



# MEMO

## PLANNING & COMMUNITY DEVELOPMENT

To: Common Council  
From: Adrienne Nelson, Associate Planner  
Date: May 14, 2025  
Re: Survey Requirement for New Buildings & Additions

### Background Information:

Planning and Community Development staff have gone through the review process for updates to section 14.07 of the municipal code. This section contains information on the applications, plans, and specifications required to obtain a building permit. Currently, a survey is not required to obtain a building permit unless lot lines cannot be properly identified by permanent monuments. Changing 14.07(b) to require surveys for new buildings and additions would prevent future issues with approving permits for accessory structures and fences. Other communities that have this requirement include Combined Locks, Kimberly, Little Chute, Neenah, and Brillion. This change will assist in preventing issues and provide a good document for any future changes to a property such as adding fences or sheds. In addition, a certified survey will assist staff in reviewing and will cut down on review times while ensuring accuracy in staff review.

The Plan Commission has recommended that staff pursue this ordinance change and requested additional language be added to clarify that surveys are not required for accessory structures. Staff have added language to clarify that the survey requirement is for new principal structures and additions to principal structures while still allowing staff to request a survey for other structures if needed. See updated language below with proposed deletions in **RED** additions in **Green**:

### 14.07(b)

- b. ~~When lot lines cannot be properly identified by permanent monuments, a survey shall be prepared and certified by a surveyor registered by the state.~~ **For new principal structures and additions to principal structures, or when deemed necessary by staff to verify lot lines and setbacks for any structure, a survey shall be prepared**

and certified in the following manner by a surveyor registered by the State:

- (1) The survey shall be made within one year prior to the issuance of a building permit.
- (2) The survey shall bear the date of the survey.
- (3) The survey shall show the following:
  - (A) Location and dimensions of all buildings on the lot, both existing and proposed.
  - (B) Dimensions of the lot.
  - (C) Dimensions showing all setbacks to all buildings on the lot.
  - (D) The location of the centerline and lines of the street abutting the lot.
  - (E) Proposed grade of proposed structure, to city datum.
  - (F) Grade of lot and of the street abutting the lot.
  - (G) Grade and set-back of adjacent buildings. If adjacent lot is vacant, submit elevation of nearest buildings on same side of road.
  - (H) Type of monuments at each corner of lot.
  - (I) Watercourses or existing drainage ditches.
  - (J) Easements or other restrictions affecting the lot.
  - (K) Seal and signature of surveyor.
- (4) Following approval of the survey, the lot corners and the proposed structure corners shall be staked on the ground before construction begins.

**Staff Recommendation**

To adopt the updated ordinance

