

## CERTIFIED SURVEY MAP CHECKLIST

### SEEKING APPROVAL FOR A CERTIFIED SURVEY MAP

A certified survey map prepared by a registered land surveyor shall be required for all minor land divisions. Below are steps for completing this in the City of Waterloo. The State of Wisconsin Department of Administrative offers [a more exhaustive checklist linking](#) back to Wisconsin Statutes, Chapter 236.

We recommend following this municipal checklist referencing the state checklist as needed.

See [Chapter 380](#) of the municipal code for background, definitions and other helpful information related to certified survey maps.

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**STEP #1. Submittal. Submit an application letter and a preliminary (draft) certified survey map complying with the items below to the Clerk/Treasurer's office along with a non-refundable payment of a fee amount. \$50.00.**

#### §380-23 Certified survey map.

- A. General requirements. A certified survey map prepared by a registered land surveyor shall be required for all minor land divisions. It shall comply in all respects with the requirements of § 236.34, Wis. Stats. The minor subdivision shall comply with the design standards and improvement requirements set forth in Articles **IV** and **V** of this chapter.
- B. Required information. The map shall show correctly on its face, in addition to the information required by § 236.34, Wis. Stats., the following:
- (1) All existing buildings, watercourses, drainage ditches and other features pertinent to proper land division.
  - (2) Setbacks or building lines, if required by the Plan Commission in accordance with the guidelines set forth in Article **IV** of this chapter.
  - (3) Utility and/or drainage easements.
  - (4) All lands reserved for future acquisition.
  - (5) Date of the map.
  - (6) Floodplain limits and the contour line lying a vertical distance of two feet above the elevation of the one-hundred-year recurrence interval flood or, where such data is not available, five feet above the elevation of the maximum flood of record.
  - (7) Graphic scale and North arrow.
  - (8) Name and address of the owner, subdivider and surveyor.
- C. State Plane Coordinate System. All plats shall be tied directly to a section or quarter corner monumented according to the State Plane Coordinate System. 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 section or quarter corner to which the plat is tied shall be indicated on the plat. The grid bearing and distance of the tie shall be determined by a closed survey meeting the error of closure specified in **§380-22E** of this chapter for the survey of the exterior boundaries of the subdivision. All distances and bearings shall be referenced to the Wisconsin Coordinate System.

- D. Certificates. The surveyor shall certify on the face of the map that he has fully complied with all the provisions of this chapter. After reviewing the map, the Council, upon the recommendation of the Plan Commission, shall certify its approval on the face of the map. After receiving approval by the Council, such maps shall be certified by the Mayor, the Clerk-Treasurer and the Director of Public Works. In addition, 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.
- E. Approval. No certified survey map shall be approved by the Council until all required improvements have been installed and until all required fees have been paid unless provision for the installation of improvements and payment of fees has been made in an approved subdivider's agreement.
- F. Recordation. The certified survey map shall only be recorded with the County Register of Deeds after the certificates of the Council and the surveyor are placed on the face of the map. The party submitting the map for approval shall be responsible for recording the map. The certified survey map is to be recorded within 30 days after being signed by the Clerk-Treasurer.

**STEP #2. The review process.** The municipal engineer will review and comment on the draft, forwarding comments to an applicant or their representative in advance of the legislative process.

**STEP #3. The legislative approval process:** Plan Commission consideration based on staff recommendation, followed by City Council final consideration.

The Plan Commission meets the 4<sup>th</sup> Tuesday of the month. To allow for staff review and prompt legislative consideration, applicants should submit a preliminary draft and fee amount -- one week in advance of meeting date.

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