

CERTIFIED SURVEY MAP (CSM) APPROVAL PROCEDURE

DEFINITION: *To divide land into at least two (2) but not more than four (4) parcels; or when it is proposed to create not more than four (4) parcels in a recorded subdivision; or when it is proposed to create a number of lots greater than 1 1/2 acres each in area (thus not constituting a "subdivision"), a Certified Survey Map (CSM) may be used. The CSM shall include all newly created parcels of fifteen (15) acres or less and may include larger parcels. CSM's seldom include dedication of streets and may have limited infrastructure improvements*

- 1) Meet with City Planner
- 2) Developer Submits 18 Copies of Initial Information/Site Plan by Date Requested by City Planner to be put on the next Staff Agenda
- 3) Initial Submittal to Staff for Review

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- 4) Detailed Technical Review(s) by Pertinent Staff Only
 - **8 - 8½" x 14" Copies** Submitted by Developer to City Planner addressing Staff Recommendations
 - This Process could Entail Multiple Detailed Technical Review (8 Copies @) before Moving to Step 5

STAFF REQUIRES A MINIMUM OF TEN (10) BUSINESS DAYS TO REVIEW EACH SUBMITTAL

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- 5) Sign-Off on "Staff Recommendation Form" of CSM Proposal
 - Developer Files Application /Fee */Packet
 - 6) Plan Commission Recommendation (31 Copies)
 - 7) Common Council Action
 - 8) If Approved, Mayor and City Clerk Sign CSM and Return to Developer for Recording
 - Developer to Submit Proof of Recording within Thirty (30) Days

* See Appendix for Complete Fee Structure

CERTIFIED SURVEY MAP (CSM) PROCEDURE DETAIL

When is it appropriate to file a Certified Survey Map (CSM)?

When it is proposed to divide land into at least two (2) but not more than four (4) parcels; or when it is proposed to create up to four (4) parcels in a recorded subdivision without changing the exterior boundaries of the subdivision; or when it is proposed to create any number of lots greater than 1 ½ acres each in area (thus not constituting a "subdivision"), a CSM is used. The CSM shall include all newly created parcels of fifteen (15) acres or less and may include larger parcels. CSM's seldom include dedication of streets and may have limited infrastructure improvements.

1) Meet with City Planner

- Planner Discusses Project with Developer
- Planner gives Developer Necessary Paperwork:
 - Staff Meeting Appearance Form
 - Procedure Packet including Timeline
 - Land Division Ordinance
 - Fee Requirements - *see Appendix A) and B)*
 - Standard Easement Requirements
 - Utility Information Form - Wastewater/Water/Electric
 - Utility Contact Information:
(Contact the following utilities during the early stages of your design/layout phase)

City Of Oconomowoc

City of Oconomowoc

Wastewater: Tom Steinbach
900 S. Worthington Street
Street
Oconomowoc, WI 53066
53066
3198
Office: (262) 569-2192

Fax: (262) 569-3273
Email: Tsteinbach@wppisys.org
Mfrye@wppisys.org

Water: Mark Frye
808 S. Worthington
Oconomowoc, WI
Office: (262) 569-

Fax: (262) 569-2164
Email:

City Of Oconomowoc

SBC

Electric: Dennis Bednarski
808 S. Worthington Street
Oconomowoc, WI 53066
8492

Office: (262) 569-3197
Fax: (262) 569-2164
Email: Dbednarski@wppisys.org

2005 Pewaukee Road
Waukesha, WI 53188
Office: (262) 670-

Fax: (262) 896-7435
Email: LK@SBC.com

<u>Communications</u>	<u>WE Energies</u>	<u>Charter</u>
	S3 W33800 Hwy 18	
1348 Plainfield Avenue		
Delafield, WI 53018		Janesville, WI 53545
Office: (262) 968-5747		Office: (608) 373-7544
Fax: (262) 968-5714		Fax: (608) 754-1874

2) Developer Submits 18 Copies of Initial Information/Site Plan for Staff Meeting including:

- Staff Meeting Appearance Form
- Development Packet as Outlined in the "Submittal Requirement Checklist":
 - The Developer shall Contact the City Planner to Schedule an Appearance before Staff and Provide 18 Copies of an Initial Development Packet by Noon on the Thursday prior to the Staff Meeting to allow for Distribution of the Packet to Staff Members. There is no Fee for the Initial Staff Meeting, however if subsequent Subdivision Designs are Presented to Staff prior to Filing the CSM, the Cost of Review will be the Responsibility of the Sub-divider. It is suggested that the Initial Staff Meeting should be scheduled about 6 - 8 weeks prior to the CSM being presented to the Plan Commission. The Packet should include:
 - ✓ A "Conceptual" CSM together with a Location Map showing where in the City the Proposed Minor Land Division is to be Located.
- Staff Meetings are held on the 2nd and 4th Wednesday of each month (*Date and Time dependent upon submittals*)

3) Initial Submittal to Staff for Review

- Developer meets with Staff Members for Discussion and possible Recommendations
- If Initial Recommendations are made that Require Another Appearance with Staff, Developer Submits Another 18 Copies of the Revised Packet Addressing Recommendations. This Process Continues until no Further Recommendations are Made
- Certified Survey Map Review:
Following the Staff Meeting, the Developer shall File a CSM Drawn at a Scale of not Smaller than 1 inch Equals 500 feet and a Location Map at a Scale of not Smaller than 1 inch Equals 1,000 feet shall also Appear on the Face of the CSM. The CSM shall Conform to the Engineering Requirements of Chapter 236 of the Wisconsin Statutes and Section 18.07 of the City of Oconomowoc Municipal Code, Platting and Subdivisions
- Once Step 3 is Satisfied, the Developer Proceeds to Step 4 and Submits 8 - 8½" x 14" Copies of Final CSM Proposal

