

TOWN OF ADAMS – GREEN COUNTY

Land Division/Split Procedures

A Landowner who owns 20 acres or more of contiguous land (regardless of whether it is separated by streets, highways, railroad rights-of-way, utility easements, or other easements) may request a division/ land split be considered by following the procedures listed below.

- Review the Town of Adams Land Division Ordinance (located on the web site: www.adamstownshipwi.com within the Ordinance section)
- Download from the web site (found within the Plan Commission section) a Land Division Application form and complete in entirety.
- Call the Plan Commission Chair (contact information found within the Plan Commission section of the web site) to have the application added to the agenda for a regular scheduled meeting. There needs to be a minimum of 10 days lead time before the meeting date. If a special meeting is required, the Plan Commission Chair will schedule a date with the Plan Commission to review the Land Division application and a fee of \$250.00 will be assessed.
- Bring the following documents to the Plan Commission Meeting: Legible map showing boundaries and acreage of the original parcel and the lots to be created thereon, location of proposed improvements, and location of natural topographical features along with any interest to construct a dwelling unit on the new land parcel (The landowner can contact the Township Clerk to assist in determining dwelling unit buildable rights they still possess).
- Once the Plan Commission reviews the application for a land division/split, a decision to either accept the application and then refer the application request to the Town of Adams board for final approval or a decision to deny the application request, in which the landowner can then amend the application or appeal the denial decision to the Town of Adams board. The Town board will make a final decision within 60 days of the submission of the application to the Plan Commission.
- The landowner is required to provide a CSM (certified survey map) to the Town board, where a record of any granted dwelling unit buildable rights will be documented.