



# Customer Information

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809 N. Broadway, 2<sup>nd</sup> Floor/Milwaukee, WI 53202/414-286-5726

## Subdivision Plats

### Preliminary Plats

• A preliminary subdivision plat (subdivisions creating 5 or more parcels) is prepared by a registered land surveyor and submitted to the Planning Administration Division of the Department of City Development by the owners or agent for review, processing, and approval.

### FILING FEE

(payable to Treasurer, City of Milwaukee)  
\$375.00

• Preliminary plat reviewed and approved by the Manager of Planning Administration.

• Preliminary plat forwarded to the City Engineer, with correspondence requesting their cursory review. The City Engineer will forward copies to the Department of Public Works for their approval.

• When all reviews are completed, Planning Administration submits all related reports to the agent or owner. If the preliminary plat includes the dedication of streets or alleys, the plat is scheduled for consideration by the City Plan Commission, after which all related reports and the recommendation of the Commission are submitted to the agent or owner.

• Review process for preliminary plat approximately 1-2 months.

### Final Plats

• A final plat is prepared by a registered surveyor based on the reports and/or recommendations of the preliminary plat.

• The final plat meeting the submission requirements of Section 119-09 of the Milwaukee City Code is submitted to the planning Administration Section of

the Department of City Development along with three checks according to the following fee schedule:

### FILING FEE

(payable to Treasurer, City of Milwaukee)  
\$375.00

### RECORDING FEE

(payable to Register of Deeds Milwaukee Co.)  
\$ 50.00 for the first 50 lots and  
\$ .10 for each additional lot over 50

### ENGINEERING REVIEW FEE

(payable to Treasurer, City of Milwaukee)  
This is an estimated fee, usually ranging from \$1000-\$2000 for Subdivision plats.

Planning Administration refers the original plat to the City Engineer for review and approval.

When the final plat is approved by DPW and the City Engineer, the map is forwarded to the City Treasurer for review and signature.

• If the final plat contains a dedication for public street, alley or pedestrian way, the Department of City Development also refers the map to the City Plan Commission for approval prior to the ZND meeting.

• Upon approval by the Zoning, Neighborhoods and Development Committee, the plat is forwarded to the Common Council for final approval.

• Upon approval by the Common Council and is signed by the mayor and City Clerk, a mylar of the original Subdivision Plat is recorded at the Milwaukee County Register of Deeds by Planning Administration.

• Approval process for final subdivision plat approximately 2.5 to 3 months.