

SEEKING APPROVAL FOR A CERTIFIED SURVEY MAP

STEP #1. THE PROCESS IS INITIATED BY THE APPLICANT SUBMITTING AN APPLICATION LETTER AND A PRELIMINARY CERTIFIED SURVEY MAP TO THE CLERK/TREASURER'S OFFICE ALONG WITH THE PAYMENT OF A FEE AMOUNT. \$50.00.

Certified Survey Map: submission requirements from municipal code below

[§ 380-23. Certified survey map.](#)

A. General requirements. A certified survey map prepared by a registered land surveyor shall be required for all minor land divisions. It shall comply in all respects with the requirements of § 236.34, Wis. Stats. The minor subdivision shall comply with the design standards and improvement requirements set forth in Articles [IV](#) and [V](#) of this chapter.

B. Required information. The map shall show correctly on its face, in addition to the information required by § 236.34, Wis. Stats., the following:

- (1) All existing buildings, watercourses, drainage ditches and other features pertinent to proper land division.
- (2) Setbacks or building lines, if required by the Plan Commission in accordance with the guidelines set forth in Article [IV](#) of this chapter.
- (3) Utility and/or drainage easements.
- (4) All lands reserved for future acquisition.
- (5) Date of the map.
- (6) Floodplain limits and the contour line lying a vertical distance of two feet above the elevation of the one-hundred-year recurrence interval flood or, where such data is not available, five feet above the elevation of the maximum flood of record.
- (7) Graphic scale and North arrow.
- (8) Name and address of the owner, subdivider and surveyor.

C. State Plane Coordinate System. All plats shall be tied directly to a section or quarter corner monumented according to the State Plane Coordinate System. The exact grid bearing and distance of such tie shall be determined by field measurements, and the material and Wisconsin state plane coordinates of the monument marking the section or quarter corner to which the plat is tied shall be indicated on the plat. The grid bearing and distance of the tie shall be determined by a closed survey meeting the error of closure specified in § [380-22E](#) of this chapter for the survey of the exterior boundaries of the subdivision. All distances and bearings shall be referenced to the Wisconsin Coordinate System.

D. Certificates. The surveyor shall certify on the face of the map that he has fully complied with all the provisions of this chapter. After reviewing the map, the Council, upon the recommendation of the Plan Commission, shall certify its approval on the face of the map. After receiving approval by the Council,

such maps shall be certified by the Mayor, the Clerk-Treasurer and the Director of Public Works. In addition, dedication of streets and other public areas shall require the owner's certificate and the mortgagee's certificate in substantially the same form as required by § 236.21(2)(a), Wis. Stats.

E. Approval. No certified survey map shall be approved by the Council until all required improvements have been installed and until all required fees have been paid unless provision for the installation of improvements and payment of fees has been made in an approved subdivider's agreement.

F. Recordation. The certified survey map shall only be recorded with the County Register of Deeds after the certificates of the Council and the surveyor are placed on the face of the map. The party submitting the map for approval shall be responsible for recording the map. The certified survey map is to be recorded within 30 days after being signed by the Clerk-Treasurer.

STEP #2. THE APPROVAL PROCESS: PLAN COMMISSION CONSIDERATION FOLLOWED BY COUNCIL CONSIDERATION. Note: If your application is a simple two or three page document, submitting a single copy is permissible.

[380-20. certified survey map.](#)

[Amended by Ord. No. 98-2]

A. When it is proposed to divide land into not more than four parcels or building sites, any one of which is less than five acres in size, or when it is proposed to divide a block, lot or outlot into not more than four parcels or building sites within a recorded subdivision plat without changing the boundaries of said block, lot or outlot, the subdivider shall subdivide by use of a certified survey map. The subdivider shall prepare the certified survey map in accordance with this chapter and shall file 10 copies of the map and the letter of application with the Clerk-Treasurer at least 15 days prior to the meeting of the Plan Commission at which action is desired.

B. The Clerk-Treasurer shall, within two working days after filing, transmit the copies of the map and letter of application to Council members and the Plan Commission.

C. The Plan Commission shall transmit a copy of the map to all affected boards, commissions and departments and all affected public utility companies for their review and recommendations concerning matters within their jurisdiction. Their recommendations shall be transmitted to the Plan Commission within 10 days from the date the map is filed. The map shall be reviewed by the Plan Commission for conformance with this chapter and all ordinances, rules, regulations, the Comprehensive Plan and Comprehensive Plan components which affect it. The Plan Commission shall, within 60 days from the date of filing of the map, recommend approval, conditional approval or rejection of the map and shall transmit the map along with its recommendations to the Council.

[Amended 3-15-2007 by Ord. No. 2007-05]

D. The Council shall approve, approve conditionally or reject such map within 90 days from the date of filing of the map unless the time is extended by agreement with the subdivider. If the map is rejected, the reason shall be stated in the minutes of the meeting and a written statement supplied the subdivider. If the map is approved, the Council shall cause the Clerk-Treasurer to so certify on the face of the original map and return the map to the subdivider. If the map is conditionally approved or if a preliminary certified survey map containing zero lot lines has been approved by Council action, the Clerk-Treasurer may, when presented with a final map, certify in writing that the conditions placed on the map have been met and provide final certification on the face of the original map without additional Council action.

[Amended 5-4-2006 by Ord. No. 2006-07; 3-15-2007 by Ord. No. 2007-05]

E. The Clerk-Treasurer shall record the map with the County Register of Deeds within 10 days of its approval. The subdivider shall be responsible for the recording fee.

F. The subdivider shall file 10 certified copies of the certified survey map with the Clerk-Treasurer for distribution to appropriate local agencies and offices.

July 20, 2010