

Date Received: _____

Checklist #4: Certified Survey Map Submittal, Review and Approval Process

Applicability: Chapter 11, Land Divisions, governs the division of land by Certified Survey Map (CSM). This Checklist is a guide only and does not waive any requirements of the Ordinance itself. A copy of the Town’s CSM ordinance can be obtained from the Clerk in hard copy at the Town Hall or electronically at the Town’s website at www.tn.norway.wi.gov. The Town Clerk can be reached by phone at 262-895-6335. This Checklist shall be submitted to the Town Clerk with the CSM and will be reviewed by the Town Engineer at the time of submittal. All information shall be submitted in hard copy and in electronic format acceptable to the Town.

Information Required from the Subdivider

Property Location/Address: _____

Subdivider: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Property Owner (if different from above): _____

Address: _____ City: _____ State: _____ Zip: _____

Surveyor: _____ Phone: _____

Subdivider’s Engineer: _____ Phone: _____

PROPERTY SPECIFICS:

Zoning of Property: _____

TOWN _____ RANGE _____ SECTION _____ Parcel ID# _____

CIRCLE ONE: UNSEWERED RESERVED SEWER /WATER AREA

NUMBER OF PARCELS TO BE CREATED: _____

(The following to be completed by Town Engineering Department)

Certified Survey Map:

- | | | | |
|----|--|-----|----|
| 1. | Has the Subdivider submitted its CSM and executed the Predevelopment Agreement? | Yes | No |
| 2. | Will any lots in the CSM not be served by municipal sanitary sewer? | Yes | No |
| | If the answer is yes, has the Subdivider conducted and submitted soil and site evaluations for approval to the Racine County Code Administration Office and/or the Wisconsin Department of Commerce? | Yes | No |
| | Have the approvals been received? | Yes | No |

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Date of Agreement: _____

Copy of Agreement Attached: _____

Total Number Parcels Divided: _____

Total Fee Paid: _____

Date Paid (attach copy of receipt): _____

***The following checklist to be completed by the Subdivider and
verified by Town Clerk and Plan Commission.
Town Clerk will provide response to Subdivider.***

Instructions: Complete Checklist using the following code: Y – Yes; N – No; N/A – Not Applicable. Make notes for Town Engineering Department where necessary.

CSM: Has the Subdivider:

- Submitted a CSM prepared by a registered land surveyor in compliance with the requirements of Section 236.34 of the Wisconsin Statutes, and this Ordinance?
- Submitted a conceptual development plan drawn to scale for contiguous land owned or controlled by Subdivider identifying proposed future development of the parcels, including approximate street, driveway and building locations?

Engineer Notes: _____

Requirements. Has the Subdivider provided, in addition to all other information required by Section 236.34, the following information on the face of the CSM?

- Date of the map.
- Graphic scale, location map and north point.
- Name and address of the owner, Subdivider and surveyor.
- All existing buildings, water courses, drainage ditches, drain tiles, existing and required easements, and other features pertinent to proper division.
- Names of adjoining streets, highways, parks, cemeteries, subdivisions, ponds, streams, lakes, flowages and wetlands.
- Soil boring locations on sites to be served with a private on-site wastewater treatment system.
- All lands reserved for future public acquisition or dedication.

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- Floodland and shoreland boundaries and the contour line lying at a vertical distance of two feet above the elevation of the 100-year recurrence interval flood.
- Significant natural resource features on the site, including wetlands, floodplains, watercourses, shoreland boundaries, existing wooded areas, slopes of 20 percent or greater, drainageways, rare, threatened and endangered species, all environmental corridors as mapped by the Southeastern Wisconsin Regional Planning Commission (“SEWRPC”) and the county, and other natural resource features, views and other prominent visual features.
- Where the map is located within a quarter section, the corners of which have been relocated, monumented and placed on the Wisconsin State Plan Coordinate System by the state department of transportation, Southeastern Wisconsin Regional Planning Commission, the county or any city, village or town, the map shall be tied directly to one of the section or quarters so coordinated. The exact grid bearings and distance of such tie shall be determined by field measurements, and the material and Wisconsin State Plan Coordinate System, south zone, and adjusted to the county control survey.
- All encumbrances listed on the title report.
- The surveyor shall certify on the face of the map that it fully complies with all provisions of this chapter.
- Any additional information required by the town board.

Engineer Notes: _____

1. **Review of CSM: The following is a guide of what you can expect from the review process for the CSM. Questions should be directed to the Town Clerk.**

(a) **Review of Certified Survey Map.**

Subdivider shall submit an executed predevelopment agreement, the requisite fees, the checklist for certified survey maps and three (3) copies of the certified survey map to the town clerk. As a condition of further review of the certified survey map, the Subdivider shall and hereby does grant permission for town officers, employees and agents to enter upon the subject property in furtherance of their official duties.

(b) **Land Divisions Requiring the Installation of Public Improvements.**

All plans, computations and specifications for improvements shall be submitted to the Town at the time of submission of the proposed Certified Survey Map and must be approved by the Plan Commission before Town Board action. The Subdivider shall enter into a development agreement in the form required by the Town.

(c) **Land Divisions Not Requiring the Installation of Public Improvements.**

In cases where public lands or right-of-way are reserved or dedicated for future construction of public improvements, the Subdivider shall enter into an agreement with the Town concerning future costs and liability, prior to, or as a condition of, receiving certified survey map approval.

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(d) **Plan Commission Review and Informational Meeting on the CSM.**

The Town Clerk shall give notice of the Plan Commission’s review of the certified survey map by listing it as an agenda item in the Plan Commission’s meeting notice and may schedule an informational meeting. Notice of the Plan Commission review and, if applicable, the meeting, shall be sent by the subdivider to neighboring property owners within 300 feet of the parcel by certified mail, return receipt, at least seven days in advance of the meeting and copies shall be filed with the Town prior to the meeting. The cost for such written notice shall be borne by the subdivider.

(e) **Referral of the CSM.**

The Plan Commission may submit the certified survey map to the town engineer or town attorney for review and comment.

(f) **Plan Commission Recommendation on the CSM.**

After review of the Certified Survey Map and discussions with the subdivider on changes and the type and extent of public improvements that will be required, if any, the Plan Commission shall recommend to the town board disapproval, approval, or conditional approval of the Certified Survey Map within 45 days of the filing date of the proposed final Certified Survey Map.

(g) **Town Board Action on the CSM.**

The Town Board shall, within 90 days of its submission, approve, approve conditionally or reject the Certified Survey Map unless this time limit is extended by written agreement with the Subdivider. Conditions of approval or reasons for rejection shall be in writing and the Town Clerk shall communicate such action to the Subdivider.

2. **Other Considerations.**

(a) Has the Subdivider complied with all conditions of approval that were imposed by the Town Board? Yes No

(b) Has the Subdivider paid all required costs? Yes No

3. **Recordation.** If approved, the certified survey map shall be recorded with the Register of Deeds for Racine County within 6 months of the Board approval and within 24 months after the first approval of the map.

Date of Town Board Action: _____

Town Board Action (Circle One): Disapproval Approval Conditional Approval
Conditions: _____

Completed By and Date: _____