

Village of Fall Creek

CERTIFIED SURVEY MAP PETITION APPLICATION

§ 267-30. CERTIFIED SURVEY MAP. Any land division not defined as a subdivision under the terms of this chapter shall be accomplished by means of a certified survey map as described in W.S.A. s. 236.34. All certified survey maps shall be approved by the Plan Commission and Village Board. The certified survey map shall be recorded in the office of the Eau Claire County Register of Deeds prior to the issuance of any building permit.

Today's Date _____

Received from (if other than property owner) _____

Property Owner's Name _____

Property Owner's Address _____

Property Owner's Phone Number _____

Property Tax ID Number 127- _____

INFORMATION REQUIRED. The certified survey map shall be prepared by a registered land surveyor and shall contain the following information either on the face of the map or as additional information accompanying the map:

- All data required under W.S.A. s. 236.34
- All existing buildings, watercourses, drainage ditches and other features pertinent to proper land division
- Location of existing water mains and sanitary and storm sewers if the lots are to be connected to these services
- Soil and percolation tests performed according to Chapter COMM 85 of the Administrative Code for each lot proposed to be served by on-site sewage disposal systems.
- Normal high-water marks of navigable streams and water bodies and floodplain elevations.
- Date of map preparation, graphic scale and North arrow.
- Names of the property owner(s), subdivider and surveyor.
- Any other data required by the Plan Commission and Village Board

The surveyor shall certify on the face of the plat that he has fully complied with all of the provisions of this chapter. Dedication of streets and other public areas shall require the owner's and mortgagee's certificate in substantially the same form as required by W.S.A. s. 236.21(2)(a).

SUBMISSION OF CERTIFIED SURVEY MAP; REVIEW; FEES

- The CSM will be submitted to the Zoning Administrator/Public Works Director for review.
- The CSM will be submitted to the Village Engineer for review.
- AT LEAST 15 DAYS PRIOR TO THE PLAN COMMISSION MEETING** at which the certified survey map is to be considered, the owner of the property shall file three copies of the map and accompanying data with the Village Clerk-Treasurer.
- A FEE OF \$150** shall accompany the certified survey map. Payment must be received at least 15 days before the Plan Commission meeting.
- The owner of the property shall be responsible for the cost of the Village Engineer review

Copy of certified survey map sent to Village Zoning Administrator/PWD on _____

Copy of certified survey map sent to Village Engineer on _____

<input type="checkbox"/> FILING FEE \$150.00	Date Paid: _____	Payment Received By: _____
<input type="checkbox"/> VILLAGE ENGINEER REVIEW FEE \$ _____	Date Paid: _____	Payment Received By: _____

§ 267-33. **PLAN COMMISSION ACTION.** The Plan Commission shall, **WITHIN 40 DAYS**, take action on the map. Such action shall be to approve, reject or table for additional information. If the map is rejected or tabled, the minutes of the meeting shall state the particular reasons for rejection or the specific information requested, and the property owner shall be notified, in writing. If approved, the map shall be forwarded to the Village Board for its action.

THE VILLAGE BOARD SHALL, WITHIN 30 DAYS, approve or reject the map. If approved, it shall be stated so on the face of the map. If the map is rejected, the particular reasons for rejection shall be stated in the minutes of the meeting, and the property owner shall be so notified, in writing.

- Plan Commission meeting scheduled for _____
- Copies of CSM sent to Plan Commission
 - Commission can recommend changes, if necessary
 - Engineer will approve
 - Board can approve, without returning to Commission

- Village Board meeting scheduled for _____
- Copies of CSM to Village Board

§ 267-34. **DESIGN STANDARDS AND IMPROVEMENTS; PAYMENT OF TAXES AND ASSESSMENTS.** The applicant shall comply with the provisions of Article III, Minimum Design Standards, Article V, Improvements, and Article VIII, Engineering Standards and Specifications, of this chapter.

Before any certified survey map is recorded, the applicant must pay to the village or other appropriate unit of government any accrued real estate taxes and special assessments on any land dedicated by the survey and to the Eau Claire County Treasurer any delinquent taxes on the dedicated land.

- All taxes and special assessments have been paid.

RECORDING CERTIFIED SURVEY MAP.

The original document stays with the County, a copy of the document is returned to the Village Clerk's office.

- Make check payable to: Eau Claire County Register of Deeds
- \$11 for first page, \$2 for each additional page
(3"x3" space needed on top for recording - add another page if space is not available)
- \$3 for copy returned to our office in self addressed, stamped envelope
- Copy sent to Property Owner