



PLANNING & DEVELOPMENT COMMITTEE  
THURSDAY, MAY 24, 2012 – 8:00 A.M.  
COURTHOUSE CONFERENCE CENTER - (2<sup>nd</sup> FL – EAST WING)  
ROCK COUNTY COURT HOUSE  
JANESVILLE, WI  
AGENDA

1. Call to Order
2. Adoption of Agenda
3. Minutes of Meeting held Thursday, May 10, 2012
4. Citizen Participation, Communications and Announcements
5. Code Administration & Enforcement
  - A. **Action Item:** Preliminary Approval of Land Divisions
    - LD 2012 013 (Plymouth Township) – Whilden Huges
    - LD 2012 018 (Janesville Township) – David Anderson
    - LD 2012 019 (Spring Valley Township) – Frank Curry
6. Finance
  - A. **Action Item:** Department Bills/Encumbrances/Amendments/Transfers
7. Community Development
  - A. **Action Item:** Project ID 008072D1 (\$2,875)
  - B. **Action Item:** Project ID 020706D1 (\$10,920)
  - C. **Action Item:** Project ID 020707D1 (\$11,027)
  - D. **Action Item:** Project ID 020708D1 (\$8,390)
  - E. **Action Item:** Project ID 020709I1 and 007070I1 (\$100,770)
  - F. Potential Conflict of Interest – Yes,
  - G. Information Verification Statement
  - H. Information Item: Use of 2008 CDBG-EAP Funds for Purchase of Qualifying Substantially Damaged Property

- I. Information Item: Proposed Change to Housing Procedures Manual Concerning Loan Terms for HOME Down Payment Assistance

8. Planning Director's Report

- Planner II Position Recruitment
- Planner II Employment Contract
- Housing Consortium Idea from DOA's Division of Housing
- Farmland Preservation Planning
- Beloit Area Water Quality Planning

9. Committee Reports

10. Adjournment

**Future Meetings/Work Sessions**

June 14, 2012 (8:00 AM)  
June 28, 2012 (8:00 AM)  
July 12, 2012 (8:00 AM)  
July 26, 2012 (8:00 AM)  
August 9, 2012 (8:00 AM)



**ROCK COUNTY GOVERNMENT**  
*Planning & Development Agency*

**INTEROFFICE MEMORANDUM**

**TO:** Rock County Planning and Development Committee

**THROUGH:** Paul Benjamin, Director, Planning & Development Agency

**FROM:** Planning & Development Agency Staff

**SUBJECT:** Preliminary Approval of Land Division

**DATE:** May 17, 2012

**Summary:**

The following Land Divisions are seeking Preliminary approval from the P&D Committee:

- 2012 013 (Plymouth Township) Whilden Hughes
- 2012 018 (Janesville Township) – David Anderson
- 2012 019 (Spring Valley Township) – Frank Curry

**Recommendation or Action:**

P&D Agency Staff recommends Preliminary Approval of Land Division 2012 013, 2012 018 and 2012 019 with conditions as presented.

COUNTY PLANNING, ECONOMIC & COMMUNITY  
 DEVELOPMENT AGENCY  
 SOUTH MAIN STREET  
 JANESVILLE, WI 53545

TELEPHONE: (608) 757-5587  
 FAX: (608) 757-5586  
 EMAIL: PLANNING@CO.ROCK.WI.US  
 WEB: WWW.CO.ROCK.WI.US



AGENCY USE ONLY

Application Number: LD-12013

Received By - Date: 4-4-12  
 (MM/DD/YYYY):

## PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM

**\*\*PLEASE DO NOT COMPLETE THIS APPLICATION FORM UNTIL YOU HAVE READ THE ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM INFORMATION. PLEASE COMPLETE BOTH PAGES OF THIS FORM AND PREPARE A MAP CONTAINING ALL INFORMATION AS IDENTIFIED ON PAGE 2 OF THIS FORM.\*\***

1. Applicant has contacted Town, Rock County Planning, Economic & Community Development Agency, and City(s)/Village (if land division is within Extra-Territorial Plat Approval Jurisdiction (ETJ) area) officials and these parties have determined land division is feasible:  Yes  No
2. Land division is consistent with Town's Comprehensive Plan -- Future Land Use Map:  Yes  No
3. Land division area is located in a Farmland Preservation zoning district certified by the State of Wisconsin:  Yes  No  
 If you answered Yes, proceed to 4. If you answered No, proceed to 5.
4. Land division meets Town Base Farm Tract and any other applicable Farmland Preservation zoning district requirement:  Yes  No
5. Land division will require a zoning change:  Yes  No

### APPLICANT INFORMATION

6. LANDOWNER OR AUTHORIZED LANDOWNER REPRESENTATIVE

a. Name:	WHILDEN R. AND JUDITH A. HUGHES	Telephone:	
Address:	4031 S US HIGHWAY 51	City:	Janesville
		State:	WI
		Zip:	53545
b. Name:		Telephone:	
Address:		City:	
		State:	
		Zip:	

7. AGENT (SURVEYOR AND DEVELOPER)

a. Surveyor name:	Combs And Associates, Inc.	Telephone:	608-752-0575
Address:	109 W. Milwaukee Street	City:	Janesville
		State:	WI
		Zip:	53548
b. Developer name:		Telephone:	
Address:		City:	
		State:	
		Zip:	

8. Identify the individual from 6. or 7. that will serve as the primary contact:  6a.  6b.  7a.  7b.

### LAND DIVISION INFORMATION

9. Reason for land division:  Sale/ownership transfer  Farm consolidation  Refinance  Other:

10. Land division area location: Town of Plymouth SW 1/4 of SE 1/4  
Section 26 Tax parcel number(s) - 6-15-255

11. Land division area is located within the Extra-Territorial Plat Approval Jurisdiction (ETJ) Area of a City(s)/Village:  
 Yes  No If Yes, identify: City(s)/Village of

12. Land division area is located adjacent to (check all that apply):  
 Local/Town road  County highway  State highway  U.S. highway

13. Landowner's contiguous property area (Square feet or acres): 39.5 ACRES m/l	14. Land division area (Square feet or acres): 4.4 Acres m/l
15. Current zoning of land division area: A-1	16. Number of new/additional lots created by land division: 1
17. Future zoning of new/additional lot(s) created by land division: A-3	18. Future zoning of parent lot: A-1

19. Covenants or restrictions will be placed on the land division area:  Yes  No  
 If Yes, identify covenants or restrictions:

20. A residential building is currently located in the land division area:  Yes  No  
 If Yes, the building utilizes a:  Private onsite wastewater treatment system  Public sanitary sewer system

21. Public improvement construction proposal/plan will be submitted by (mm/dd/yyyy): NONE

22. Public Improvement construction will begin on (mm/dd/yyyy):

### APPLICANT STATEMENT AND SIGNATURE

I, as the undersigned, am a landowner applying for a minor land division in unincorporated Rock County, or am serving as the primary contact for said landowner. I do hereby verify that I have reviewed the ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM INFORMATION, reviewed and completed this application form, and submitted all information as required per said documents, and that all information is correct, accurate, and true to the best of my knowledge and belief, with all information accessible to me. These statements are being made to induce official action on the part of Rock County, its agents, employees, and officials.

LANDOWNER/PRIMARY CONTACT SIGNATURE: <u><i>Roll Hughes</i></u>	DATE: <u>4-2-12</u>
--	---------------------

NO  
TH  
AN  
TH  
D

APPLICATION CHECKLIST			
	Yes	No	Comment
1. Have you included a map clearly marked "PRELIMINARY PLAT OF SURVEY OR CERTIFIED SURVEY MAP", identifying the land division area and containing all of the following information?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
a. Location of the land division area by section, township, and range:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Approximate location and dimension of all EXISTING streets and property lines, including name and ownership (if applicable), in and adjacent to the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. EXISTING/PROPOSED County, Town, and City/Village (if applicable) zoning designations of all EXISTING/PROPOSED lot(s) and outlot(s), in and adjacent to the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d. Approximate location and dimension of all PROPOSED lot(s), outlot(s) and blocks(s), numbered for reference, in the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
e. Indication of all PROPOSED lot(s) and outlot(s) use if other than single-family residential, in the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
f. Distance from all PROPOSED lot(s) and outlot(s) point of beginning to section corner or quarter corner, in the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
g. Approximate location, dimension (if applicable), and name (if applicable) of all of the following, whether EXISTING or PROPOSED, in the land division area:	<input type="checkbox"/>	<input type="checkbox"/>	
(1) Buildings:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Streets, alleys, and public ways:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(3) Driveways:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(4) Rail lines:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None
(5) Private water wells or water supply systems:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(6) Private onsite wastewater treatment systems or public sanitary sewer systems:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(7) Any other public utilities:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Buildings have utility services.
(8) Easements (Utility, drainageway, pedestrian way, etc.):	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None Proposed
(9) Vegetative land cover type:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See Air photo
(10) Environmentally sensitive areas (Floodplain, steep slope, etc.):	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None
(11) Productive agricultural soils, cultural resources, and woodlands:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None
(12) Surface water features:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None
(13) Drainageways:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None
(14) Detention or retention areas:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None
(15) Cemeteries:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None
(16) Bridges/culverts:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None
(17) Rock outcroppings:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None
h. Approximate location, dimension, name (if applicable), and purpose of all dedicated public parks or outdoor recreation lands, or any other public or private reservation, including any conditions, in the land division area:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None
i. Preliminary concept for connection with existing public sanitary sewer and water supply system or an alternative means of providing water supply and treatment and disposal of sewage, in the land division area:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None
j. Preliminary concept for collecting and discharging stormwater, in the land division area:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None
k. Scale, north arrow, and date of creation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
l. Any other information required by the Agency:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Nothing Requested
2. Has the map been prepared at a scale not to exceed two hundred (200) feet to the inch, with the map pages numbered in sequence if more than one (1) page is required, and total map pages identified on each page?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Has the map been prepared by a land surveyor licensed in Wisconsin?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Have you provided all required application form information and has the required party signed this application form?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Have you included a hard copy of this application form and the map, an electronic copy of the map in a format compatible with the Agency's Geographic Information System (GIS), and the application fee?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

