

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

Applicability: Article VIII of Chapter 28 governs the division of land by Certified Survey Map (CSM) into no more than 3 parcels or building sites, any one of which is 15 acres in size or less. 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 following website at www.municode.com. The Town Clerk can be reached by phone at 262-878-2123. 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 preliminary CSM, executed the Pre-Development Agreement, paid the required land division fee of \$100 per parcel to be created, and submitted any required cash deposit for all administrative, planning, engineering, and legal costs the Town may incur? | Yes | No* |
| 2. | Has the Subdivider incorporated conservation values, themes and goals into its design to meet the purposes of the Ordinance as as indicated under Section 28-221? | Yes | No* |
| 3. | Has the Subdivider submitted all plans, computations, and specifications for any public improvements to be constructed? | Yes | No* |
| 4. | 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 | Yes | No* |

Date Received: _____

liability, prior to, or as a condition of, receiving certified survey map approval. If this applies, has the Subdivider entered into such an agreement?

- | | | | |
|----|--|-----|-----|
| 5. | Are any lots in the CSM to be served by private on-site wastewater treatment systems? | 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 the Wisconsin DILHR? | Yes | No* |
| | Have the approvals been received? | Yes | No* |
| 6. | Has the Subdivider submitted a request of title showing current ownership of the property proposed to be divided and all encumbrances? | Yes | No* |

Date of Agreement: _____

Copy of Agreement Attached: _____

Total Number Parcels Divided: _____

Total Fee Paid: _____

Date Paid (attach copy of receipt): _____

FOLLOW UP QUESTIONS UPON SUBMITTAL OF FINAL CSM:

- | | | | | |
|----|---|-----|-----|-------|
| 1. | Did the Subdivider submit 18 copies of the final proposed CSM and one copy to the Town Attorney? | Yes | No* | DATE: |
| 2. | Has the Subdivider made all changes that were required by the Town Engineer upon review of the preliminary CSM? | Yes | No* | |

*If the answer to any of these questions is no, then the CSM may not be accepted unless the Town Engineer otherwise approves by initialing and dating here: _____

Date Received: _____

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

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

Final 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 for contiguous land owned or controlled by Subdivider?

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, drainage ditches, water courses, drain tiles and existing and required easements.
- 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.
- Floodland, wetland and shoreland boundaries and the contour line lying at the 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, drainage ways, rare, threatened and endangered species, all environmental corridors as mapped by SEWRPC and the County and any other natural resource features, views or other prominent visual features.

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 Engineer.**

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

Subdivider shall submit an executed predevelopment agreement, the requisite fees, the checklist for certified survey maps and the preliminary certified survey map to the town engineer for review. As a condition of further review of the preliminary 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.

- (1) The town engineer may require the Subdivider to submit at the time of the initial application a complete inventory of items listed under section 28-226 as an attachment to the preliminary certified survey map or delineated directing on the map if within 100 feet of the proposed building envelopes.
- (2) The town engineer shall make the determination of whether the initial application is complete. Within 15 days following the filing of a complete initial application, the town engineer shall schedule a meeting with the Subdivider to review the initial application.
- (3) Staff from appropriate county and state agencies may also be requested by the town to review the application and the Subdivider shall be liable for costs for any reviews. The town engineer may also schedule a visit to the site with the Subdivider to review the existing features of the site and the preliminary certified survey map. The visit shall occur prior to or as part of the meeting.
- (4) Within 15 days following the meeting, the town engineer shall provide a written report informing the Subdivider of any additions, changes, or corrections to the preliminary certified survey map submitted as part of the initial application.
- (5) Before submission of the final certified survey map, the Plan Commission shall review and discuss the preliminary certified survey map along with the written report from the town engineer. The public shall have an opportunity to speak as to the preliminary map. Notice of the meeting shall be sent in accordance with the procedure set forth in section 28-122(b).

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

All plans, computations and specifications for improvements shall be submitted to the Town with the preliminary Certified Survey Map and must be approved by the Town Engineer 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 Immediate Installation of Public Improvements.**

In cases where public lands or rights-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 receiving certified survey map approval.

(d) **Referral of Final CSM.**

The Town Engineer shall provide copies of the final Certified Survey Map to the Town Department heads for their review and comment. Any comments shall be forwarded to the Plan Commission and Town Board for consideration.

(e) **Informational Meeting on Final CSM.**

The Town Clerk may schedule an informational meeting. Notice of the meeting shall be sent 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.

Date Received: _____

(f) **Plan Commissioner Review of Final CSM.**

Notice of the meeting shall be sent as required for the informational meeting. 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 Final 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 as a result of the land division? 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 action.

Date of Town Board Action: _____

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

Completed By and Date: _____