



City of Amery

City of Amery
 104 Maple St W, Suite A
 Amery, WI 54001
 Phone: (715) 268-7486

CERTIFIED SURVEY MAP (CSM) APPLICATION FORM		
FEE: \$60 PLUS \$10.00 PER LOT CREATED		
Property Address:		Primary Contact:
Owner's Name:	Owner mailing Address:	Owner contact Phone # and email:
Applicant Name (If different than owner):	Applicant mailing Address:	Applicant Phone # and email:
Architect/Engineer/Surveyor Attorney Name:	Architect/Engineer/Surveyor Address:	Architect/Engineer/Surveyor Phone # and email:

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: **\$60 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...)

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 443-8?
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, landfills, firing ranges, and similar land-uses.
4. Does the parcel abut WIS-DOT or Polk County right-of-way? If so, these jurisdictions may