4) Detailed Technical Review(s) by Pertinent Staff Only

- Based on Staff Meeting Recommendations, Developer Submits 8 - 8½" x 14" Copies to the City Planner, of the Revised Packet for Detailed Technical Review by Pertinent Staff Only. After Review, Staff will E-mail Comments

to Ruckert-Mielke, who in turn will Draft a Letter to the Developer Outlining Staff Comments/ Requirements

- This Process could Entail Multiple Revised Packet Submittals (8 Copies @) for Additional Detailed Technical Review. ***Each time Staff Requests Changes, these Changes Must Be Outlined in a Cover Letter that is Included with the New Submittals.*** The Process Continues until no Further Requirements are needed. Proceed to Step 5

STAFF REQUIRES A MINIMUM OF TEN (10) BUSINESS DAYS TO REVIEW EACH SUBMITTAL

- 5) Sign-Off on "Staff Recommendation Form" on CSM Proposal
 - Developer Files Application /Fee/Packet:
 - At this time, Developer fills out the Appropriate Application, pays Appropriate CSM Filing Fee and Submits a Final CSM Used for Public View. The City Planner will Report the Receipt of the Filing Fee to the Finance Director.
- 6) Plan Commission Recommendation (31 Copies)
 - Meets the 2nd Wednesday of each Month at 7:00 PM in Council Chambers
 - Thirty-one (31) Copies (no larger than 11" x 17") of the CSM shall be Filed with the Planner for Distribution to the Plan Commission and other City Officials no later than 9 Calendar Days (Noon on Monday) of the week prior to Meeting Date
 - Staff Recommendation Form Included
 - Plan Commission Review of a Certified Survey Map:
 - Following Receipt of "Staff Recommendation Form" and Review of the CSM for Conformance with the Adopted City Comprehensive Master Plan, the City Zoning Ordinance and Accepted Subdivision Design Practices, the Plan Commission shall Recommend Approval, Approval with Conditions, Deny or Table with Reasons to the Common Council within sixty (60) days following the Filing of the CSM.
- 7) Common Council Action
 - Meets the 1st and 3rd Tuesday of each Month at 7:30 PM in Council Chambers
 - Common Council Action on Certified Survey Map:
 - Upon Receipt of the Plan Commission Recommendation regarding the CSM, the Common Council shall Approve or Deny Map. If the CSM is Denied, the Common Council shall, in its Motion, State the Reason(s) for Denial. The Common Council shall Act within ninety (90) days following the Filing of the CSM.
- 8) If Approved, Mayor and City Clerk Sign CSM and Return to Developer for Recording
 - Recorded Certified Survey Map:

- Upon Approval of the CSM, the Sub-divider shall have it Recorded and a Copy of the Recorded Map and a Digital Map in AutoCAD, DWG Format, to the Planner within thirty (30) days; per Wis. Stat. §236.45.

Appendix:

- A) Fee Policy
- B) Fee Schedule
- C) Submittal Requirement Checklist

APPROVAL OF A CSM DOES NOT GUARANTEE APPROVAL OF BUILDING, CONDITIONAL USE, AND/OR ANY OTHER PERMIT WHICH MAY BE REQUIRED UNDER CITY OF OCONOMOWOC ORDINANCE.

SUBMITTAL REQUIREMENT CHECKLIST

APPENDIX C Certified Survey Map (CSM)

This Form should be used by the Developer as a Guide to Preparing a Complete CSM Application

APPLICATION REQUIREMENTS	SHOWN ON CSM (YES) (NO) (N/A)	DATE	WAIVED BY PLANNER
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CERTIFIED SURVEY MAP			
1. Sheet Size . . . 8½" x 14"			
2. Graphic Scale . . . 1" = 50' to 1" = 200'			
3. North Arrow			
4. Date of the Map			
5. Exact Length and Bearing of all Lot Lines			
6. Exact Length and Bearing of all Street Centerlines			
7. Exact Street Rights-of-Way of Streets abutting the CSM			
8. Railroad Rights-of-Way within or abutting the CSM			
9. Utility and/or Drainage Easements			
10. Lands to be Dedicated or Reserved for Public Ownership			
11. Special Restrictions Required by the Plan Commission			
12. Setbacks and Building Lines Required by the Zoning Ord.			
13. Zoning District Lines and Zoning District Identification			
14. Drainage Facilities			
15. Wetlands & Floodplains (w/Elevation of the 100 yr Flood)			
16. Existing and Proposed Contour Lines (two (2) ft Intervals)			
ADDED INFORMATION ON CSM FACE			
1. Title of CSM			
2. Map Legend			
3. Name, Address, Telephone of Surveyor			
4. Name/Address/Phone/Cell/Fax/Email of Owner(s)			
5. Small Location Map . . . 1" = 500' to 1" = 2000'			
6. Surveyor's Stamp and Signature			
CERTIFICATES			
1. Surveyor's Certificate			
2. Owner's Certificate of Dedication (Notarized)			
3. Mortgagor's Certificate (Notarized)			
4. Municipal Treasurer's Certificate			
5. Plan Commission Approval Certificate			
6. Common Council Approval Certificate			

- Receipt of 8 - 8½" x 14" Application Packets by Planner
For Distribution to Pertinent Staff:

Date: _____ By: _____

- Application Submitted with Applicable Filing Fee and
Complete Packet:

Date: _____ By: _____

- Receipt of 31 - 8½" x 14" Application Packets by Planner
For Distribution to Plan Commission:

Date: _____ By: _____