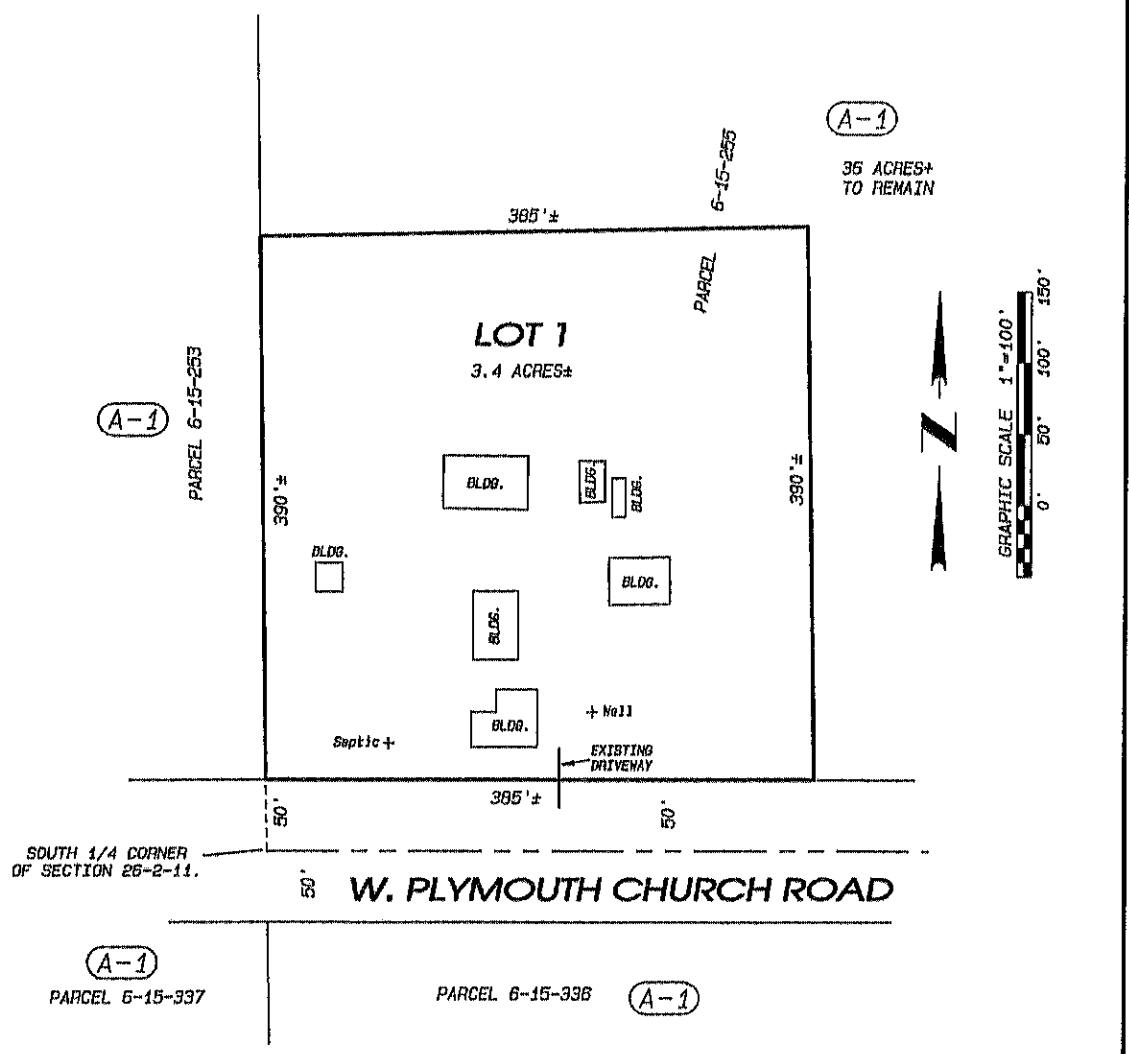
THANK YOU FOR COMPLETING THE ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM.

PLEASE SEND VIA POSTAL MAIL, OR HAND-DELIVER, THIS FORM,  
A HARD COPY AND ELECTRONIC COPY OF THE PRELIMINARY MAP, AND THE APPLICATION FEE TO:

ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT AGENCY  
51 N. MAIN ST.  
JANESVILLE, WI 53545

# PRELIMINARY CERTIFIED SURVEY MAP

LOCATED IN THE SW 1/4 OF THE SE 1/4 OF SECTION 26, T.2N., R. 1 E. OF THE 4TH P.M., TOWN OF PLYMOUTH, ROCK COUNTY, WISCONSIN.



DATE: APRIL 2, 2012  
 REVISED: APRIL 17, 2012

NOTES:  
 THIS MAP IS SUBJECT TO ANY AND ALL EASEMENTS AND AGREEMENTS, RECORDED AND UNRECORDED.  
 THE BASIS OF BEARINGS IS ASSUMED.

Project No. 112-079 For: HUGHES

**Combs & Associates**

- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

109 N. Milwaukee St.  
 Janesville, WI 53548  
 www.combsurvey.com

tel: 608 762-0575  
 fax: 608 762-0594



LD 2012 013

Airphoto: March 2010

1 inch = 100 feet



Application Number: LD 2012 013

# PRELIMINARY MINOR LAND DIVISION – APPLICATION: REVIEW, RECOMMENDATION, AND ACTION FORM

## AGENCY REVIEW

1. Applicant has contacted Town, Rock County Planning and Development Agency, and City(s)/Village (if applicable) officials and these parties have determined land division is feasible:  Yes  No
2. Land division is consistent with Town's Comprehensive Plan – Future Land Use Map:  Yes  No
3. Land division is located in a Farmland Preservation zoning district certified by the State of Wisconsin:  Yes  No  
If you answered Yes, proceed to 4. If you answered No, proceed to 5.
4. Land division meets Town Base Farm Tract and any other applicable Farmland Preservation zoning district requirement:  Yes  No
5. Land division is in an Agricultural Resources Priority Area, per the Rock County Farmland Preservation Plan:  Yes  No
6. Land division will require a zoning change:  Yes  No
7. Preliminary minor land division application is complete:  Yes  No

If you answered Yes to 7., proceed to 9. If you answered No to 7., indicate the missing information below, 7a. – 7e. After all missing information is supplied, proceed to 8. An Agency recommendation (10.) will not be provided until all missing information has been supplied by the applicant.

	Missing Information
7a. A map clearly marked "PRELIMINARY PLAT OF SURVEY OR CERTIFIED SURVEY MAP", identifying the land division area and containing all of the following information:	<input type="checkbox"/>
a. Location of the land division area by section, township, and range:	<input type="checkbox"/>
b. Approximate location and dimension of all EXISTING streets and property lines, including name and ownership (if applicable), in and adjacent to the land division area:	<input type="checkbox"/>
c. EXISTING/PROPOSED County, Town, and City/Village (if applicable) zoning designations of all EXISTING/PROPOSED lot(s) and outlot(s), in and adjacent to the land division area:	<input type="checkbox"/>
d. Approximate location and dimension of all EXISTING/PROPOSED lot(s), outlot(s), and block(s), numbered for reference, in the land division area:	<input type="checkbox"/>
e. Indication of all PROPOSED lot(s) and outlot(s) use if other than single-family residential, in the land division area:	<input type="checkbox"/>
f. Distance from all PROPOSED lot(s) and outlot(s) point of beginning to section corner or quarter corner, in the land division area:	<input type="checkbox"/>
g. Approximate location, dimension and name (if applicable) of all of the following, whether EXISTING or PROPOSED, in the land division area:	<input type="checkbox"/>
(1) Buildings:	<input type="checkbox"/>
(2) Streets, alleys, and public ways:	<input type="checkbox"/>
(3) Driveways:	<input type="checkbox"/>
(4) Rail lines:	<input type="checkbox"/>
(5) Private water wells or water supply systems:	<input type="checkbox"/>
(6) Private onsite wastewater treatment systems or public sanitary sewer systems:	<input type="checkbox"/>
(7) Any other public utilities:	<input type="checkbox"/>
(8) Easements (Utility, drainageway, pedestrian way, etc.):	<input type="checkbox"/>
(9) Vegetative land cover type:	<input type="checkbox"/>
(10) Environmentally sensitive areas (Floodplain, steep slope, etc.):	<input type="checkbox"/>
(11) Productive agricultural soils, cultural resources, and woodlands:	<input type="checkbox"/>
(12) Surface water features:	<input type="checkbox"/>
(13) Drainageways:	<input type="checkbox"/>
(14) Detention or retention areas:	<input type="checkbox"/>
(15) Cemeteries:	<input type="checkbox"/>
(16) Bridges/culverts:	<input type="checkbox"/>
(17) Rock outcroppings:	<input type="checkbox"/>
h. Approximate location, dimension, name (if applicable), and purpose of all dedicated public parks or outdoor recreation lands, or any other public or private reservation, including any conditions, in the land division area:	<input type="checkbox"/>
i. Preliminary concept for connection with existing public sanitary sewer and water supply system or an alternative means of providing water supply and treatment and disposal of sewage, in the land division area:	<input type="checkbox"/>
j. Preliminary concept for collecting and discharging stormwater in the land division area:	<input type="checkbox"/>



AGENCY REVIEW	
	Missing Information
k. Scale, north arrow, and date of creation:	<input type="checkbox"/>
l. Any other information required by the Agency:	<input type="checkbox"/>
7b. Map prepared at a scale not to exceed two hundred (200) feet to the inch, with the map pages numbered in sequence if more than one (1) page is required, and total map pages identified on each page:	<input type="checkbox"/>
7c. Map prepared by a land surveyor licensed in Wisconsin:	<input type="checkbox"/>
7d. All required application form information and required party's signature on the application form:	<input type="checkbox"/>
7e. A hard copy of the application form and the map, an electronic copy of the map in a format compatible with the Agency's Geographic Information System (GIS), and application fee:	<input type="checkbox"/>
8. Preliminary minor land division application is complete:	<input checked="" type="checkbox"/> Yes
9. Preliminary minor land division application has been provided to other reviewing parties for review and comment, and if these parties have comments, said comments have been provided to the Agency:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If you answered <b>No</b> , the application must be provided to other reviewing parties before completing any further sections of this form.

