

*Town of Barton*  
CERTIFIED SURVEY MAP  
*Application Form*

## INFORMATION REQUIRED:

The following items *shall* be a part of the Application where applicable:

---

### CERTIFIED SURVEY MAP (MINOR LAND DIVISION) REVIEW REQUIREMENTS (Submitted as Part of a Certified Survey Map Application):

- A. A Certified Survey Map prepared by a Wisconsin registered land surveyor shall be required for all minor land divisions. It shall comply in all respects with the requirements of Section 236.34 of the Wisconsin Statutes. The Certified Survey Map shall comply with the design standards and improvement requirements set forth in Divisions 1.1000 of the Town of Barton Land Division Ordinance.
- B. The Certified Survey Map shall show correctly on its face, in addition to the information required by Section 236.34 of the Wisconsin Statutes, the following:
  - 1. Physical Features. Locations of all existing property boundary lines, structures, driveways, streams and watercourses, marshes, rock outcrops, wooded areas, railroad tracks, and other similar significant natural or man-made features within the tract being divided as determined by the Plan Commission.
  - 2. Setback or Building Lines. Setbacks or building lines required by the Town Plan Commission or Town Zoning Ordinance.
  - 3. Utility and Drainage Easements. Utility and/or drainage easements.
  - 4. Reserved Lands. All lands reserved for future acquisition.
  - 5. Special Restrictions. Special restrictions required by the Plan Commission relating to conservation easements, access control along public ways, delineation of floodplain and wetland limits, natural resource mitigation areas, or to the provision of "Landscape Bufferyard Easements."
  - 6. Existing and Proposed Contours. Existing and proposed contours at vertical intervals of not more than two (2) feet where the slope of the ground surface is less than ten (10) percent, and of not more than five (5) feet where the slope of the ground surface is ten (10) percent or more. Elevations shall be marked on such contours based on National Geodetic Vertical Datum of 1929 (mean sea level). This requirement may be

waived if the parcel(s) created are fully developed.

7. Floodplain Limits and Contours. Floodplain limits and the contour lines lying a vertical distance of two (2) feet above the elevation of the 100-year recurrence interval flood, or where such data is not available, five (5) feet above the elevation of the maximum flood of record.
8. Date, Scale and North Arrow. Date of the Certified Survey Map, graphic scale, and north arrow.
9. Owner, Subdivider, Land Surveyor. Name and address of the owner, Subdivider, and land surveyor.
10. Area Contiguous to Certified Survey Map. Entire area contiguous to the proposed Certified Survey Map owned or controlled by the Subdivider shall be included on the Certified Survey Map even though only a portion of said area is proposed for immediate development. The Plan Commission may waive this requirement where it is unnecessary to fulfill the purposes and intent of this Ordinance and severe hardship would result from strict application thereof.
11. Parcel and/or Lot Size. The dimensions and size (in square feet or acres), of each parcel or lot created by the Certified Survey Map including outlots.
12. Existing Zoning. The Certified Survey Map shall indicate on its face the current zoning of all parcels, lots or outlots proposed to be created by the Certified Survey Map.
13. Soil Types. Soil types (including Class I soils) and boundaries as shown on the detailed operational soil survey maps prepared by the U.S. Department of Agriculture, Soil Conservation Service.
14. Location of Soil Tests. Location of soil tests where required by Chapters ILHR 83 and 85 of the Wisconsin Administrative Code and in areas not served by municipal or sanitary district sewage treatment facilities, conducted in accordance with Chapters ILHR 83 and 85 of the Wisconsin Administrative Code, taken at the location and depth in which soil absorption waste disposal systems are to be installed.
  - a. The number of such tests initially made shall not be less than one (1) test per three (3) acres or one (1) test per lot, whichever is greater.
  - b. The results of such tests shall be submitted along with the

