



# VILLAGE OF PLOVER

2400 POST ROAD - PO Box 37 - PLOVER, WISCONSIN 54467  
[WWW.PLOVERWI.GOV](http://WWW.PLOVERWI.GOV)

## CERTIFIED SURVEY MAP(CSM) REVIEW APPLICATION:

Per Section 545-9, A certified survey map prepared by a registered land surveyor is required for all minor subdivisions containing 4 parcels/lots or less within the Village of Plover and/or within the extraterritorial land division review areas (see village staff for more details related to Extraterritorial Land Division review). The CSM shall comply with all the applicable standards of Chapter 545 and other pertinent Village ordinances as well as with the requirements of Wis. Stats., 236.34.

### PROPERTY OWNER INFORMATION: SURVEYOR/AGENT INFORMATION:

<b>Owner(s) Name:</b> _____		<b>Surveyor(s) Name:</b> _____ _____	
		<b>State Registration #</b> _____	
<b>Mailing Address:</b> _____	<b>Phone#</b> _____	<b>Mailing Address:</b> _____	<b>Phone#</b> _____
<b>Email:</b> _____		<b>Email:</b> _____	

### PROPERTY AND REQUEST INFORMATION:

<b>Site Address:</b> _____ <b>Parcel Pin Number(s):</b> _____ <b>Legal Land Description:</b> ___¼ ___¼, Section ___ T ___ N, R ___ E <b>Lot/Parcel Area(s):</b> _____ (Acres or Sq. ft) <i>Identify the parcel size for each parcel proposed to be created</i>	<b>Please Address the Following if Applicable:</b> Total number of parcels to be created (outlots, lots, and parcels): _____
<b>Existing Parcel Zoning Classification:</b> _____ <i>If different (rezone already submitted)</i>	
<b>Proposed Parcel Zoning Classification:</b> _____	

### SURVEY REQUIREMENTS AND CHECKLIST:

Prior to submitting the survey to Village staff for review the map shall show the following correctly on its face, in addition to the information required by Wis Stat., 236.34.

- 1. All existing buildings, watercourses, drainage ditches and other similar significant features pertinent to proper land division.
- 2. Setbacks or building lines from public rights-of-way or shorelines as provided in Chapter 550, Zoning, of this Code and the Official Map.
- 3. All lands reserved for future acquisitions.
- 4. Date of the map.
- 5. Graphic scale.
- 6. All streets, sanitary sewers, storm sewers, curb and gutter, and all other utilities.
- 7. Name and address of the owner, subdivider and the surveyor, including his registration number.
- 8. State plane coordinate system. Where the map is located within a quarter section, the corners of which have been



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relocated, monumented and coordinated, the map shall be tied directly to one of the section or quarter corners so relocated, monumented and coordinated. 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 relocated section or quarter corner to which the map is tied shall be indicated on the map. All distances and bearings shall be referenced to the Wisconsin coordinate system.

- 9. The surveyor shall certify on the face of the map that he has fully complied with all the provisions of this chapter.
- 10. 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., and the approval of the Village Board.

**Once the above requirements are addressed and the checklist has been completed the application for the CSM and survey may be submitted to Village staff for review. Based on the Village of Plovers current processes all CSMs, Plats, and other surveys are required to be reviewed by the Plan Commission and Village Board for action.**

**Plan Commission Review:** The Plan Commission reviews the CSM; existing structures, proposed setbacks, parcel dimensions, any pertinent floodplains, waterway, wetlands, and its compatibility with adjacent lands, as well as other unique and pertinent details related to the proposal.

**Recommendation of Plan Commission:** The Plan Commission will report its recommendation to the Village Board at their following meeting (The Wednesday, two(2) days after the Monday Plan Commission meeting). Its recommendation shall include an accurate description of the proposal including any recommended conditions or requirements prior to approval.

**Grant or Denial by Village Board:** The Village Board will review the recommendation of the Plan Commission and, within 30 days of receipt of such recommendation, shall approve or deny the CSM submission, taking into consideration the standards of Chapter 545 and Wis. Stats. 236.34 ensuring the proposed land division is in compliance with all applicable Federal, State, and Local regulations and ordinances.

### Fees Per Chapter A600:

Certified Survey Map (CSM) = **\$25 Per Lot/Parcel** (Example: One CSM submittal with 4 lots = \$100 total fee)

**Total Fees Submitted:** \_\_\_\_\_

Applicants Signature: \_\_\_\_\_

Date Submitted: \_\_/\_\_/\_\_\_\_

Surveyors Signature: \_\_\_\_\_

Date Signed: \_\_/\_\_/\_\_\_\_

### INTERNAL (OFFICE USE ONLY):

#### Timeline and Important Dates:

Plan Commission Action:	__/__/____	Date of Action:	__/__/____
Village Board Action:	__/__/____	Date of Action:	__/__/____