AGENCY RECOMMENDATION	
10. Agency recommendation:	<input type="checkbox"/> Approve <input checked="" type="checkbox"/> Approve With Conditions <input type="checkbox"/> Deny
11. If you answered <b>Approve With Conditions</b> to 10., list conditions (Use additional sheet (2a) if necessary):	
1. Note on Final Map: "Since Lot 1 contains existing buildings which utilize an existing private sewage system no soil evaluation on the lot was required at the time of this survey. However, soils on the lot may be restrictive to the replacement of the existing system."	
2. Existing structures shall meet setback regulations	
12. Agency recommendation rationale and findings of fact (Use additional sheet (2a) if necessary):	
AGENCY SIGNATURE: <u>Colin M. Brynes</u> TITLE: <u>Administrator - Rock County Planning, Economic &amp; Community Development Agency</u>	DATE: <u>4/12/2012</u>

TOWN ACTION	
13. Town action:	<input type="checkbox"/> Approve <input type="checkbox"/> Approve With Conditions <input type="checkbox"/> Deny
14. If you answered <b>Approve With Conditions</b> to 13., list conditions (Use additional sheet (2a) if necessary):	
1.	
2.	
3.	
15. Town action rationale and findings of fact (Use additional sheet (2a) if necessary):	
TOWN SIGNATURE: _____ TITLE: _____	DATE: _____

PLEASE RETURN THIS FORM, VIA POSTAL MAIL OR EMAIL, TO:

ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT AGENCY  
 51 N. MAIN ST.  
 JANESVILLE, WI 53545  
 EMAIL: BRYNES@CO.ROCK.WI.US

ROCK COUNTY PLANNING AND DEVELOPMENT COMMITTEE ACTION	
16. Committee action:	<input type="checkbox"/> Approve <input type="checkbox"/> Approve With Conditions <input type="checkbox"/> Deny
17. If you answered <b>Approve With Conditions</b> to 16., list conditions (Use additional sheet (2a) if necessary):	
1.	
2.	
3.	
18. Committee action rationale and findings of fact (Use additional sheet (2a) if necessary):	
COMMITTEE SIGNATURE: _____ TITLE: <u>Chair – Rock County Planning &amp; Development Committee</u>	DATE: _____

**AGENCY RECOMMENDATION**

- 11. If you answered Approve With Conditions to 10., list conditions:**
- 3. Show septic and well locations for existing structures on final map
  - 4. Final CSM to be submitted to approved by the Planning and Development Agency on or before May 24, 2013
  - 5. Certified Survey Maps that are subject to local approval must be recorded within 6 months of their last approval and 24 months of the first approval.
  - 6.
  - 7.
  - 8.
  - 9.
  - 10.

**12. Agency recommendation rationale and findings of fact:**

**TOWN ACTION**

- 14. If you answered Approve With Conditions to 13., list conditions:**
- 3.
  - 4.
  - 5.
  - 6.
  - 7.
  - 8.
  - 9.
  - 10.

**15. Town action rationale and findings of fact:**

**ROCK COUNTY PLANNING AND DEVELOPMENT COMMITTEE ACTION**

- 17. If you answered Approve With Conditions to 16., list conditions:**
- 3.
  - 4.
  - 5.
  - 6.
  - 7.
  - 8.
  - 9.
  - 10.

**18. Committee action rationale and findings of fact:**

ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY  
DEVELOPMENT AGENCY  
51 SOUTH MAIN STREET  
JANESVILLE, WI 53545

TELEPHONE: (608) 757-5587  
FAX: (608) 757-5586  
EMAIL: PLANNING@CO.ROCK.WI.US  
WEB: WWW.CO.ROCK.WI.US



AGENCY USE ONLY  
Application Number: 2012 018  
Received By - Date (MM/DD/YYYY): 4-27-12

## PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM

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1. Applicant has contacted Town, Rock County Planning, Economic & Community Development Agency, and City(s)/Village (if land division is within Extra-Territorial Plat Approval Jurisdiction (ETJ) area) officials and these parties have determined land division is feasible:  Yes  No
2. Land division is consistent with Town's Comprehensive Plan – Future Land Use Map:  Yes  No
3. Land division area is located in a Farmland Preservation zoning district certified by the State of Wisconsin:  Yes  No  
If you answered Yes, proceed to 4. If you answered No, proceed to 5.
4. Land division meets Town Base Farm Tract and any other applicable Farmland Preservation zoning district requirement:  Yes  No
5. Land division will require a zoning change:  Yes  No

### APPLICANT INFORMATION

#### 6. LANDOWNER OR AUTHORIZED LANDOWNER REPRESENTATIVE

a. Name:	DAVID ANDERSON - PATRICK ANDERSON		Telephone:	608-213-1487	
Address:	3222 N. COUNTY RD. E	City:	JANESVILLE	State:	WI Zip: 53548
b. Name:			Telephone:		
Address:		City:		State:	Zip:

#### 7. AGENT (SURVEYOR AND DEVELOPER)

a. Surveyor name:	Combs And Associates, Inc.		Telephone:	752-0575	
Address:	109 W. Milwaukee Street	City:	Janesville	State:	WI Zip: 53548
b. Developer name:			Telephone:		
Address:		City:		State:	Zip:

8. Identify the individual from 6, or 7, that will serve as the primary contact:  6a.  6b.  7a.  7b.

### LAND DIVISION INFORMATION

9. Reason for land division:  Sale/ownership transfer  Farm consolidation  Refinance  Other:

10. Land division area location:	Town of Janesville	SE 1/4 of SE 1/4
	Section 15	Tax parcel number(s) - 6-8-141

11. Land division area is located within the Extra-Territorial Plat Approval Jurisdiction (ETJ) Area of a City(s)/Village:  Yes  No  
If Yes, identify: City(s)/Village of City of Janesville

12. Land division area is located adjacent to (check all that apply):  
 Local/Town road  County highway  State highway  U.S. highway

13. Landowner's contiguous property area (Square feet or acres): 46 ACRES m/l	14. Land division area (Square feet or acres): 1.1 Acres m/l	15. Current zoning of land division area: A-1
16. Number of new/additional lots created by land division: One	17. Future zoning of new/additional lot(s) created by land division: SFRR	18. Future zoning of parent lot: A-1

19. Covenants or restrictions will be placed on the land division area:  Yes  No  
If Yes, identify covenants or restrictions:

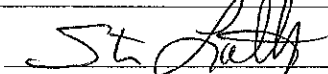
20. A residential building is currently located in the land division area:  Yes  No  
If Yes, the building utilizes a:  Private onsite wastewater treatment system  Public sanitary sewer system

21. Public improvement construction proposal/plan will be submitted by (mm/dd/yyyy): None

22. Public improvement construction will begin on (mm/dd/yyyy):

### APPLICANT STATEMENT AND SIGNATURE

I, as the undersigned, am a landowner applying for a minor land division in unincorporated Rock County, or am serving as the primary contact for said landowner. I do hereby verify that I have reviewed the ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM INFORMATION, reviewed and completed this application form, and submitted all information as required per said documents, and that all information is correct, accurate, and true to the best of my knowledge and belief, with all information accessible to me. These statements are being made to induce official action on the part of Rock County, its agents, employees, and officials.

LANDOWNER/PRIMARY CONTACT SIGNATURE:  DATE: 4-25-12

APPLICATION CHECKLIST			
	Yes	No	Comment
<b>1.</b> Have you included a map clearly marked "PRELIMINARY PLAT OF SURVEY OR CERTIFIED SURVEY MAP", identifying the land division area and containing all of the following information?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>a.</b> Location of the land division area by section, township, and range:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>b.</b> Approximate location and dimension of all <b>EXISTING</b> streets and property lines, including name and ownership (if applicable), in and adjacent to the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>c.</b> <b>EXISTING/PROPOSED</b> County, Town, and City/Village (if applicable) zoning designations of all <b>EXISTING/PROPOSED</b> lot(s) and outlot(s), in and adjacent to the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>d.</b> Approximate location and dimension of all <b>PROPOSED</b> lot(s), outlot(s) and blocks(s), numbered for reference, in the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>e.</b> Indication of all <b>PROPOSED</b> lot(s) and outlot(s) use if other than single-family residential, in the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>f.</b> Distance from all <b>PROPOSED</b> lot(s) and outlot(s) point of beginning to section corner or quarter corner, in the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>g.</b> Approximate location, dimension (if applicable), and name (if applicable) of all of the following, whether <b>EXISTING</b> or <b>PROPOSED</b> , in the land division area:	<input type="checkbox"/>	<input type="checkbox"/>	
(1) Buildings:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Streets, alleys, and public ways:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(3) Driveways:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(4) Rail lines:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None
(5) Private water wells or water supply systems:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(6) Private onsite wastewater treatment systems or public sanitary sewer systems:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(7) Any other public utilities:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Buildings have utility services.
(8) Easements (Utility, drainageway, pedestrian way, etc.):	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None Proposed
(9) Vegetative land cover type:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	See Air photo
(10) Environmentally sensitive areas (Floodplain, steep slope, etc.):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Floodplain
(11) Productive agricultural soils, cultural resources, and woodlands:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(12) Surface water features:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(13) Drainageways:	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Need to verify location along NW Line.
(14) Detention or retention areas:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(15) Cemeteries:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
(16) Bridges/culverts:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	ADJACENT TO SITE
(17) Rock outcroppings:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
<b>h.</b> Approximate location, dimension, name (if applicable), and purpose of all dedicated public parks or outdoor recreation lands, or any other public or private reservation, including any conditions, in the land division area:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None
<b>i.</b> Preliminary concept for connection with existing public sanitary sewer and water supply system or an alternative means of providing water supply and treatment and disposal of sewage, in the land division area:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None
<b>j.</b> Preliminary concept for collecting and discharging stormwater, in the land division area:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None
<b>k.</b> Scale, north arrow, and date of creation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>l.</b> Any other information required by the Agency:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Nothing Requested
<b>2.</b> Has the map been prepared at a scale not to exceed two hundred (200) feet to the Inch, with the map pages numbered in sequence if more than one (1) page is required, and total map pages identified on each page?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>3.</b> Has the map been prepared by a land surveyor licensed in Wisconsin?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>4.</b> Have you provided all required application form information and has the required party signed this application form?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
<b>5.</b> Have you included a hard copy of this application form and the map, an electronic copy of the map in a format compatible with the Agency's Geographic Information System (GIS), and the application fee?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

