

MEMORANDUM

To: City of Whitewater Plan and Architectural Review

Commission

From: Allison Schwark, Zoning Administrator

Date: April 13, 2026

Re: Certified Survey Map

Summary of Request	
Requested Approvals:	2 Lot Certified Survey Map (CSM)
Location:	631 W Harper St (WUP00305)
Current Land Use:	Single Family Residential
Proposed Land Use:	Single Family Residential/ Vacant
Current Zoning:	R-3 Multi Family Residence
Proposed Zoning:	N/A
Future Land Use:	Single Family Residence

Application Summary

The applicant is requesting a Certified Survey Map at 631 W. Harper St. Applicant requests to divide the current parcel into two new parcels. Lot 1, consisting of 14,792 square feet and Lot 2, consisting of 165,628 square feet. The land is currently zoned R-3, and one single family home exists on the parcel proposed to be Lot 1. The applicant intends to sell off Lot 1 to a prospective buyer, but owns the adjacent parcel of land as well, and would like to continue owning the vacant land behind 631 W Harper Street with no current intentions to build.

Certified Survey Map Requirements.

- (1) The certified survey map shall be prepared by a registered land surveyor and shall comply with the provisions of Section 236.34, Wisconsin Statutes, and of this chapter.
- (2) The certified survey map shall comply with all design standards, required improvements, and general provisions of this chapter.
- (3) Where streets or other areas are dedicated to the public, the certified survey map shall contain an owner's and a mortgagee's certificate which are substantially the same form as

required by Section 236.21(2)(a), Wisconsin Statutes.

- (4) The certificate of approval shall be placed on the face of the map.
- (5) When a dedication of land is required, the city council resolution accepting the dedication and approving the map shall be placed on the face of the map.
- (6) If the certified survey map contains private roads, the following note shall be added to the certified survey map:

NOTICE OF POSSIBLE LIMITATION OF PUBLIC SERVICES:
THIS CERTIFIED SURVEY MAP CONTAINS PRIVATE ROAD(S), AND, AS A
RESULT, CERTAIN PUBLIC SERVICES MAY BE LIMITED. THE EXTENT OF
THESE LIMITATIONS MAY BE SPELLED OUT IN A DOCUMENT CALLED A
CITY/DEVELOPER AGREEMENT OR CONTRACT FOR IMPROVEMENTS; OR, IF
THIS IS A CONDOMINIUM PLAT, IN A DOCUMENT CALLED A GENERAL
DEVELOPMENT PLAN (GDP), WHICH DIRECTLY RELATES TO THIS CSM AND
IS FILED AS A PUBLIC DOCUMENT IN THE OFFICES OF BOTH THE
WHITEWATER CITY CLERK AND THE DIRECTOR OF PUBLIC WORKS FOR THE
CITY OF WHITEWATER.

- (7) Within the M-1 general manufacturing district, all minor subdivisions must be consistent with a detailed plan showing future street alignments and general lot arrangements for all lands under the control of the subdivider. Such a detailed plan may be a component of the city's comprehensive (master) plan, but in any case shall be subject to plan commission approval before action may be taken on the certified survey map.

The proposed Certified Survey Map meets all of the following requirements, and no private road dedication is included in this CSM.

Planner's Recommendations

- 1) Staff recommends the Plan Commission **APPROVE** the 2 Lot Certified Survey Map for 631 W Harper Street with the following conditions:
 - a. Recording of Certified Survey Map. The surveyor shall record a copy of the approved certified survey map with the appropriate register of deeds, but only after:
 - i. Certificates of the city council, surveyors, owner and those other certificates required by Section 236.21 of the Wisconsin Statutes are placed on the face of the certified survey map.
 - ii. Any accrued real estate taxes and special assessments owing on any land dedicated by the survey and to the appropriate county any delinquent taxes on the dedicated land are paid.
 - iii. All conditions of approval which are able to be satisfied prior to certified survey map recording have in fact been satisfied.