



Certified Survey Map
Information & Submittal Requirements

(Sec. 94-221 – Sec. 94-226, 94-231 of the Village of Union Grove Land Division Code)

FILING A CERTIFIED SURVEY MAP WITH THE VILLAGE:

- A. Compliance: A certified survey map is required for all minor subdivisions. Certified survey maps shall incorporate conservation values, themes, and goals into their design to meet the purposes of the chapter as indicated under sections 94-2 and 94-87.
- B. Pre-Application Conference: Prior to the filing of an application for the approval of a certified survey map, the subdivider is encouraged to contact the village clerk for the purpose of scheduling a meeting with the village staff to discuss the proposed development, in general, and review the procedural requirements of the land division ordinance. The subdivider shall not be responsible for reimbursement of costs itemized in section 94-51 related to staff attendance at this meeting.
- C. Initial application; preliminary certified survey maps:
 - i. After the preapplication conference, the subdivider shall submit an executed predevelopment agreement, the fees required above, the checklist for certified survey maps and the preliminary certified survey map to the village engineer for review. As a condition of further review of the preliminary certified survey map, the subdivider shall and hereby does grant permission for village officers, employees and agents to enter upon the subject property in furtherance of their official duties. The village engineer may require the subdivider to submit at the time of the initial application a complete inventory of items listed under section 94-122 as an attachment to the preliminary certified survey map or delineated directing on the map if within 100 feet of the proposed building envelopes.
 - ii. The village engineer shall make the determination of whether the initial application is complete within 30 days following the filing of the above materials. Written notice of the engineer's determination that there is a complete submittal shall be delivered to the subdivider and village clerk. Within 15 days following the filing of a complete initial application, the village engineer shall schedule a meeting with the subdivider to review the initial application.
 - iii. Staff from appropriate state agencies may also be requested by the village to review the application and the subdivider shall be liable for costs for any reviews.
 - iv. The village 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.
 - v. Within 15 days following the meeting, the village 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.



- vi. 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 village 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 94-155.

D. Proof of Ownership: The subdivider shall submit a report of title from a title company acceptable to the village showing current ownership of the property proposed to be divided and all encumbrances shall be detailed on the certified survey map when submitted.

REQUIRED MATERIALS FOR A CERTIFIED SURVEY MAP REVIEW:

A. Applications shall include the following information:

- The final certified survey map shall comply with the provisions of Wis. Stats. §236.34, and shall describe the entire lands involved in the process of division, as well as all lands owned or controlled by the subdivider that are contiguous to the land to be divided;
- Where the subdivider owns or controls land that is contiguous to the land being divided, a conceptual development plan shall be submitted along with the proposed final certified survey map. The plan shall be drawn to scale, and shall identify proposed future development of the parcels, including approximate street, driveway and building locations, and;
- A certified survey map shall comply with the provisions of Wis. Stats. § 236.34, applicable sections of this chapter, and shall set forth the following:
 - Date of map;
 - Graphic scale, location map and north point;
 - Name and address of the owner, subdivider, and surveyor;
 - All existing buildings, watercourses, drainage ditches, 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;
 - All lands reserved for future public acquisition or dedication;
 - 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 village, the map shall be tied directly to one of the section or quarter corners 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;
- The surveyor shall certify on the face of the map that it fully complies with all the provisions of this chapter; and,
- Any additional information required by the village board.

ADDITIONAL INFORMATION:

- A. In the event public improvements are required plans, computations and specifications, which conform to the provisions, required for subdivision improvements shall be submitted to the village engineer at the time of submission of the proposed certified survey map. Such plans must be approved by the village engineer before village board approval of the certified survey map. Prior to, or as a condition of, village board approval of the certified survey map, the subdivider shall enter into a development agreement pursuant to section 94-48 and deposit required fees (the "development agreement"). 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 village concerning future costs and liability prior to, or as a condition of, certified survey map approval.