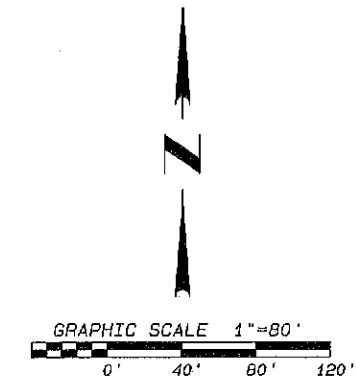
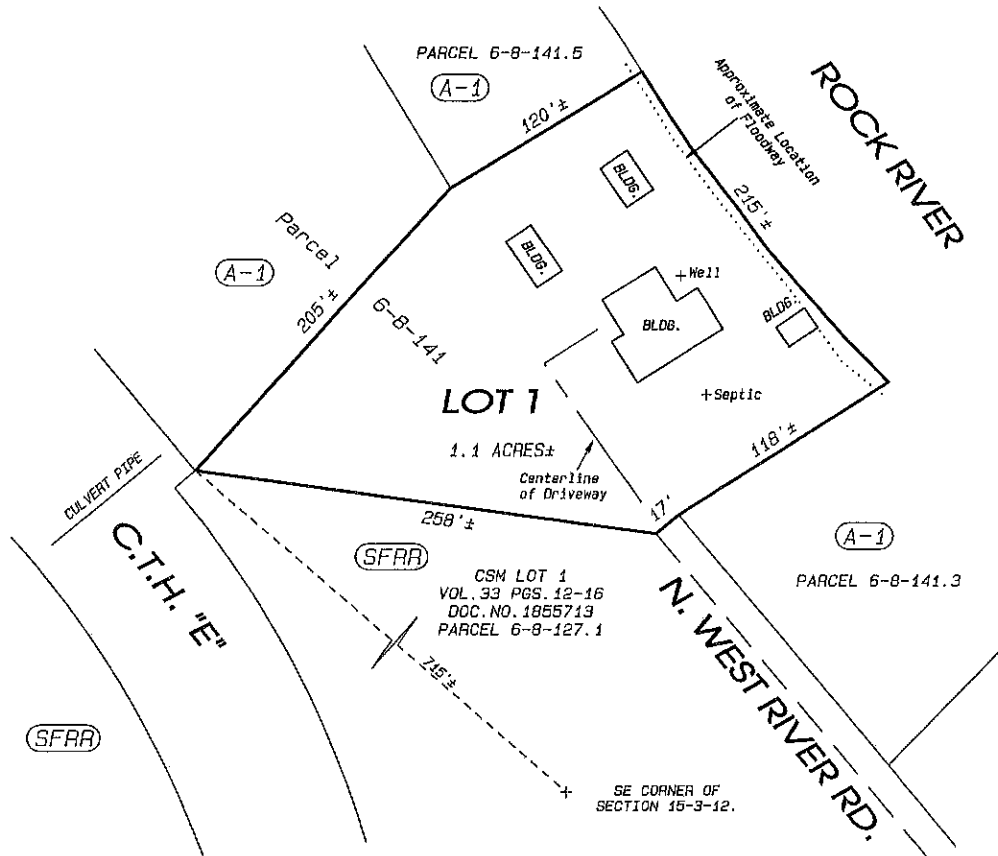
THANK YOU FOR COMPLETING THE ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM.

PLEASE SEND VIA POSTAL MAIL, OR HAND-DELIVER, THIS FORM,  
A HARD COPY AND ELECTRONIC COPY OF THE PRELIMINARY MAP, AND THE APPLICATION FEE TO:

ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT AGENCY  
51 N. MAIN ST.  
JANESVILLE, WI 53545

# PRELIMINARY CERTIFIED SURVEY MAP

LOCATED IN GOVERNMENT LOT 4 OF FRACTIONAL SECTION 15, T.3N., R.12E. OF THE 4TH P.M.,  
TOWN OF JANESVILLE, ROCK COUNTY, WISCONSIN.



**NOTES:**

THIS MAP IS SUBJECT TO ANY AND ALL EASEMENTS AND AGREEMENTS, RECORDED AND UNRECORDED.

THE BASIS OF BEARINGS IS ASSUMED.

Project No. 112 - 097 For: ANDERSON

DATE: APRIL 25, 2012



- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

109 W. Milwaukee St.  
Janesville, WI 53548  
www.combsurvey.com

tel: 608 752-0575  
fax: 608 752-0534

# LD 2012 018



1" = 100'





Application Number: LD 2012 018

# PRELIMINARY MINOR LAND DIVISION – APPLICATION: REVIEW, RECOMMENDATION, AND ACTION FORM

## AGENCY REVIEW

1. Applicant has contacted Town, Rock County Planning and Development Agency, and City(s)/Village (if applicable) officials and these parties have determined land division is feasible:  Yes  No
2. Land division is consistent with Town's Comprehensive Plan – Future Land Use Map:  Yes  No
3. Land division is located in a Farmland Preservation zoning district certified by the State of Wisconsin:  Yes  No  
If you answered Yes, proceed to 4. If you answered No, proceed to 5.
4. Land division meets Town Base Farm Tract and any other applicable Farmland Preservation zoning district requirement:  Yes  No
5. Land division is in an Agricultural Resources Priority Area, per the Rock County Farmland Preservation Plan:  Yes  No
6. Land division will require a zoning change:  Yes  No
7. Preliminary minor land division application is complete:  Yes  No

If you answered Yes to 7., proceed to 9. If you answered No to 7., indicate the missing information below, 7a. – 7e. After all missing information is supplied, proceed to 8. An Agency recommendation (10.) will not be provided until all missing information has been supplied by the applicant.

	Missing Information:
<b>7a.</b> A map clearly marked "PRELIMINARY PLAT OF SURVEY OR CERTIFIED SURVEY MAP", identifying the land division area and containing all of the following information:	<input type="checkbox"/>
<b>a.</b> Location of the land division area by section, township, and range:	<input type="checkbox"/>
<b>b.</b> Approximate location and dimension of all EXISTING streets and property lines, including name and ownership (if applicable), in and adjacent to the land division area:	<input type="checkbox"/>
<b>c.</b> EXISTING/PROPOSED County, Town, and City/Village (if applicable) zoning designations of all EXISTING/PROPOSED lot(s) and outlot(s), in and adjacent to the land division area:	<input type="checkbox"/>
<b>d.</b> Approximate location and dimension of all EXISTING/PROPOSED lot(s), outlot(s), and block(s), numbered for reference, in the land division area:	<input type="checkbox"/>
<b>e.</b> Indication of all PROPOSED lot(s) and outlot(s) use if other than single-family residential, in the land division area:	<input type="checkbox"/>
<b>f.</b> Distance from all PROPOSED lot(s) and outlot(s) point of beginning to section corner or quarter corner, in the land division area:	<input type="checkbox"/>
<b>g.</b> Approximate location, dimension and name (if applicable) of all of the following, whether EXISTING or PROPOSED, in the land division area:	<input type="checkbox"/>
(1) Buildings:	<input type="checkbox"/>
(2) Streets, alleys, and public ways:	<input type="checkbox"/>
(3) Driveways:	<input type="checkbox"/>
(4) Rail lines:	<input type="checkbox"/>
(5) Private water wells or water supply systems:	<input type="checkbox"/>
(6) Private onsite wastewater treatment systems or public sanitary sewer systems:	<input type="checkbox"/>
(7) Any other public utilities:	<input type="checkbox"/>
(8) Easements (Utility, drainageway, pedestrian way, etc.):	<input type="checkbox"/>
(9) Vegetative land cover type:	<input type="checkbox"/>
(10) Environmentally sensitive areas (Floodplain, steep slope, etc.):	<input type="checkbox"/>
(11) Productive agricultural soils, cultural resources, and woodlands:	<input type="checkbox"/>
(12) Surface water features:	<input type="checkbox"/>
(13) Drainageways:	<input type="checkbox"/>
(14) Detention or retention areas:	<input type="checkbox"/>
(15) Cemeteries:	<input type="checkbox"/>
(16) Bridges/culverts:	<input type="checkbox"/>
(17) Rock outcroppings:	<input type="checkbox"/>
<b>h.</b> Approximate location, dimension, name (if applicable), and purpose of all dedicated public parks or outdoor recreation lands, or any other public or private reservation, including any conditions, in the land division area:	<input type="checkbox"/>
<b>i.</b> Preliminary concept for connection with existing public sanitary sewer and water supply system or an alternative means of providing water supply and treatment and disposal of sewage, in the land division area:	<input type="checkbox"/>
<b>j.</b> Preliminary concept for collecting and discharging stormwater in the land division area:	<input type="checkbox"/>

**AGENCY RECOMMENDATION**

11. If you answered Approve With Conditions to 10., list conditions:

3. Show septic and well location on Final Map.

4. Indicate Floodplain on Final CSM.

5. Final CSM (1 year time frame) submitted to and approved by the Planning and Development Agency on or before May 24, 2013.

6. Certified Survey Maps that are subject to local approval must be recorded within 6 months of their last approval and 24 months of the first approval.

7.

8.

9.

10.

12. Agency recommendation rationale and findings of fact:

**TOWN ACTION**

14. If you answered Approve With Conditions to 13., list conditions:

3.

4.

5.

6.

7.

8.

9.

10.

15. Town action rationale and findings of fact:

**ROCK COUNTY PLANNING AND DEVELOPMENT COMMITTEE ACTION**

17. If you answered Approve With Conditions to 16., list conditions:

3.

4.

5.

6.

7.

8.

9.

10.

