

# Recording

**MEDIA** - s. 236.25 (2) (a), Wis. Stats.

The following media requirements apply to survey documents that are to be recorded with the Register of Deeds office of the County in which the surveyed lands lie.

## STATUTORY REQUIREMENTS FOR RECORDED SURVEYING DOCUMENTS

Document Type	Document Size	Margin Requirements	Recordable Document Is Durable White Media With Non-Fading Black Image, or other media*** acceptable to the Register of Deeds
SUBDIVISION PLAT s. 236.20 (1) (a,b & c), Wis. Stats.	22" X 30"	1" margin on all sides	<p>Please check with your register of deeds for recordable document requirements.</p> <p>Durable white media with non-fading black image Media Examples: Min. 24 lb. acid free paper with 25% ragstock</p> <p>Image Examples: 24 lb. paper: Permanent or pigment ink for select ink jet printers.</p>
ASSESSOR'S PLAT s. 70.27 (6) and s. 236.20 (1) (a & b), Wis. Stats.	22" X 30"	1" margin on all sides	
CEMETERY PLAT s. 157 Wis. Stats.	22" X 30"	1 1/2" binding margin on left (short) side with 1" margin on other sides	
CERTIFIED SURVEY MAP s. 236.34 (1) (c), Wis. Stats.	8 " X 14"	1 1/2" binding margin (top) with 1/2" margin on other sides	
CONDOMINIUM PLATS (SURVEY MAPS & FLOOR PLANS) s. 703.11 (2) (d), Wis. Stats.	14" X 22"	1 1/2" binding margin on left (short) side with 1" margins on other sides	
MUNICIPAL, TOWN OR COUNTY PLATS s. 236.45 (2) (a), Wis. Stats.	22" X 30" ^^	1" margin on all sides ^^	Same as above.

^^ Local subdivision ordinance may dictate more restrictive requirements for document size and margins for local plats created per s. 236.45.

\*\*\* This provision allows for electronic recording of plats once a procedure is in place.

# Recording

## **CONDITIONS FOR SUBDIVISION PLAT RECORDING**

### **Recording Time Limits**

s. 236.25 (2) (b),  
Wis. Stats.

A plat is entitled to be recorded only if presented to the register of deeds within 36 months of the date of the first approval authority signature, and within 12 months of the last approval authority signature.

### **Seals, Signatures, and Certificates**

s. 236.25 (2) (c),  
Wis. Stats.

A plat is entitled to be recorded only if the following appears on the face of the document:

- The seal and signature of the Surveyor who produced or directed the production of the plat, on all sheets.
- The Department of Administration certification of no objection
- All certificates and affidavits required by s. 236.21 and s. 236.11 (2) (Surveyor, Owner, Treasurer, Mortgagee, Planning agency certificates).
- Certificates of approval from all authorities required by s. 236.10 to approve the plat. **OR** Certificate of the approving authority Clerk that the plat has been deemed approved per s. 236.11 (2) (Inaction by approval authority).

s. 236.25 (2) (d),  
Wis. Stats.

### **Notification**

s. 236.26, Wis.  
Stats.

The register of deeds must provide notice in writing, to all objecting and approving authorities shown on the plat, that the plat has been recorded.

s. 236.27, Wis.  
Stats.

The subdivider must provide a copy of the recorded plat to the Clerk of the municipality or town in which the subdivision is located.

## **EFFECTS OF SUBDIVISION PLAT RECORDING**

### **Description of lots.**

s. 236.28, Wis.  
Stats.

Upon recording, all lots within the plat shall be described by the name of the plat, and by lot or block and lot within the plat, for all purposes of conveyance, devise, descent, assessment, taxation, and all other purposes.

All portions of subsequently vacated streets and alleys abutting said lots shall be conveyed to the lot owner, unless language exists to indicate otherwise.

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## ***EFFECTS OF SUBDIVISION PLAT RECORDING***

### **Dedications**

s. 236.29, Wis.  
Stats.

Upon recording, any donation or grant to the public, or to any person, society, or corporation, as marked on the plat shall be sufficient to convey the fee simple of all parcels so marked, exclusively for the use and purposes expressed on the plat.

Upon recording, lands dedicated to the public for streets, alleys, ways, commons, or other public uses as designated on the plat shall be held in trust for such uses by the town, city, or village in which the platted land lies. Such dedications are deemed accepted by the town, village, or city upon approval and recording of the plat.

### **Easements and Restrictions**

Any restriction or grant of easement shown on the plat becomes valid upon recording of the plat.

s. 236.293, Wis.  
Stats.

Restrictions or grants of easement required by a public body for plat approval, or which names a public body or public utility as grantee, gives said public body or utility the right of enforcement of such restrictions or grants of easement.

Such restrictions or grants of easement may be released in writing only by the public body or utility having the right of enforcement.

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