### Certified Survey Map.

15. Deed Restrictions and/or Conservation Easements. Deed restrictions and/or conservation easements as required by this Ordinance shall be filed with the Certified Survey Map.
  16. Location of Proposed Deed Restrictions, Landscape Easements, and/or Conservation Easements. The location of any proposed deed restrictions, landscape easements, and/or conservation easements shall be graphically indicated and clearly delineated and dimensioned on the face of the Certified Survey Map. The location and extent of conservation easements should be directly related to the "Natural Resource Protection Plan."
  17. State Plane Coordinate System. Where the Certified Survey Map is located within a U.S. Public Land Survey quarter-section, the corners of which have been relocated, monumented by the Southeastern Wisconsin Regional Planning Commission (SEWRPC), Washington County or a municipality, the map shall be tied directly to one (1) of the section or quarter corners so relocated, monumented and coordinated. The exact grid bearing and distance of such tie shall be determined by field measurements, and the material and Wisconsin state plane coordinates of the monument marking the relocated section or quarter corner to which the map is tied shall be indicated on the map. All distances and bearings shall be referenced to the Wisconsin Coordinate System and adjusted to the Regional Planning Commission's, County's, or municipality's control survey, whichever is applicable.
  18. Surveyor's Certification of Compliance with Ordinance. The surveyor shall certify on the face of the Certified Survey Map that he has fully complied with all the provisions of this Ordinance. The certificate shall contain a description of the survey beginning at the U.S. Public Land Survey corner to which the survey is tied.
  19. Landscape Plan. As required by Division 1.0500 of the Town of Barton Land Division Ordinance.
  20. Additional Information. Any additional information required by the Zoning Administrator, Plan Commission, Town Engineer, or Town Board.
- C. Owner's Certificate of Dedication of Streets and Other Public Areas. The dedication of streets and other public areas shall require the owner's certificate and the mortgagee's certificate in substantially the same form as required by Section 236.21(2)(a) of the Wisconsin Statutes.

- D. Natural Resource Protection Plan Required. For properties proposed to be divided by Certified Survey Map, and that contain natural resource features as described in the Town of Barton Land Division Ordinance, a "Natural Resource Protection Plan," as described in Division 1.0400 of the Town of Barton Land Division Ordinance, shall be submitted.
- 
- E. Deed Restrictions and Conservation Easements. For properties proposed to be divided by Certified Survey Map and which contain natural resources required to be preserved under the Town of Barton Land Division Ordinance, deed restrictions and/or conservation easements shall be filed with the Certified Survey Map.
- F. Copies of Application Materials Required to be Submitted. The Subdivider shall file at least *thirty-six (36) copies of the Certified Survey Map, "Natural Resource Protection Plan" (if required), "Landscape Plan" for any landscape easement areas, and the Application* with the Town Clerk (or other authorized Town Board agent) at least fifteen (15) days prior to the meeting of the Plan Commission at which action is desired.
- G. All Applicable Fees to be Submitted. Submission to the Town Clerk (or other authorized Town Board agent) of all required application fees.

---

*NOTE: Section 1.0205 of the Town of Barton Land Division Ordinance requires that prior to installation of any required improvements the Subdivider shall enter into a written contract ("Subdivider's Agreement") with the Town requiring the Subdivider to furnish and construct said improvements at Subdivider's sole cost and in accordance with plans and specifications and usual contract conditions, which shall include provision for inspection of construction by the Town or its agent.*

---

NATURAL RESOURCE PROTECTION PLAN REQUIREMENTS *(submitted as part of a Certified Survey Map Application if Natural Resource are Present at the Site):*

If natural resource features defined and described in Divisions 1.1100 and 1.1500 of the Town of Barton Land Division Ordinance are present on the property for which a Certified Survey Map is requested, ~~thirty-six (36) full size copies of a "Natural Resource Protection Plan" drawn to the same scale as the Certified Survey Map submission shall be submitted with the Certified Survey Map.~~

The "Natural Resource Protection Plan" shall show the following:

- A. Proposed Name. The proposed name of the development (if applicable).
- B. Location. The location of the proposed Certified Survey Map.
- C. Names, Addresses, and Telephone Numbers of the Owners, Subdividers, Lessee and/or Developer. The names, addresses, and telephone numbers of the owners, Subdividers, lessee and/or Developer(s) of the property and of the designer of the plan.
- D. Site Boundary. The boundary line of the site with dimensions, indicated by a solid line, and the total land area encompassed by the site.
- E. Lot Lines, Right-of-Way Lines, and Easements. The location of all proposed lot lines, right-of-way lines, and easements.
- F. Existing Streets. The location, ownership, widths, and names (if available) of all existing and previously platted streets, rights-of-way, parks, and other public or open spaces located within or adjacent to the subject property.
- G. Easements and Neighboring Property Boundaries. The location and dimensions of all permanent easements and the subject property boundary lines adjacent to the site.
- H. Location and Extent of Existing Natural Resource Features. The location and extent of any existing natural resource features defined and described in Divisions 1.1100 and 1.1500 of the Town of Barton Land Division Ordinance. Each individual resource area on the site shall be graphically shown on the "Natural Resource Protection Plan."
- I. Disturbed and Preserved Natural Resource Features. Graphic and numeric illustration shown on the "Natural Resource Protection Plan" of those existing natural resource features that will be disturbed and those that will be preserved and showing on the illustration the area (in square feet or acres) of each existing resource and those areas of resources that are to be preserved.