18. Committee action rationale and findings of fact:



ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY  
DEVELOPMENT AGENCY  
51 SOUTH MAIN STREET  
JANESVILLE, WI 53545

TELEPHONE: (608) 757-5587  
FAX: (608) 757-5586  
EMAIL: PLANNING@CO.ROCK.WI.US  
WEB: WWW.CO.ROCK.WI.US



AGENCY USE ONLY

Application Number: 2012 019

Received By - Date (MM/DD/YYYY): 5-4-12

## PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM

**\*\*PLEASE DO NOT COMPLETE THIS APPLICATION FORM UNTIL YOU HAVE READ THE ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM INFORMATION. PLEASE COMPLETE BOTH PAGES OF THIS FORM AND PREPARE A MAP CONTAINING ALL INFORMATION AS IDENTIFIED ON PAGE 2 OF THIS FORM.\*\***

1. Applicant has contacted Town, Rock County Planning, Economic & Community Development Agency, and City(s)/Village (if land division is within Extra-Territorial Plat Approval Jurisdiction (ETJ) area) officials and these parties have determined land division is feasible:  Yes  No
2. Land division is consistent with Town's Comprehensive Plan – Future Land Use Map:  Yes  No
3. Land division area is located in a Farmland Preservation zoning district certified by the State of Wisconsin:  Yes  No  
If you answered Yes, proceed to 4. If you answered No, proceed to 5.
4. Land division meets Town Base Farm Tract and any other applicable Farmland Preservation zoning district requirement:  Yes  No
5. Land division will require a zoning change:  Yes  No

### APPLICANT INFORMATION

**6. LANDOWNER OR AUTHORIZED LANDOWNER REPRESENTATIVE**

a. Name:	FRANK CURRY	Telephone:	608-359-8059
Address:	16319 W. HAFEMAN ROAD	City:	BRODHEAD
		State:	WI
		Zip:	53520
b. Name:		Telephone:	
Address:		City:	
		State:	
		Zip:	

**7. AGENT (SURVEYOR AND DEVELOPER)**

a. Surveyor name:	Combs And Associates, Inc.	Telephone:	752-0575
Address:	109 W. Milwaukee Street	City:	Janesville
		State:	WI
		Zip:	53548
b. Developer name:		Telephone:	
Address:		City:	
		State:	
		Zip:	

8. Identify the individual from 6. or 7. that will serve as the primary contact:  6a.  6b.  7a.  7b.

### LAND DIVISION INFORMATION

9. Reason for land division:  Sale/ownership transfer  Farm consolidation  Refinance  Other:

10. Land division area location: **Town of SPRING VALLEY** SW & SE 1/4 of NW 1/4  
Section 33 Tax parcel number(s) - 6-19-293A

11. Land division area is located within the Extra-Territorial Plat Approval Jurisdiction (ETJ) Area of a City(s)/Village:  Yes  No  
If Yes, identify: City(s)/Village of

12. Land division area is located adjacent to (check all that apply):  
 Local/Town road  County highway  State highway  U.S. highway

13. Landowner's contiguous property area (Square feet or acres): 81 ACRES	14. Land division area (Square feet or acres): 5.6 ACRES ml	15. Current zoning of land division area: A-1
16. Number of new/additional lots created by land division: One	17. Future zoning of new/additional lot(s) created by land division: A-1 (cup)	18. Future zoning of parent lot: A-1

19. Covenants or restrictions will be placed on the land division area:  Yes  No  
If Yes, identify covenants or restrictions:

20. A residential building is currently located in the land division area:  Yes  No  
If Yes, the building utilizes a:  Private onsite wastewater treatment system  Public sanitary sewer system

21. Public improvement construction proposal/plan will be submitted by (mm/dd/yyyy): NONE

22. Public improvement construction will begin on (mm/dd/yyyy):

### APPLICANT STATEMENT AND SIGNATURE

I, as the undersigned, am a landowner applying for a minor land division in unincorporated Rock County, or am serving as the primary contact for said landowner. I do hereby verify that I have reviewed the ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM INFORMATION, reviewed and completed this application form, and submitted all information as required per said documents, and that all information is correct, accurate, and true to the best of my knowledge and belief, with all information accessible to me. These statements are being made to induce official action on the part of Rock County, its agents, employees, and officials.

LANDOWNER/PRIMARY CONTACT SIGNATURE: DATE: 5-3-12

APPLICATION CHECKLIST			
	Yes	No	Comment
1. Have you included a map clearly marked "PRELIMINARY PLAT OF SURVEY OR CERTIFIED SURVEY MAP", identifying the land division area and containing all of the following information?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
a. Location of the land division area by section, township, and range:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
b. Approximate location and dimension of all EXISTING streets and property lines, including name and ownership (if applicable), in and adjacent to the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
c. EXISTING/PROPOSED County, Town, and City/Village (if applicable) zoning designations of all EXISTING/PROPOSED lot(s) and outlot(s), in and adjacent to the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
d. Approximate location and dimension of all PROPOSED lot(s), outlot(s) and blocks(s), numbered for reference, in the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
e. Indication of all PROPOSED lot(s) and outlot(s) use if other than single-family residential, in the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
f. Distance from all PROPOSED lot(s) and outlot(s) point of beginning to section corner or quarter corner, in the land division area:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
g. Approximate location, dimension (if applicable), and name (if applicable) of all of the following, whether EXISTING or PROPOSED, in the land division area:	<input type="checkbox"/>	<input type="checkbox"/>	
(1) Buildings:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(2) Streets, alleys, and public ways:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(3) Driveways:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(4) Rail lines:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None
(5) Private water wells or water supply systems:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(6) Private onsite wastewater treatment systems or public sanitary sewer systems:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(7) Any other public utilities:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
(8) Easements (Utility, drainageway, pedestrian way, etc.):	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None Proposed
(9) Vegetative land cover type:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	See Air photo
(10) Environmentally sensitive areas (Floodplain, steep slope, etc.):	<input checked="" type="checkbox"/>	<input type="checkbox"/>	GROUNDWATER
(11) Productive agricultural soils, cultural resources, and woodlands:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None
(12) Surface water features:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None
(13) Drainageways:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None
(14) Detention or retention areas:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None
(15) Cemeteries:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None
(16) Bridges/culverts:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None
(17) Rock outcroppings:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	None
h. Approximate location, dimension, name (if applicable), and purpose of all dedicated public parks or outdoor recreation lands, or any other public or private reservation, including any conditions, in the land division area:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
i. Preliminary concept for connection with existing public sanitary sewer and water supply system or an alternative means of providing water supply and treatment and disposal of sewage, in the land division area:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
j. Preliminary concept for collecting and discharging stormwater, in the land division area:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	NONE
k. Scale, north arrow, and date of creation:	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
l. Any other information required by the Agency:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Nothing Requested
2. Has the map been prepared at a scale not to exceed two hundred (200) feet to the inch, with the map pages numbered in sequence if more than one (1) page is required, and total map pages identified on each page?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
3. Has the map been prepared by a land surveyor licensed in Wisconsin?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
4. Have you provided all required application form information and has the required party signed this application form?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	
5. Have you included a hard copy of this application form and the map, an electronic copy of the map in a format compatible with the Agency's Geographic Information System (GIS), and the application fee?	<input checked="" type="checkbox"/>	<input type="checkbox"/>	

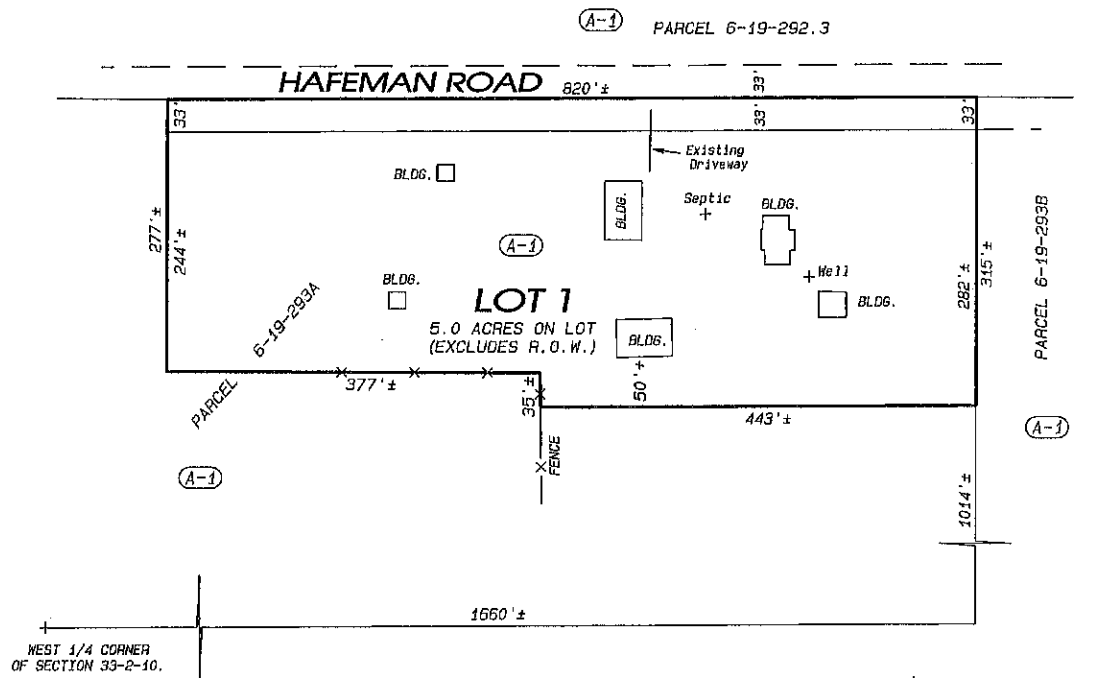
THANK YOU FOR COMPLETING THE ROCK COUNTY PRELIMINARY MINOR LAND DIVISION – APPLICATION FORM.

PLEASE SEND VIA POSTAL MAIL, OR HAND-DELIVER, THIS FORM,  
A HARD COPY AND ELECTRONIC COPY OF THE PRELIMINARY MAP, AND THE APPLICATION FEE TO:

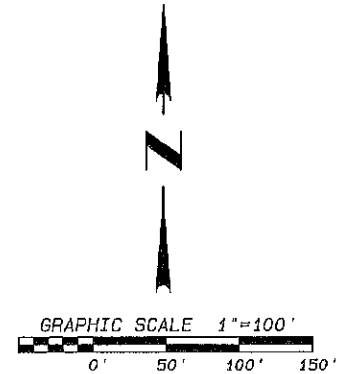
ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT AGENCY  
51 N. MAIN ST.  
JANESVILLE, WI 53545

# PRELIMINARY CERTIFIED SURVEY MAP

LOCATED IN THE SW 1/4 OF THE NW 1/4 AND IN THE SE 1/4 OF THE NW 1/4 OF SECTION 33, T.2N., R.10E. OF THE 4TH P.M., TOWN OF SPRING VALLEY, ROCK COUNTY, WISCONSIN.



