



**Town of Leeds**  
**N1485 Pribbenow Drive**  
**Arlington, WI 53911**

Usual Steps to Land Division in Town of Leeds

1. Application to Town Plan Commission - Payment of fees.  
**NOTE:** prior to going before the Plan Commission the applicant will also need to provide the Environmental Assessment report as listed in Town Ordinance 10.01 (m). A Report of Title/Title Commitment (available from a Title Insurance Company) is required before appearing before the Town Board.
2. Application to Columbia County Planning and Zoning - (as the County schedules several months out, it is suggested that this be done well in advance of the actual hearing at the County - step 7 - so there is not a significant delay in your process.)
3. Discussion with Plan Commission re: plan.
4. Submission of completed CSM, environmental impact statement and report of title/title commitment
5. Hearing held by the Town of Leeds
6. Consideration by Town Plan Commission with recommendation to Town Board.
7. Consideration by Town Board with recommendation to Columbia County Planning and Zoning
8. Hearing and consideration by Columbia County Planning and Zoning with a recommendation to Columbia County Board.
9. Consideration by Columbia County Board.
10. CSM (certified survey map) signed by the Town Clerk and Town Board Chair
11. CSM and Deed Restriction recorded at Columbia County Register of Deeds.