



**TOWN OF GRAFTON
MINOR LAND DIVISION
(CERTIFIED SURVEY MAP – CSM)
REQUIREMENTS**

1102 Bridge Street
P.O. Box 143
Grafton, WI 53024
(p): 262-377-8500
(f): 262-377-0332
Website: www.town.grafton.wi.us

In order for an application to be complete, the following items are required at the time of submittal:

(Please note that if any one element is not included the application is considered incomplete. Incomplete applications are subject to all application deadlines and may be postponed to the next agenda if submittal deadlines are not met.)

INITIAL APPLICATION (or any time the item appears on a meeting agenda):

- Pre-Application meeting minutes, with all applicable submittal requirements
- Signed, completed Minor Land Division – Certified Survey Map (CSM) Application Form
- Signed, completed Minor Land Division – Certified Survey Map (CSM) Requirements Checklist
- Thirty (30) copies of the submittal package, submittal requirements include, but are not limited to:
 - Certified Survey Map
 - Wetland Delineation, Wetland Determination, or request to waive the requirement (please see Staff)
 - Soil Borings, or request to waive the requirement (please see Staff)
 - If the application includes public improvements:
 - Construction Drawing plan set for existing and proposed conditions (thirty (30) 11x17 copies and three (3) full-sized plan sets)
 - If the site plan includes land disturbing activity:
 - Storm water management plan or proof that no storm water management plan is required
 - Erosion Control Permit application (for land disturbance in excess of one (1) acre)
- Electronic copy of entire submittal package
- Formal letter requesting a Plan Commission waiver of any and all requirements not met (as applicable)

SUBSEQUENT APPLICATION (Staff review of punch-list items):

- Signed, completed Minor Land Division – Certified Survey Map (CSM) Application Form
- Signed, completed Minor Land Division – Certified Survey Map (CSM) Requirements Checklist
- Five (5) copies of the submittal package, submittal requirements include, but are not limited to:
 - Certified Survey Map
 - Wetland Delineation or Wetland Determination
 - Soil Borings
 - If the application includes public improvements:
 - Construction Drawing plan set for existing and proposed conditions (thirty (30) 11x17 copies and three (3) full-sized plan sets)
 - If the site plan includes land disturbing activity:
 - Storm water management plan or proof that no storm water management plan is required
 - Erosion Control Permit application (for land disturbance in excess of one (1) acre)
- Electronic copy of entire submittal package
- Additional items as required by Staff Report

Certified Survey Maps must follow the technical requirements of Wisconsin State Statute Chapter 236.34 and be prepared by a registered land surveyor.

Please note that all land divisions that include public improvements shall follow the review format of a Preliminary Town Plat.

Applications shall be made in duplicate as required by the Town Clerk. ALL Certified Survey Map applications must show correctly on their face the following information:

- All Existing Buildings, watercourses, drainage ditches, and other features pertinent to proper land division.
- Setbacks or Building Lines required by the Town Plan Commission or other Town or County Ordinance.

- Utility and drainage easements.
- All Lands Dedicated For Public Use or reserved for future acquisition.
- Date of the Certified Survey Map.
- Graphic Scale and North Point.
- Name and Address of the owner, subdivider, and surveyor.
- Location of Soil Boring and Soil Percolation Tests conducted in accordance with Section COMM 85 of the Wisconsin Administrative Code. The results of such test shall be submitted along with the Certified Survey Map.
- All Proposed Streets, Roads, or Highways within three hundred (300) feet of the boundaries of the parcels created by the minor land division.
- The New Parcels Created including all lands owned by the subdivider or applicant lying within the one-quarter(s) of the U.S. Public Land Survey one-quarter section(s) in which the minor land division is located and including proper survey ties to the quarter corners.
- Location of wetlands, conducted in accordance with Chapter NR103 of the Wisconsin Administrative Code. Two (2) copies of the wetland delineation report shall accompany the Certified Survey Map. If there are no wetlands, two (2) copies of a certified wetland determination must be provided. All wetland delineations and determinations must be approved by the Town Board of Supervisors.