WEST 1/4 CORNER OF SECTION 33-2-10.



DATE: MAY 2, 2012  
REVISED MAY 3, 2012

**NOTES:**

THIS MAP IS SUBJECT TO ANY AND ALL EASEMENTS AND AGREEMENTS, RECORDED AND UNRECORDED.

THE BASIS OF BEARINGS IS ASSUMED.

Project No. 112-117 For: CURRY

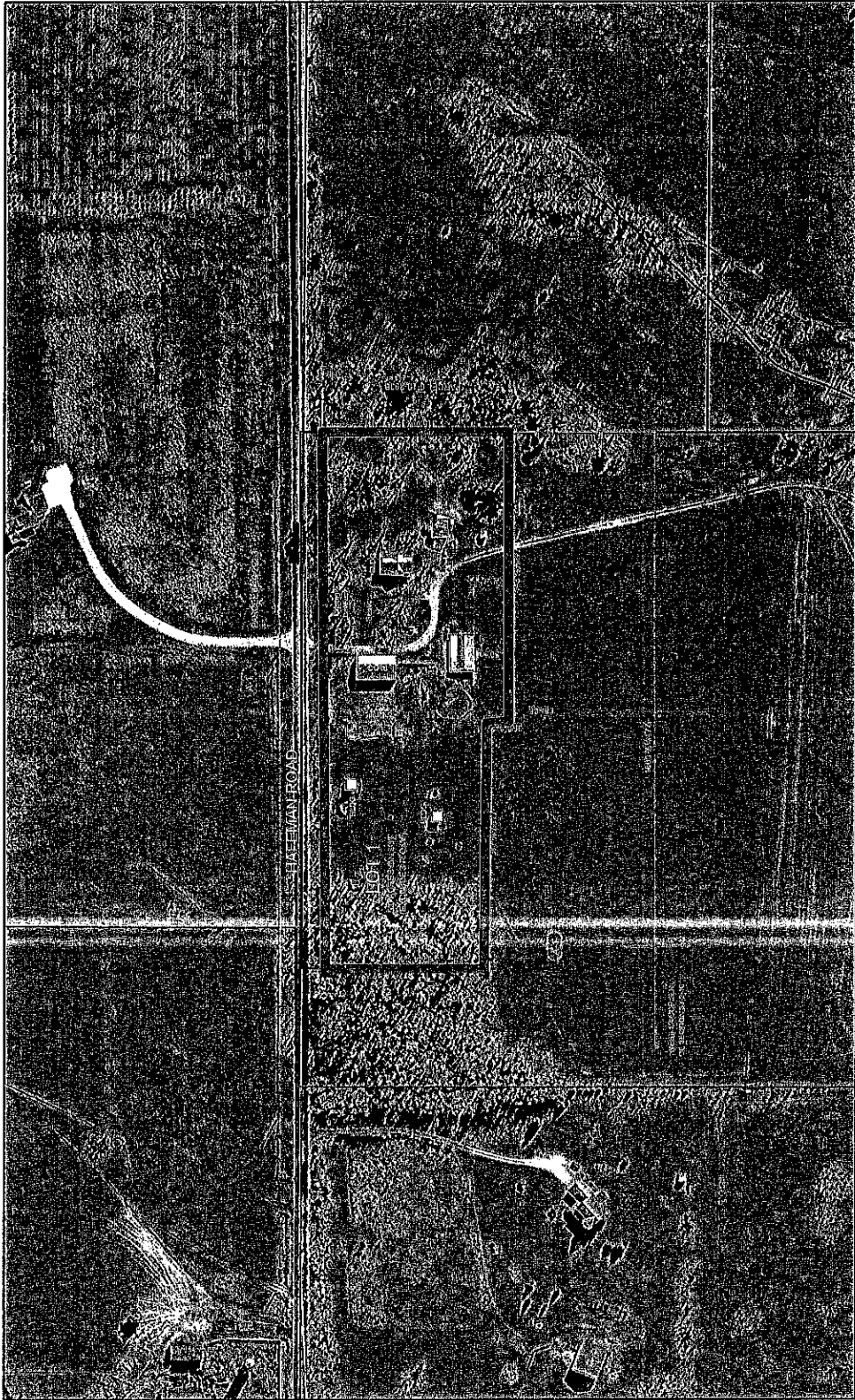
**Combs & Associates**

- LAND SURVEYING
- LAND PLANNING
- CIVIL ENGINEERING

409 W. Milwaukee St.  
Janesville, WI 53548  
www.combsurvey.com

tel: 608 752-0575  
fax: 608 752-0534

LD 12019



1" = 200'



# PRELIMINARY MINOR LAND DIVISION – APPLICATION: REVIEW, RECOMMENDATION, AND ACTION FORM

## AGENCY REVIEW

1. Applicant has contacted Town, Rock County Planning and Development Agency, and City(s)/Village (if applicable) officials and these parties have determined land division is feasible:  Yes  No
2. Land division is consistent with Town's Comprehensive Plan – Future Land Use Map:  Yes  No
3. Land division is located in a Farmland Preservation zoning district certified by the State of Wisconsin:  Yes  No  
If you answered **Yes**, proceed to **4**. If you answered **No**, proceed to **5**.
4. Land division meets Town Base Farm Tract and any other applicable Farmland Preservation zoning district requirement:  Yes  No
5. Land division is in an Agricultural Resources Priority Area, per the *Rock County Farmland Preservation Plan*:  Yes  No
6. Land division will require a zoning change:  Yes  No
7. Preliminary minor land division application is complete:  Yes  No

If you answered **Yes** to **7**., proceed to **9**. If you answered **No** to **7**., indicate the missing information below, **7a. – 7e**. After all missing information is supplied, proceed to **8**. An Agency recommendation (**10.**) will not be provided until all missing information has been supplied by the applicant.

	Missing Information
<b>7a.</b> A map clearly marked " <i>PRELIMINARY PLAT OF SURVEY OR CERTIFIED SURVEY MAP</i> ", identifying the land division area and containing all of the following information:	<input type="checkbox"/>
<b>a.</b> Location of the land division area by section, township, and range:	<input type="checkbox"/>
<b>b.</b> Approximate location and dimension of all <b>EXISTING</b> streets and property lines, including name and ownership (if applicable), in and adjacent to the land division area:	<input type="checkbox"/>
<b>c.</b> <b>EXISTING/PROPOSED</b> County, Town, and City/Village (if applicable) zoning designations of all <b>EXISTING/PROPOSED</b> lot(s) and outlot(s), in and adjacent to the land division area:	<input type="checkbox"/>
<b>d.</b> Approximate location and dimension of all <b>EXISTING/PROPOSED</b> lot(s), outlot(s), and block(s), numbered for reference, in the land division area:	<input type="checkbox"/>
<b>e.</b> Indication of all <b>PROPOSED</b> lot(s) and outlot(s) use if other than single-family residential, in the land division area:	<input type="checkbox"/>
<b>f.</b> Distance from all <b>PROPOSED</b> lot(s) and outlot(s) point of beginning to section corner or quarter corner, in the land division area:	<input type="checkbox"/>
<b>g.</b> Approximate location, dimension and name (if applicable) of all of the following, whether <b>EXISTING</b> or <b>PROPOSED</b> , in the land division area:	<input type="checkbox"/>
<b>(1)</b> Buildings:	<input type="checkbox"/>
<b>(2)</b> Streets, alleys, and public ways:	<input type="checkbox"/>
<b>(3)</b> Driveways:	<input type="checkbox"/>
<b>(4)</b> Rail lines:	<input type="checkbox"/>
<b>(5)</b> Private water wells or water supply systems:	<input type="checkbox"/>
<b>(6)</b> Private onsite wastewater treatment systems or public sanitary sewer systems:	<input type="checkbox"/>
<b>(7)</b> Any other public utilities:	<input type="checkbox"/>
<b>(8)</b> Easements (Utility, drainageway, pedestrian way, etc.):	<input type="checkbox"/>
<b>(9)</b> Vegetative land cover type:	<input type="checkbox"/>
<b>(10)</b> Environmentally sensitive areas (Floodplain, steep slope, etc.):	<input type="checkbox"/>
<b>(11)</b> Productive agricultural soils, cultural resources, and woodlands:	<input type="checkbox"/>
<b>(12)</b> Surface water features:	<input type="checkbox"/>
<b>(13)</b> Drainageways:	<input type="checkbox"/>
<b>(14)</b> Detention or retention areas:	<input type="checkbox"/>
<b>(15)</b> Cemeteries:	<input type="checkbox"/>
<b>(16)</b> Bridges/culverts:	<input type="checkbox"/>
<b>(17)</b> Rock outcroppings:	<input type="checkbox"/>
<b>h.</b> Approximate location, dimension, name (if applicable), and purpose of all dedicated public parks or outdoor recreation lands, or any other public or private reservation, including any conditions, in the land division area:	<input type="checkbox"/>
<b>i.</b> Preliminary concept for connection with existing public sanitary sewer and water supply system or an alternative means of providing water supply and treatment and disposal of sewage, in the land division area:	<input type="checkbox"/>
<b>j.</b> Preliminary concept for collecting and discharging stormwater in the land division area:	<input type="checkbox"/>

