

		Certified Survey Map Review and Approval Policy			
Owner:	Community Development Director	Approving Position:	I	Pages:	2
Issue Date:		Revision Date:		Review Date:	
Special Instructions:					

I. PURPOSE

The purpose of this policy is to establish the procedures and requirements for the review and approval of Preliminary and Final Certified Survey Maps (CSMs) within the City of Whitewater.

All Preliminary and Final Certified Survey Maps shall be reviewed by the Plan & Architectural Review Commission prior to approval.

II. POLICY

1. Final Certified Survey Map Requirements

All Final Certified Survey Maps submitted to the City shall meet the following requirements:

- a. The Certified Survey Map shall be prepared by a Wisconsin Registered Land Surveyor and shall comply with the provisions of Section 236.34 of the Wisconsin Statutes and City Ordinance 18.04.046.
- b. The Certified Survey Map shall comply with all applicable design standards, required improvements, and general provisions contained in Ordinance 18.04.046.
- c. Where streets, easements, parks, or other lands are dedicated to the public, the Certified Survey Map shall contain an Owner's Certificate and Mortgagee's Certificate substantially in the form required by Section 236.21(2)(a), Wisconsin Statutes.
- d. A Certificate of Approval shall be placed on the face of the Certified Survey Map.
- e. When a dedication of land is required, the Common Council Resolution accepting the dedication and approving the Certified Survey Map shall be placed on the face of the map.

- f. If the Certified Survey Map contains private roads, the following note shall be included on the face of the 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.

2. Approval Procedures

A. Preliminary & Final Certified Survey Maps Without Public Land Dedication

1. The Preliminary and Final Certified Survey Map shall be reviewed by the Plan & Architectural Review Commission, which may approve, approve with conditions, or deny the Certified Survey Map.
2. Following Plan & Architectural Review Commission approval of the Final Certified Survey, the Certified Survey Map may be recorded.
3. Prior to recording, the original Final Certified Survey Map shall be submitted to the City to obtain all required signatures.

B. Preliminary & Final Certified Survey Maps With Public Land Dedication

1. The Preliminary and Final Certified Survey Map shall be reviewed by the Plan & Architectural Review Commission, which may approve, approve with conditions, or deny the Certified Survey Map.
2. The Plan & Architectural Review Commission shall make a recommendation to the Common Council regarding approval of the Final Certified Survey Map and acceptance of the land dedication.
3. Following Common Council approval, the Final Certified Survey Map may be recorded.
4. Prior to recording, the original Final Certified Survey Map shall be submitted to the City to obtain all required signatures.

3. Administration

The Zoning Administrator or designee shall be responsible for administering this policy and verifying compliance with all applicable state statutes, municipal ordinances, and approval procedures prior to recording.