

Property Address: \_\_\_\_\_

Tax Parcel No.(s): \_\_\_\_\_

**CSM Review Checklist** (Last Updated 11/27/18)

Date: \_\_\_\_\_

Owner of Property: \_\_\_\_\_

Applicant Name: \_\_\_\_\_

Required Fee Amount: \_\_\_\_\_  Paid

- CSM required when dividing a parcel into 4 or fewer parcels.
- Subdivision plat required when dividing a parcel into 5 or more parcels OR division of a parcel results in 5 or more parcels within 5 years of original division.

**Application Requirements:** At least 15 days before the Plan Commission meeting at which action is desired, the following must be filed with the Village Clerk:

- Application Cover Sheet signed by property owner (available on Village website)
- Fee for Application
- 10 copies of proposed CSM
- Written answers to the following questions:
  - Zoning District parcel(s) and lot(s) are located in
  - Is land serviced by Village sewer and/or water?
  - Is there sufficient ingress/egress to the area?
  - Are all necessary easements in place? Such as:
    - Ingress/Egress
    - Utilities
    - Storm Water
  - Is CSM in conjunction with a development plan or stand alone?
  - Do parcel(s) meet the minimum area and setback requirements for the zoning code?
  - Does the CSM create any non-conforming parcels and/or setbacks?

**Select CSM Requirements:**

*(for a complete list of requirements, see Chapter 18 of the Village of West Baraboo Municipal Code and Chapter 236 of the Wisconsin Statutes)*

- CSM shall include all lots, parcels, or building sites created by the land division and all remnants of the original parcel which are 35 acres or less in size for minor land division.
- CSM scale shall be included and be no more than 500' to 1".
- A north arrow shall be included on the map.

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- Name and Address of the individual dividing the lands, owner of property, and surveyor of CSM shall be included. Date of survey map shall also be included.
- A metes and bounds description referenced to a line and a corner of the State Plane Coordinate System. Exact grid bearing and distance of such tie shall be determined by field measurements, and the materials and 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 locations, right-of-way widths and names of existing or proposed streets, alleys or other public ways; all utility, and drainage easements, and railroad rights-of-way shall be included and shown within or adjacent to the proposed land division.
- The area(s) of the parcel(s) being created.
- The locations of existing property lines, buildings, drives, streams, and water courses, lakes, marshes, and other significant features within the parcel(s) being created shall be shown.
- Utility and access restrictions, where applicable.
- When dedication of lands is required, an owner(s) certification of dedication prepared in accordance with Section 236.34, Wisconsin Statutes, and a certificate of acceptance of the dedication from the Village Board.
- Flood plain limits and the contour line lying a vertical distance of 2 feet above the elevation of the 100 year recurrence interval flood or, where such data is not available, 5 feet above the elevation of the maximum flood of record.

**Per Section 236.34, Wisconsin Statutes**

- A CSM may not alter the exterior boundary of a recorded plat.
- Survey must be stamped by a land surveyor registered in Wisconsin
- All corners monumented in accordance with 236.15(1)(c), (d), (g)
  - Iron pipes at least 18 inches long and 1-inch diameter, and weighing not less than 1.13 lbs per lineal foot or

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- Round or square iron bars at least 18" long and weighing not less than 1.13 lbs per lineal foot
- A statement regarding by whose direction the surveyor made the survey, division, and map.
- A statement that the map is a correct representation of all of the exterior boundaries of the land surveyed and the division of that land.
- A statement that the surveyor has fully complied with the provisions of Wis. Stat. sec. 236.34, Chapter 18 of the Village Code, and DOT rules (if applicable) in surveying, dividing and mapping the land. This must be signed prior to Village Board approval.
- When more than one sheet is used for any map, each sheet shall be numbered consecutively and shall contain a notation giving the total number of sheets in the map and showing the relationship of that sheet to the other sheets.
- The words 'CERTIFIED SURVEY MAP' shall be printed on the map in prominent letters with the location of the land by government lot, recorded private claim, quarter-quarter section, section, township, range and county noted.

**Other necessary items:**

- Exact** wording of Village approval should read:

VILLAGE OF WEST BARABOO APPROVAL:

Resolved, that this certified survey map is hereby approved by the Village Board of the Village of West Baraboo on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Village President