

Outagamie County Certified Survey Map Checklist

- 1) The proposed land division has had a Preliminary Consultation with the Zoning Department.
- 2) The following shown predominantly and accurately near the top of the first page:
 - a. Quarter-Quarter Section, Government Lot or Private Claim
 - b. Section, Town and Range
 - c. Name of the Township and County
 - d. Name of Recorded Subdivision or CSM (if part of)
- 3) The CSM contains a signature lines for the Planning Department and County Treasurer.
- 4) If land is dedicated to the public, there is a certificate of acceptance included to be signed by both the Town Chairperson and Clerk.
- 5) If CSM is located in the towns of Black Creek, Buchanan, Center, Dale, Ellington, Freedom, Grand Chute, Greenville, Hortonia, and Maple Creek, there is a certificate of approval from the Town, with appropriate signature lines. *NOTE - These communities should be contacted for their requirements and fees.*
- 6) The property owner block is complete and easy to follow:
 - a. All Owners Listed as Shown on Last Transfer Document
Husband & Wife, Land Contracts, Trust, Estate, Etc.
 - b. All Tax Parcel Numbers - the Complete 9 Digit Number
 - c. All Recording Information - Volume & Page, Jacket & Image, Document Number
- 7) The following are all shown:
 - a. North arrow
 - b. Scale
 - c. Legend and symbols
 - d. Bearings and distances of each line
 - e. Lot Numbers and area in square feet and acres
 - f. Easements - existing and proposed
 - g. All existing structures
 - h. All existing driveways and access points
 - i. All streams and other water bodies with building 75 foot setback line and distance
 - j. All wetlands with 50 foot setback
 - k. Floodplain areas with source of determination included
- 8) All subdivisions, CSMs and property lines within 50 feet of the exterior boundary of the CSM are located and labeled.
- 9) The location, right-of-way width and name of all existing and proposed highways, streets and roads are shown. Area calculations are included for all proposed roads.
- 10) If the CSM abuts a controlled access highway and no driveway exists, a statement to that effect appears. If the CSM abuts a highway where noise control standards have been developed, a statement indicating that the noise levels may be above those listed in the Wisconsin Administrative Code shall be included.
- 11) The surveyor signed, stamped and dated the CSM, along with the surveyor's certification.
- 12) The written legal description matches the graphic description.
- 13) The CSM is tied to a section line, quarter section line, private claim or federal reservation line with the monumentation at each end of the line shown, along with bearing and distance.
- 14) All distances and bearings are referenced to the Wisconsin County Coordinate System for Outagamie County (83-91 adjustment).
- 15) Submit CSM to the Outagamie County Planning Department for final review with appropriate review fee. A CSM can be submitted digitally using the email address **CSM.Final@Outagamie.org**
- 16) 3"x 3" blank square located in the upper right corner of the first page for recording information