

**CERTIFIED SURVEY MAP (CSM)
APPLICATION FORM
City of Amery
Fee: \$100 Plus 10.00 Per Lot Created**



Part A: Contact Information

Property Address: _____

1. Property *Owner's* Name and Address: _____

Owner's Phone Number: _____ Fax Number: _____

2. *Applicant's* Name and Address (if different from Property *Owner*): _____

Applicant's Phone Number: _____ Fax Number: _____

3. *Architect/Engineer/Surveyor Attorney* Name and Address: _____

Arch/Eng/Surv/Atty Phone Number: _____ Fax Number: _____

4. Who from above is the primary contact for this application? (Who should receive correspondence/notices?)

Primary Contact E-mail: _____

Part B: Submission Requirements

Submittal Due Date: **The first Friday of the month for consideration by the Plan Commission the following month.**

- Checklist – See attached sheet for all Certified Survey Map (CSM) submission requirements.

CERTIFIED SURVEY MAP (CSM) CHECKLIST

PRELIMINARY APPLICATIONS

Must Include the Following:

- Completed Application Form (Page One);
- Proof of Ownership
or letter of consent from property owner (if the applicant is not the property owner);
- 10 copies of the proposed Certified Survey Map, including legal description for the property;
- Current Legal Description of the property, if it is not included on the Certified Survey Map;
- 10 copies of a typed Narrative, including information listed on Page 3 of this application;
- 10 copies of the completed “Appendix A” Environmental Assessment Checklist;
- An explanation of whether parkland dedication requirements will be satisfied for the proposed land division with a) a dedication of land or b) fees-in-lieu of a land dedication.
- This Checklist (or a photo-copy of this check-list).

FINAL APPLICATIONS (*Due after the city has reviewed the Preliminary Application materials...*)

Must Include the Following:

- Application fee: \$100 PLUS \$10.00 *per* lot (based on the number of *proposed* lots)
- Engineering and legal fee deposit of: \$300.00

Please note: The applicant will be billed/invoiced for any engineering and legal fees that the City incurs in reviewing the proposed CSM in excess of the \$300.00 deposit.

Please note also: Any portion of the \$300.00 deposit that is *not* used by the City will be returned to the applicant.

- 10 copies of the *first page* (map) of the proposed Certified Survey Map
- 3 copies of the *complete* Certified Survey Map (including signature pages...)
- 10 copies of the Narrative

If Approved by the City, the Following Items are Required Before the Deposit Can be Returned:

- A digital version of the approved CSM, so city base-maps can be updated.
- A copy of the *recorded* CSM, including the County-assigned document recording number.

The Following Items May Also Be Required:

- Zoning Application.** If a change in zoning is required in conjunction with the proposed Certified Survey Map, a *separate* application for a Zoning Map Amendment will be required to be submitted in conjunction with the request for the Certified Survey Map.

For Proposed Certified Survey Maps in the City’s Extraterritorial Jurisdiction Area:

- Additional Review.** In addition to requiring approval from the City of Amery, proposed Certified Survey Maps within the city’s extraterritorial plat review jurisdiction must also be reviewed and

approved by the Township and Polk County.

Information to Include in the Narrative:

- 1) What is the purpose/reason for the proposed Certified Survey Map?
- 2) What is the existing zoning designation/classification for all parcels?
- 3) What is the proposed zoning designation/classification for all parcels?

For City Parcels:

1. Will all proposed new parcels meet city requirements for:
 - Minimum Lot Area?
 - Minimum Width?
 - Minimum Depth?
2. Will *existing* buildings meet set-back requirements for front, side, and rear yards?
3. Does water/sewer laterals exist to the proposed new lot(s)? If it does not, the property owner will need to pay to have these services installed.
4. Does the parcel abut WIS-DOT or Polk County right-of-way? If so, these jurisdictions may need to review and approve the proposed CSM/subdivision.
5. Will there be separate driveways for all parcels, or shared driveways over a common property line? Shared driveways require a legal agreement to be recorded against the property titles for both properties... For proposed shared driveways, please submit a draft of the legal agreement for city staff to review prior to the shared-driveway agreement being filed against both properties' titles. Contact City Hall for driveway permits.
6. For 'zero-lot line' land divisions in the City of Amery - clearly indicate which lot number (Lot 1 or Lot 2) will correspond with which address. *(Please note that there have been title problems in the past where the CSM lot number has not been clearly associated with an address for zero-lot line land divisions.)*

For Rural Parcels in the City's Extraterritorial Plat Review Jurisdiction:

1. Does the proposed lot split comply with the City's regulations for extra-territorial land divisions as provided in City Ordinance 14-1-37?
2. How will the proposed lot split affect the orderly and efficient growth of the urban area in the future, both short-term and long-term?
3. Will the proposed lot split allow land uses that are compatible with the rural nature of the area, and will the development proposed for the land create conflicts with existing or future rural land-uses. Typical rural land-uses include (but are not limited to) agriculture, feed-lots, dairy operations, gravel quarries, grain elevators, land fills, firing ranges, and similar land-uses.
4. Does the parcel abut WIS-DOT or Polk County right-of-way? If so, these jurisdictions may