AGENCY REVIEW	
	Missing Information
k. Scale, north arrow, and date of creation:	<input type="checkbox"/>
l. Any other information required by the Agency:	<input type="checkbox"/>
7b. Map prepared at a scale not to exceed two hundred (200) feet to the inch, with the map pages numbered in sequence if more than one (1) page is required, and total map pages identified on each page:	<input type="checkbox"/>
7c. Map prepared by a land surveyor licensed in Wisconsin:	<input type="checkbox"/>
7d. All required application form information and required party's signature on the application form:	<input type="checkbox"/>
7e. A hard copy of the application form and the map, an electronic copy of the map in a format compatible with the Agency's Geographic Information System (GIS), and application fee:	<input type="checkbox"/>
8. Preliminary minor land division application is complete:	<input checked="" type="checkbox"/> Yes
9. Preliminary minor land division application has been provided to other reviewing parties for review and comment, and if these parties have comments, said comments have been provided to the Agency:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If you answered <b>No</b> , the application must be provided to other reviewing parties before completing any further sections of this form.
AGENCY RECOMMENDATION	
10. Agency recommendation:	<input type="checkbox"/> Approve <input type="checkbox"/> Approve With Conditions <input type="checkbox"/> Deny
11. If you answered <b>Approve With Conditions</b> to 10., list conditions (Use additional sheet (2a) if necessary):	
1.	Note on Final Map: "Since Lot 1 contains existing buildings which utilize an existing private sewage system no soil evaluation on the lot was
2.	required at the time of this survey. However, soils on the lot may be restrictive to the replacement of the existing system."
3.	Existing structures shall meet setback regulations
12. Agency recommendation rationale and findings of fact (Use additional sheet (2a) if necessary):	
AGENCY SIGNATURE: <u>Colin M. Brynes</u>	DATE: <u>4/12/2012</u>
TITLE: <u>Administrator - Rock County Planning, Economic &amp; Community Development Agency</u>	
TOWN ACTION	
13. Town action:	<input type="checkbox"/> Approve <input type="checkbox"/> Approve With Conditions <input type="checkbox"/> Deny
14. If you answered <b>Approve With Conditions</b> to 13., list conditions (Use additional sheet (2a) if necessary):	
1.	
2.	
3.	
15. Town action rationale and findings of fact (Use additional sheet (2a) if necessary):	
TOWN SIGNATURE: _____	DATE: _____
TITLE: _____	

PLEASE RETURN THIS FORM, VIA POSTAL MAIL OR EMAIL, TO:

ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT AGENCY  
51 N. MAIN ST.  
JANESVILLE, WI 53545  
EMAIL: BRYNES@CO.ROCK.WI.US

ROCK COUNTY PLANNING AND DEVELOPMENT COMMITTEE ACTION	
16. Committee action:	<input type="checkbox"/> Approve <input type="checkbox"/> Approve With Conditions <input type="checkbox"/> Deny
17. If you answered <b>Approve With Conditions</b> to 16., list conditions (Use additional sheet (2a) if necessary):	
1.	
2.	
3.	
18. Committee action rationale and findings of fact (Use additional sheet (2a) if necessary):	
COMMITTEE SIGNATURE: _____	DATE: _____
TITLE: <u>Chair – Rock County Planning &amp; Development Committee</u>	

**AGENCY RECOMMENDATION**

**11. If you answered Approve With Conditions to 10., list conditions:**

- 3. Show septic and well locations for existing structures on final map
- 4. Final CSM to be submitted to approved by the Planning and Development Agency on or before **May 24, 2013**
- 5. Certified Survey Maps that are subject to local approval must be recorded within 6 months of their last approval and 24 months of the first approval.
- 6.
- 7.
- 8.
- 9.
- 10.

**12. Agency recommendation rationale and findings of fact:**

**TOWN ACTION**

**14. If you answered Approve With Conditions to 13., list conditions:**

- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

**15. Town action rationale and findings of fact:**

**ROCK COUNTY PLANNING AND DEVELOPMENT COMMITTEE ACTION**

**17. If you answered Approve With Conditions to 16., list conditions:**

- 3.
- 4.
- 5.
- 6.
- 7.
- 8.
- 9.
- 10.

**18. Committee action rationale and findings of fact:**

Account Number	Name	Yearly Prcnt Appropriation Spent	YTD Expenditure	Encumb Amount	Unencumb Balance	Inv/Enc Amount	Total
1017200000-63103	LEGAL FORMS	1,250.00	0.0%	0.00	0.00	1,250.00	
	P1201657-PO# 05/10/12 -VN#045720			PROFORMA PRINTWORKS			1,132.26
				CLOSING BALANCE	117.74		1,132.26
	REAL PROPERTY			PROG-TOTAL-PO			1,132.26

I HAVE EXAMINED THE PRECEDING BILLS AND ENCUMBRANCES IN THE TOTAL AMOUNT OF \$1,132.26 INCURRED BY REAL PROPERTY DESCRIPTION. CLAIMS COVERING THE ITEMS ARE PROPER AND HAVE BEEN PREVIOUSLY FUNDED. THESE ITEMS ARE TO BE TREATED AS FOLLOWS

- A. BILLS AND ENCUMBRANCES OVER \$10,000 REFERRED TO THE COUNTY BOARD.
- B. BILLS UNDER \$10,000 TO BE PAID.

C. ENCUMBRANCES UNDER \$10,000 TO BE PAID UPON ACCEPTANCE BY THE DEPARTMENT HEAD.  
 PLANNING & DEVELOPMENT COMMITTEE APPROVES THE ABOVE. COM-APPROVAL \_\_\_\_\_

DEPT-HEAD

**MAY 24 2012**

DATE \_\_\_\_\_ CHAIR







**ROCK COUNTY GOVERNMENT**  
*Planning & Development Agency*  
**INTEROFFICE MEMORANDUM**

**TO:** Rock County Planning & Development Committee  
**THROUGH:** Paul Benjamin, Director, Planning & Development Agency  
**FROM:** David Somppi, Community Development Manager  
**SUBJECT:** Actions for P&D Agenda  
**DATE:** May 16, 2012

**ACTION ITEMS:**

1. Project ID: # 008072D-1 Funding Source: CDBG – EAP Grant  
Recommend Total Amount: \$ 2,875
2. Project ID: # 020706D-1 Funding Source: CDBG – Small Cities  
Recommend Total Amount: \$ 10,920
3. Project ID: # 020707D-1 Funding Source: CDBG – Small Cities  
Recommend Total Amount: \$ 11,027
4. Project ID: # 020708D-1 Funding Source: CDBG – Small Cities  
Recommend Total Amount: \$ 8,390
5. Project ID: # 020709I-1 and 007070I-1  
Funding Source: CDBG – Small Cities and Lead Hazard Control Demonstration Grant  
Recommend Total Amount: CDBG – Small Cities: \$ 30,410  
Lead Hazard Control Demonstration Grant: \$ 70,360  
TOTAL: \$ 100,770

**Staff Recommendation:** Staff recommends approval of the above noted requests.

**INFORMATIONAL ITEMS:**

1. Use of 2008 CDBG-EAP Funds for Purchase of Qualifying Substantially Damaged Property.
2. Proposed Change to Housing Procedures Manual Concerning Loan Terms for HOME Down Payment Assistance

ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE

REQUEST FOR COMMITTEE ACTION



DATE: May 24, 2012

Project ID(s)

08072 D-1

Project Recommended By Dave Somppi

Funding Source(s) CDBG-EAP Emergency Assistance Grant

HOUSEHOLD INFORMATION

Household Size: 2 Annual Income: \$ 36,331 Location: City of Edgerton

ASSESSED VALUE INFORMATION

Table with 4 columns: Category, Value, Fair Market Value, and When Determined. Rows include Land, Buildings, and Total.

MORTGAGES OR LIENS

Table with 4 columns: Mortgage Number, Amount, Mortgage Number, Amount, and Total Mortgage(s). Includes a question about 5% owner equity.

VERIFICATIONS

Checkboxes for Income, Insurance, Taxes, Title and Mortgage, Ownership, and Disclosure of Potential Conflict of Interest.

SUMMARY OF PROPOSED WORK

CDBG – EAP Project: Expenses related to damages from DR-1768 Disaster declaration of 2008. This property was referred by the Rock County VOAD. The house is 115 years old. It is located near the creek that flows through the City. During the summer of 2008, the basement flooded on the north and west side of the house. Since the summer of 2008, water leaks into the north and west side of the basement several times per year. This has lead to a damp basement and indoor air quality issues. The application proposes to have the company’s dry basement system installed on the north and west side of the basement. This system collects leaking water along the walls and directs it to a sump pump. Conducting this project is in compliance with CDBG-EAP requirements and will address a structural and health-safety hazard for this home.

Funds for this project will be provided in the form of a grant and will not require repayment.

TYPE OF PROJECT

CDBG EAP - Emergency Assistance Grant

RECOMMEND TOTAL PROJECT BID OF

\$ 2,875.00

COMMITTEE ACTION

APPROVE DENY

Committee Approved Bid Total \$

Signature of Planning & Development Committee Chair

Date

ROCK COUNTY PLANNING AND DEVELOPMENT COMMITTEE  
 REQUEST FOR COMMITTEE ACTION



Date: May 24, 2012

Project ID(s) 020706-D-1

Project Recommended By Neale Thompson

Funding Source(s) CDBG-Small Cities for Rock County

**HOUSEHOLD INFORMATION**

Household Size: 1 Annual Income: \$17,164 Location: Town of Beloit

**ASSESSED VALUE INFORMATION**

Land	\$ 10,600	Appraised Value	\$ 73,400
Buildings	\$ 56,700	When Appraised	2011
Total	\$ 67,300	Type of Appraisal	FMV

**MORTGAGES OR LIENS**

1. \$ 56,626	4. \$	<b>TOTAL MORTGAGE(S)</b>
2. \$	5. \$	
3. \$	6. \$	
		\$ 56,626

Available Equity \$16,774 Is there 5% owner equity in the property? Yes  No

**VERIFICATIONS**

Income  Insurance  Taxes  Title and Mortgage  Ownership

Disclosure of Potential Conflict of Interest Yes  None

**SUMMARY OF PROPOSED WORK**

This two-story house is in need of repair and improvements. Upon HQS inspection, work required includes a new roof, new kitchen sink drain, significant electrical improvements, some wall and ceiling repair from earlier roof leaks, basement handrail, and three replacement windows. Home owner did use \$365 of the discretionary amount to select a higher plumbing bid that had additional services proposed and was more responsive to the needs of the household. Loan will be a 0% deferred loan payable when the house is sold. Completion of the work will solve health and safety issues and secure the durability, livability, and reliability of this home.

