrical distribution, television cables and telephone lines from which lots are individually served shall be underground, unless the Town Board specifically allows overhead poles for the following reasons:

(1) Topography, soil, water table, solid rock, boulders, or other physical conditions would make underground installation unreasonable or impractical; or

(2) The lots to be served by said facilities can be served directly from existing overhead facilities.

(b) Plans indicating the proposed location of all gas, electric power and telephone distribution and transmission lines required to service the plat or CSM shall be approved by the Town Board and such map shall be filed with the Town Administrator.

(8) Street Signs. The land divider/subdivider shall install at the intersections of all streets proposed to be dedicated a street name sign of a design and installation specified by the Town Engineer.

(9) Street Trees.

(a) *The subdivider shall pay a reasonable fee for every lineal foot of frontage in the subdivision to plant street trees. This fee is determined by the Town Board and is kept in an account by the Town of Greenville until the subdivision can be planted. Fees may be paid by lot owners at the time of building permit application as their fair share of the subdivision's street tree planting costs. CSM lots created outside of the sanitary district after the date of this ordinance are not covered by the street tree planting fee requirements. 12-12-05*

(b) *Street trees will be planted during the planting cycle following the establishment of a lawn in the tree lawn area. Trees shall be located in planting spots deemed acceptable by the Town Forester. Planting and maintenance is the responsibility of the Town of Greenville and shall be done according to the Arboricultural Specifications Manual.12-12-05*

(c) *No person except the Town Forester, a designee of the Town Forester, or an agent of the Urban Forestry Board may plant any tree, shrub, or other plant material in the town right-of-way without first obtaining a permit from the Town Forester.12-12-05*

(d) *"Street tree" is defined as any tree growing in the tree lawn area. "Tree lawn" is defined as the area extending from the street curb to the street right-of-way line. "Tree, shrub, or other plant material" is defined as all vegetation, woody or otherwise, except lawn grass and flowers less than 24 inches in height. "Town Forester" is defined as the person who is responsible for the management and maintenance of Greenville's urban forest. 12-12-05*

(10) Erosion Control During Construction. To minimize erosion during construction, the land divider/subdivider shall cause all gradings, excavations, open cuts, side slopes, and other land surface disturbances to be mulched, seeded, sodded or otherwise protected so that erosion, siltation, sedimentation and washing are prevented. The land divider/subdivider shall submit an erosion control plan that specifies measures that will be taken to assure the minimization of erosion problems.

(11) **Easements.**

(a) **Utility Easements.** The Town Board, on the recommendation of appropriate agencies serving the Town, shall require utility easements for poles, wire, conduits, storm and sanitary sewers, gas, water and head mains or other utility lines. It is the intent of this Ordinance to protect all established easements so as to assure proper grade, assure maintenance of the established grade, prohibit construction of permanent fences or retaining walls over underground installation and prevent the planting of trees in the easement area.

(b) **Drainage Easements.** Where a land division or subdivision is traversed by a watercourse, drainage way, channel or stream:

(1) The land divider/subdivider shall provide a storm water easement or drainage way conforming substantially to the lines of such watercourse and such further width or construction, or both, as will be adequate for the purpose and as may be necessary to comply with Outagamie County and DNR standards. At the very least the easement should include a 75 ft. setback from the normal high water mark. A 30' vegetated buffer shall be created from the normal high water mark.

(2) The watercourse, drainage way, channel or stream may be relocated in such a manner that the maintenance of adequate drainage will be assured and the same provided with a storm water easement or drainage way conforming to the lines of the relocated watercourse, and such further width or construction, or both, as will be adequate for the purpose and may be necessary to comply with this Section. Applicable County/DNR permits may be required.

(3) Wherever possible, it is desirable that drainage be maintained by an open channel with landscaped banks and adequate width for maximum potential volume flow. In all cases, such watercourse shall be of a minimum width established at the high-water mark or, in the

absence of such specification, not less than 30 feet. If, in the opinion of the Town Engineer, the easement will be for a major drainage swale, the easement shall be of sufficient width to contain a 100-year frequency storm. If the drainage easement is located in an established floodway or flood

fringe district, it is recommended that the entire floodplain area be included within the drainage easement.

- (c) **Easement Locations.** Such easements shall be at least twelve feet wide, or wider where recommended by the Town Engineer. Such easements should preferably be located along rear lot lines.

Evidence shall be furnished to the Town Board that easements and any easement provisions incorporated in the plat or in deeds have been reviewed by the individual utility companies or the organization responsible for furnishing the services involved.

- (12) **Street Lights.** (4-14-03) *The land divider/subdivider shall provide for the installation of street lights according to a plan approved by the Town and according to Town specifications and standards.*

(a) *Decorative lighting fixtures shall be required within the Town Sanitary District.*

(b) *Street lights shall be operable at the time electricity is made available.*

(c) *All street lighting costs, including operation and maintenance, shall be annually assessed by the Town to all lots created by the land division/subdivision on an equal basis and such assessment shall be noted on the face of the certified survey map or subdivision plat.*

(d) *The land divider/subdivider shall pay the utility directly for the cost of street light installation.*

- (13) **Sidewalks and Pedestrian Trails.** Sidewalks and pedestrian trails may be required when a subdivision or land division is adjacent to or nearby: a) A land use that is likely to generate a large amount of pedestrian

traffic such as a school, park or group of stores and important pedestrian linkages can be provided through the subdivision; b) A proposed trail or greenway, as designated in the Town of Greenville Comprehensive Land Use Plan, which might allow a neighborhood trail connection to a Town-wide or regional trail.

- (14) Transition Lots.** *For a CSM or subdivision plat served by municipal sewer and water created after January 1, 2004, directly adjoining three or more lots on a CSM or subdivision plat recorded prior to January 1, 2004, the Town Board may require the minimum lot sizes for new lots directly adjoining the established lots of 80% of the average lot size of the established lots or 20,000 sq. ft. whichever is less and a minimum rear yard of not less than 50 feet as a lot size transition area. (2-9-04)*