

CERTIFIED SURVEY MAP CHECKLIST

Certified Survey Maps (CSMs) are required for all minor land divisions which create four or less lots in a five-year period, if any lot is less than 20 acres in size. Applications for ineligible parcels will be returned.

Required Information for All CSMs by Town Ordinance:

- € 15 copies of the preliminary certified survey map and all other maps or documentation required for the certified survey map review and approval. No maps or documents should be larger than 11" x 17".
- € Map showing the original parcel(s) of which the proposed land division was part of five years prior to the date of application.
- € The lot sizes in acres (including any outlots) shall be included on the CSM.
- € A copy of the soil test(s) for all proposed lots to have a residence or primary structure with an accompanying map(s) showing soil test locations.
- € Map(s) showing the location of the proposed lots relative to:
 - ___ any potential barriers to development, including wetlands, floodplains, ordinary high water marks, drainageways and other conservation features identified in the *Town of Sioux Creek Land Division Ordinance*.
 - ___ location of existing structures, wells, or septic systems.
- € None of the lots are intended for commercial or industrial use **OR** if one or more of the lots are intended for commercial or industrial use, the design and site plan meets all lot standards for commercial and industrial lots as required in the *Town of Sioux Creek Land Division Ordinance*.
- € If applicable, detailed design and construction plans for:
 - ___ all public improvements being built that are proposed to be dedicated to the Town
 - ___ all private roads
 - ___ all stormwater management and erosion control plans or improvements
- € The Right-to-Farm Statement shall be included on the face of the CSM in accordance with the *Town of Sioux Creek Land Division Ordinance*.
- € Certification by the surveyor on the face of the CSM that the CSM fully complies with the provisions of the *Town of Sioux Creek Land Division Ordinance*.
- € A copy of the recorded deed showing land ownership. Contact information and a statement of type of interest must be included with the application for all parties having an ownership interest in all properties related to the land division.

Required Information for Clustered CSMs by Town Ordinance:

- € A restrictive covenant prohibiting future resubdivision is required. The Restrictive Covenant Statement shall be placed on the face of the CSM in accordance with the *Town of Sioux Creek Land Division Ordinance*.
- € If three or more lots are created, all lots shall abut a public or private road.

Required Information for All CSMs by Wisconsin Statute 236.24:

1. ____ **236.34(1)** Not more than 4 land parcels (consisting of lots and outlots) per Certified Survey Map.
2. ____ **236.34(1)(a)** Survey performed and prepared by a Wisconsin Registered Land Surveyor. Error of closure ratio not to exceed 1 in 3000.
3. ____ **236.34(1)(b)** All corners shall be monumented in accordance with s. 236.15(1)(c), (d) and (g).
4. ____ **236.34(1)(c)** The map prepared in accordance with s. 236.20(2)(a), (b), (c), (e), (f), (g), (h), (i), (j), (k) and (l) and 236.20(3)(b), (d) and (e); graphic scale not more than 500-feet to 1-inch shown on each layout sheet; sheet size 8 ½” x 14”, with 1 ½” binding margin and ½” margin along other sides; relationship of multiple sheets numbered; map prominently titled “CERTIFIED SURVEY MAP”, with location of government lot, quarter-quarter section, section, township, range, and county and state noted.
5. ____ **236.20(2)(a)** Show the exterior boundaries of the land surveyed and divided.
6. ____ **236.20(2)(b)** Clearly identify and describe found or set monumentation (type of monument, type of material, outside diameter or dimension, weight per foot, etc.). Label or show in map legend.
7. ____ **236.20(2)(c)** Dimension by bearing and distance: exterior map boundary, block boundaries, public roads or grounds, and lot lines. Easement boundaries properly dimensioned. Show any previously recorded dimensioning.
8. ____ **236.20(2)(e)** All lots and outlots consecutively numbered.
9. ____ **236.20(2)(f)** The exact width of all easements, streets and alleys.
10. ____ **236.20(2)(g)** Monument, plat and dimension all meander lines in accordance with s. 236.15(1)(d).
11. ____ **236.20(2)(h)** The centerline of all roads and highways.
12. ____ **236.20(2)(i)** Show north point and reference bearings to a boundary line of a quarter section in which the map is located.
13. ____ **236.20(2)(j)** Show the area in square feet of each lot and outlot.
14. ____ **236.20(2)(k)** Show main chord of circular curve with dotted or dashed line. Curve dimensioning shall show: curve identifier, radius length, central angle, chord bearing, chord length and arc length. Tangent bearing at each end of the main chord.
15. ____ **236.20(2)(L)** Compliance with this section may be waived by Wisconsin Department of Administration, Plat Review.
16. ____ **236.20(3)(b)** Location of the map by bearing and distance from the boundary line of a quarter section in which the map is located. Describe the monumentation at the ends of the boundary line and the bearing and distance between them shown.
17. ____ **236.20(3)(d)** The names of adjoining roads, highways and subdivisions shown in their proper location underscored by a dotted or dashed line.
18. ____ **236.20(3)(e)** Abutting roads and highways shown in their proper location by dotted or dashed line. The width of those roads and highways also shown.
19. ____ **236.34(d)** Certificate of the surveyor who made the survey, division and map of the land described.

State statutes and requirements are subject to change.
The applicant must comply with all pertinent State regulations.

20. ____ **236.34(d)(1)** By whose direction the surveyor made the survey, division and map of the land described.
21. ____ **236.34(d)(2)** Clear and concise description of the map boundary by government lot, quarter-quarter section, section, township, range, county and state; by metes and bounds commencing at a section or quarter section corner of the quarter section in which the map is located.
22. ____ **236.34(d)(3)** Statement that the map correctly represents the exterior boundary and the land division made.
23. ____ **236.34(d)(4)** Statement that surveyor has fully complied with the provisions of s. 236.34.
24. ____ **236.34(e)** Dedications require certificates in substantial form with s.236.21(2)(a) and approved by local jurisdiction.
25. ____ **Chapter A-E7 Wisconsin Administrative Code** Map complies with minimum standards for property surveys.