TYPE OF PROJECT CDBG-SC Rehab Loan

RECOMMEND TOTAL PROJECT BID OF \$ 10,920.00

**COMMITTEE ACTION**

APPROVE  DENY Committee Approved Bid Total \$ \_\_\_\_\_

Signature of Planning & Development Committee Chair \_\_\_\_\_

Date \_\_\_\_\_

ROCK COUNTY PLANNING AND DEVELOPMENT COMMITTEE  
 REQUEST FOR COMMITTEE ACTION



Date: May 24, 2012

Project ID(s) 020707-D-1

Project Recommended By Neale Thompson

Funding Source(s) CDBG-Small Cities for Rock County

**HOUSEHOLD INFORMATION**

Household Size: 1 Annual Income: \$32,848 Location: Town of Turtle

**ASSESSED VALUE INFORMATION**

Land	\$ 47,800	Appraised Value	\$ 127,000
Buildings	\$ 90,600	When Appraised	2011
Total	\$ 138,400	Type of Appraisal	FMV

**MORTGAGES OR LIENS**

1. \$ 85,320	4. \$	TOTAL MORTGAGE(S) \$ 85,320
2. \$	5. \$	
3. \$	6. \$	

Available Equity \$41,680 Is there 5% owner equity in the property? Yes  No

**VERIFICATIONS**

Income  Insurance  Taxes  Title and Mortgage  Ownership

Disclosure of Potential Conflict of Interest Yes  None

**SUMMARY OF PROPOSED WORK**

This two-story house is in need of repair and improvements. Upon HQS inspection, work required includes a new roof, minor electrical improvements, a wall and door built to close off basement from outside, stairway handrails, kitchen door storm/screen unit, and fourteen replacement windows. Loan will be a 0% deferred loan payable when the house is sold. Completion of the work will solve health and safety issues and secure the durability, livability, and reliability of this home.

TYPE OF PROJECT CDBG-SC Rehab Loan

RECOMMEND TOTAL PROJECT BID OF \$ 11,027.00

**COMMITTEE ACTION**

APPROVE  DENY Committee Approved Bid Total \$ \_\_\_\_\_

Signature of Planning & Development Committee Chair

Date

ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE  
 REQUEST FOR COMMITTEE ACTION



DATE: May 24, 2012

Project ID(s)

020708-D 1

Project Recommended By Dave Somppi

Funding Source(s) CDBG – Small Cities Program

**HOUSEHOLD INFORMATION**

Household Size: 1      Annual Income: \$ 26,800      Location: City of Evansville

**ASSESSED VALUE INFORMATION**

Land	\$ 33,200	Fair Market Value	\$ 114,900
Buildings	\$ 82,100	When Determined	2011
Total	\$ 115,300	Type of Appraisal	

**MORTGAGES OR LIENS**

1. \$ 65,500	3. \$	TOTAL MORTGAGE(S) \$ 65,500
2. \$	4. \$	
Available Equity \$ 49,400	Is there 5% owner equity in the property? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	

**VERIFICATIONS**

Income       Insurance       Taxes       Title and Mortgage       Ownership  
 Disclosure of Potential Conflict of Interest    Yes     None

**SUMMARY OF PROPOSED WORK**

The house is a 1 1/2-story Cape Cod house, about 80 years old. It was purchased through a bank foreclosure in April, 2012. The HQS inspection found that the electrical service requires a substantial replacement. The wiring is largely knob & tube. A new 200 AMP electrical service panel with dedicated circuits needs to be installed. A (longtime) previous owner added many splices that need to be eliminated. The chimney also requires tuckpointing. The project proposes to have these items addressed. A new 200 AMP service panel will be installed. Much of the wiring will be replaced to Code. The chimney will be tuckpointed. Conducting these projects will address several health and safety defects with the house. The loan is proposed for 0% interest to be repaid at upon sale of the property.

TYPE OF PROJECT

CDBG – SMALL CITIES PROGRAM

RECOMMEND TOTAL PROJECT BID OF

\$ 8,390.00

**PLANNING & DEVELOPMENT COMMITTEE ACTION**

APPROVE       DENY      Project Total      \$ \_\_\_\_\_

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Signature of Planning & Development Committee Chair      Date

ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE  
 REQUEST FOR COMMITTEE ACTION



Date: May 24, 2012

Project ID(s)

020709 I-1 and 007070D-1

Project Recommended By David Somppi

Funding Source(s) CDBG-Small Cities – Lead Hazard Demonstration Grant

**HOUSEHOLD INFORMATION**

No. of Units:	6	Incomes:	All are Low Income	Location:	City of Edgerton
No. of Persons:	14	No. of Children:	6	No of Children under 6:	4

**ASSESSED VALUE INFORMATION**

Land	\$ 30,500	Fair Market Value	\$ 186,900
Buildings	\$ 154,500	When Determined	2011
Total	\$ 185,000		

**MORTGAGES OR LIENS**

1. \$ 163,712	4. \$	<b>TOTAL MORTGAGE(S)</b>
2. \$	5. \$	
3. \$	6. \$	
		\$ 163,712

Available Equity \$ 23,188 Is there 5% owner equity in the property? Yes  No

**VERIFICATIONS**

Income  Insurance  Taxes  Title and Mortgage  Ownership

Disclosure of Potential Conflict of Interest Yes  None

**SUMMARY OF PROPOSED WORK**

The project is included in the 2009 Lead Hazard Demonstration Grant between Rock County and the State of Wisconsin. Planning staff is working with the Health Dept. to provide assistance to address a property with lead hazards that has children under 6 years of age and 1 child with an elevated blood lead level. The building is a 6-unit apartment. All tenants are low income. Upon conducting risk assessments, the following items were found to need lead hazard reduction activities:  
 Replacement of 84 windows, wrap window exteriors & replace rotted wood.  
 Front Building Façade and Porches – Stabilize paint, cover wooden surfaces.  
 Rear stairway & entrances – Stabilize paint and install floor covering.  
 Bathrooms and Apartment interiors – Encapsulate 'Clawfoot' Tubs, Encapsulate and replace leaded surfaces  
 Basement - Stabilize paint Downspouts - Replace

The project proposes to have lead hazard control work conducted by certified lead abatement contractors to address these lead hazards.  
 2/3 of the total project cost of the lead hazard control work will be from the Lead Hazard Control Reduction Grant.  
 1/3 of the total project cost of the lead hazard control work will be from the CDBG-Small Cities grant.  
 100% of the cost for the lead risk assessments, clearances, inspections, and sample testing will be from the Lead Hazard Control Reduction Grant.  
 The CDBG-Small Cities loan will be for 0% interest amortized for 240 months to be repaid at the rate of \$126.71 per month. The units will be required to be rented to income qualifying households and the rents will be maintained within the Rock County Fair Market Rent Limits for 10 years.

CONTINUED ON NEXT PAGE:

ROCK COUNTY PLANNING & DEVELOPMENT COMMITTEE  
 REQUEST FOR COMMITTEE ACTION



PROJECT AMOUNTS:

LEAD HAZARD CONTROL DEMONSTRATION GRANT PROGRAM

Lead Hazard Control Activities: Total - \$ 91,230 - 2/3 of Cost :	\$ 60,820
Lead Risk Assessments – Clearances – Inspections: 100% of cost	\$ 4,140
Lead Sample Testing: 100% of cost	\$ 5,400
Lead Hazard Control Demonstration Grant Program: TOTAL	\$ 70,360

CDBG – SMALL CITIES PROGRAM

Lead Hazard Control Activities: Total - \$ 91,230 1/3 of cost:	\$ 30,410
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PROJECT TOTAL: \$ 100,770

LEAD HAZARD CONTROL DEMONSTRATION GRANT: \$ 70,360.00

*Funding Source:* CDBG SMALL CITIES PROGRAM \$ 30,410.00

*Funding Source:*  
**Recommended Total Project Amount \$ 100,770.00**

**COMMITTEE ACTION**

APPROVE       DENY      Committee Approved Bid Total \$ \_\_\_\_\_

\_\_\_\_\_  
 Signature of Planning & Development Committee Chair      Date





**COUNTY OF ROCK**  
**51 S. Main Street**  
**Janesville, WI 53545**  
**(608) 757-5587**  
**[www.co.rock.wi.us](http://www.co.rock.wi.us)**

**DATE:** May 16, 2012  
**TO:** Rock County Planning & Development Committee  
**FROM:** David Somppi, Community Development Manager  
**SUBJECT:** Informational Item - Purchase Of Property With Substantially Damaged Structures Using 2008 CDBG-EAP Funds.

Rock County, through its contract for administration of CDBG-Emergency Assistance Program funds, has funds available to purchase properties that were substantially damaged during the flooding of 2008.

The proposed property is currently working with the Planning Agency on having the structures on the property demolished.

If the sale process proceeds, this process will be conducted in accordance with all applicable regulations for the use of CDBG funds for property acquisition. In accordance with CDBG-EAP program requirements, the offer to purchase will be based on the current value of the land only. Assistance that the owner received from insurance, FEMA, CDBG, and / or other sources will be deducted from the offer amount.

The final disposition of the property will be in conformance with all applicable regulations and the approval of the appropriate Rock County Committees. If Rock County chooses to acquire this property, it may be combined with adjacent Rock County property or made available for sale to adjoining land owners or the general public.



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**51 S. Main Street**  
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**DATE:** May 16, 2012  
**TO:** Rock County Planning & Development Committee  
**FROM:** David Somppi, Community Development Manager  
**SUBJECT:** Informational Item - Proposed Change to Housing Procedures Manual Concerning Loan Terms for HOME Down Payment Assistance

Rock County is a member of the HOME Program Consortium with the Cities of Beloit and Janesville, Community Action, Inc., and Neighborhood Housing Services.

Currently, Rock County receives about \$90,000 annually to provide down payment and housing rehabilitation assistance. The Cities of Beloit and Janesville also use a portion of the HOME Program funds to provide down payment assistance. Funding for the HOME Program Consortium is monitored by the U.S. Department of Housing and Urban Development.

During several communications, a recent monitoring visit and review of the HOME Consortium's annual reports, the HUD field office has expressed a strong preference that members of the Rock County HOME Consortium adopt the same standards and policies for administering their programs. For Down Payment Assistance, Rock County makes its funds available in the form of 0% interest deferred payment loans, with full repayment upon resale. The Cities of Beloit and Janesville make down payment assistance available in the form of a forgivable loan. For each year that the buyer occupies the property, a total of 20% of the original principal will be deducted. After 5 years, the total loan amount will be forgiven in full.

To address this concern and to create a consistent policy for Rock County HOME Program Consortium members, Rock County staff is preparing an amendment to the Housing Procedures Manual that will make down payment assistance funded by the HOME program available in the form of a forgivable loan.