

**VILLAGE OF HEWITT**  
Procedures to Follow to Subdivide Property

**DEFINITIONS:**

**SUBDIVIDE:** To divide a part or parts into smaller parts, a part being of any size from an individual lot to acreage.

**SUBDIVISION:** The act or process of subdividing, an area of subdivided lots.

**SUBDIVIDER:** Is also called the developer and is the person(s) or parties that own the property.

**PROCEDURES:**

1. Submit in writing to the Village Board a request to subdivide along with:
  - A. A rough sketch with approximate location, size and dimensions of the proposed subdivision.
  - B. The intent and/or reason for the subdivision.

2. The Village Board, upon review of the proposal, will determine if the project needs to be referred to the Zoning Committee, or if the matter can be handled directly by the Board.

If the matter can be handled by the Board, the Board will take action pending proper legal procedures and publications have been given.

3. After review by the Zoning Committee, the committee will recommend to the Board the developments approval or disapproval.

Assuming everything is in order, the developer and/or sub-divider will provide to the Village Board, engineered plat maps and certified survey maps, which if approved by the Board will be forwarded to the County planning office for their approval.

**SEWER INSTALLATIONS:** All sewer installations within the Village of Hewitt, will be installed per specifications as stated in Village Ordinance 60-1983 SEWERS, Section 5 - New Sewer Installations, which states:

All sewer construction within the Village of Hewitt shall be done under the direct supervision and approval of the Village Board.

- A. The full cost of sewer installation shall be paid for by the sub-divider.
- B. The sub-divider will submit to the Village Board, a complete set of plans and specifications of the proposed subdivision.

The Village Board upon review of the plans will authorize the extension to be submitted to the Department of Natural Resources for their review and approval and agrees to accept the sewer extension as part of the Village's collection system with the following provisions:

1. The proposed sanitary sewer extensions are installed in accordance with the project plans and specifications.
  2. The developer shall hire a competent inspector for full time inspection of the sewer installation. The Village Board shall approve the inspector.
  3. Prior to the start of construction, furnish a certification of insurance from the contractor doing the work, showing worker's compensation insurance, comprehensive general liability insurance, contractual liability insurance and automobile liability insurance coverage.
- C. At the completion of the construction, the developer and the project inspector shall submit to the Village Board the following document:
1. Material data sheets describing sewer materials installed.
  2. As constructed plans of installed sewer and manholes. Plan shall include location of all installed sewer laterals.
  3. Report confirming pipe bedding and cover materials conform to plan specifications.
  4. Compaction test reports showing that the compaction of backfill materials met specifications. Minimum of one compaction test per 200 lineal feet of sewer installed. Retesting is required for each failed test.
  5. Certified report that PVC sewer mains passed the required deflection test.
  6. Certified report that each section of sanitary sewer installed passed the infiltration (leakage) tests.
  7. Waivers of Lien from all material suppliers and subcontractors showing that all costs have been paid.
  8. Any other documents required by the Department of Natural Resources and not known at this time.

**ROAD CONSTRUCTION:** All Roads being constructed within the Village of Hewitt, will be constructed per specifications as stated in Village Ordinance 50.00 ROADS.

- A. The full cost of road installations in new subdivisions shall be paid for by the sub-divider.

**WATER DRAINAGE:** Proposed subdivision plans being submitted shall include provisions to accommodate water drainage issues that result from the development of the area being subdivided.

- A. Culvert size for driveways needs to be included in the proposed subdivision plan(s) for each lot in that subdivision.
- B. If deemed necessary by the Zoning Committee, the developer may be required to include engineered hydraulic loadings as part of the plan being submitted for approval.

\*\*\* See Footnote Below

**UTILITIES:**

- A. The subdivider/developer shall cause gas, electrical power, and telephone facilities to be installed in such a manner to make service available to each lot. All such utilities shall be installed underground within the boundaries of the subdivision.
- B. The subdivider/developer is responsible for installing a street light at each intersection within the subdivision.

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\*\*\* Subdivisions currently under construction are not grandfathered in.