Additional coordinate, certificate and recordation information can be found in the Town of Grafton Code of Ordinances Sections 9.2.3.05-9.2.3.07. Certified Survey Maps are subject to the design requirements as outlined in Section 9.2.7. Required Improvements, including survey monuments, are outlined in Section 9.2.8

In addition to the Town of Grafton, extraterritorial reviews include, but are not limited to, the following agencies:

- Village of Grafton
- City of Mequon
- Village of Saukville
- City of Cedarburg
- City of Port Washington
- Ozaukee County Land, Planning, Resources and Land Management (shoreland zoning)
- Ozaukee County Highway Department (access off of a County road)
- Wisconsin Department of Natural Resources (WDNR)
- Wisconsin Department of Transportation (WisDOT) (access off of a State road)

Requirements specific to each zoning district are outlined in Section 9.1.3 of the Town of Grafton Code of Ordinances.

For Staff review of the Certified Survey Map, include the following information with evidence of meeting the minimum requirements for:

- Lot width and area.
- Building height and area.
- All setbacks including front, rear and side yards.

The following Sections of the Zoning Code may also need to be reviewed as a part of the Certified Survey Map:

- Section 9.1.5 Parking, Loading, Driveways and Access
- Section 7.6 Signs
- Section 9.1.7 Modifications

If the Certified Survey Map will include land disturbing construction activities, the applicant should consult Town of Grafton Code of Ordinances Title 7, Chapter 15. If the project falls under the jurisdiction of this ordinance, the following may be required:

- Soil Erosion Control Permit.
- Stormwater Management Plan, or evidence that no stormwater management plan is required.

Review of the Certified Survey Map and appearance before the Plan Commission or Board of Supervisors is subject to the payment of all fees.

REVIEW TIMELINE

Initial Application

Staff reports for the initial review will be available to the applicant on the Friday before the Plan Commission meeting. Staff reports will be emailed or faxed to the applicant. Please specify the preferred method of delivery.

Subsequent Application

Depending on the level of effort required for a subsequent review, Staff Reports or Staff Approval Reports will be available two (2) weeks after receipt of the complete application.

SUBSEQUENT REVIEW

Staff will complete a review of the initial application and generate a Staff Report. If all Town Code, Ordinance and Standard requirements have been met, Staff will issue an approval report. If there are outstanding items that need to be addressed, Staff will generate a punchlist of items that must be addressed prior to approval and issuance of a conditional use permit.

Please note that a review of punchlist items is a subsequent application and requires a formal submittal to the Town. The applicant should fill out a new Minor Land Division – Certified Survey Map (CSM) Application form, with the Nature of Request marked as Staff review of punchlist items. On the back side of the application form, the applicant should check the Minor Land Division – Certified Survey Map (CSM) Review under Subsequent Application and submit the form to the Town Clerk with the required fee, as well as payment of all outstanding fees.

Once the revised submittal package, application form and fee are submitted to the Town Clerk, she will forward the package to Staff for review. If all punchlist items are addressed, Staff will issue an Approval Report. If the punchlist items have not been addressed, another punchlist will be generated and an additional subsequent application required.

A Staff Approval Report is required prior to the receipt of Town signatures for recordation. All remaining escrow will be refunded with the Town's receipt of final billing after the Approval Report has been generated.

ESCROW, FEES AND SPECIAL CHARGE

The Town of Grafton employs staff who aid in the review of each application. Staff members include (but are not limited to) the Town Clerk, Building Inspector, Administrative Assistants, Engineers, Planners and Lawyers. Professional Service Staff members bill on an hourly basis, and range from \$55/hour for a staff level technician to \$125/hour for senior staff. Each application requires review by several staff members. It is the responsibility of the applicant to pay for the time spent reviewing his/her application. It is at the discretion of the Town what level of effort is required by each individual staff member in order to conduct a complete review. The Town, at its sole discretion, shall be empowered to impose a special charge for the amount of said review cost, payable with the next succeeding tax roll.

Signature of Applicant: _____

Date: _____