Numeric data may be shown in tabular form with labeled reference to specific areas designated on the "Natural Resource Protection Plan."

- J. Method of Natural Resource Preservation. Graphic illustration and notes relating to how those natural resource features, which are to be preserved, will actually be preserved (conservation easements, deed restrictions, protective covenants, etc.) on the "Natural Resource Protection Plan."
- K. Scale, North Arrow, Contours. A drawing legend containing the scale appropriate to the size of the Certified Survey Map, the date of preparation, north arrow, and designation of existing and proposed contours at a minimum two (2) foot contour interval.
- L. Maximum Sheet Size of "Natural Resource Protection Plan." The "Natural Resource Protection Plan" shall not exceed a maximum sheet size as required for the Certified Survey Map.

**LANDSCAPE PLAN REQUIREMENTS** *(Submitted as Part of a Certified Survey Map Application):*

If "Landscape Bufferyard Easements" or areas of natural resource mitigation are delineated on the Certified Survey Map, *thirty-six (36) full size copies of a "Landscape Plan" drawn to the same scale as the Certified Survey Map submission shall be submitted with the Certified Survey Map.* A "Landscape Plan" shall be prepared on tracing cloth, reproducible drafting film, or paper of good quality at a map scale as appropriate and shall show correctly the following information:

- A. Proposed Name. The proposed name of the development (if applicable).
- B. Location. The location of the proposed Certified Survey Map.
- C. Names, Addresses, and Telephone Numbers of the Owners, Subdividers, Lessee and/or Developer. The names, addresses, and telephone numbers of the owners, Subdividers, lessee and/or Developer(s) of the property and of the designer of the plan.
- D. Site Boundary. The boundary line of the site with dimensions, indicated by a solid line, and the total land area encompassed by the site.
- E. Landscape Bufferyard Easements and Natural Resource Mitigation Areas. All proposed "Landscape Bufferyard Easements" and/or areas of natural resource mitigation shall be clearly delineated and dimensioned on the Landscape Plan and shall be graphically shown in relation to all proposed lot lines and lots upon which said "Landscape Bufferyard Easements" or mitigation areas are

located.

- F. Location, Extent, Type, and Sizes of Existing Trees and Natural Resource Features. Location, extent, type (common name and scientific name in the case of plant materials), and sizes of all existing trees and natural resource features in all areas of the Certified Survey Map which are designated as a "Landscape Bufferyard Easement" and/or mitigation area. If any existing vegetation or other natural resource features are to be demolished or mitigated, the extent of such demolition or area to be mitigated shall be clearly delineated and so noted on the "Landscape Plan."
- G. Location, Extent, Type, and Sizes of Landscape Materials and Plantings. Location, extent, type (common name and scientific name in the case of plant materials), and sizes of proposed landscaping and landscape plantings in all areas of the Certified Survey Map which are designated as a "Landscape Bufferyard Easement" or for areas which are to serve as landscaped entrances or other special landscaped features of the Certified Survey shall be indicated on the "Landscape Plan."
- H. Landscape Plant Material Specifications. All new landscape plant material shall be grown in a nursery located in Plant Hardiness Zone 4 and shall conform to the applicable requirements as specified in the current edition of American Standard for Nursery Stock as approved by the American National Standards Institute, Inc. and sponsored by the American Association of Nurserymen, Inc. Botanical plant names shall be in accordance with the current edition of Standardized Plant Names prepared by the American Joint Committee on Horticultural Nomenclature.
- I. Natural Resource Features Mitigation Plan Required. If any natural resource feature is to be mitigated, either on-site or off-site, the plan for such mitigation in adequate detail, as required by the Plan Commission, shall be submitted with the "Landscape Plan."