

CERTIFIED SURVEY MAP (CSM) CHECKLIST

APPLICATIONS MUST INCLUDE THE FOLLOWING:

- A preliminary CSM shall be required when the division provides for land to be dedicated to the public. See Sec. 14-1-34 of Village Ordinance
- Proof of Ownership or letter of consent from property owner (if the applicant is not the property owner);
- 10 copies of the proposed Certified Survey Map, including legal description and zoning for the property;
- Current Legal Description of the property.
- 10 copies of a typed Narrative, including information listed on Page 2;
- This checklist (or a photo-copy of this check-list);
- This application will be reviewed by the Planning Commission and all application items ***must*** be given to the Village Clerk at least 15 days prior to the Planning Commission meeting;
- Application fee: \$50.00 *plus* \$5.00 *per* lot if 6 or more lots (based on the number of *proposed* lots)
- Engineering and legal fee deposit of \$200.00.

Please note: The applicant will be billed/invoiced for any engineering and legal fees that the Village incurs in reviewing the proposed CSM in excess of the \$200.00 deposit. **Also:** Any portion of the \$200.00 deposit that is not used by the Village will be returned to the applicant Application fee is non-refundable.

FINAL APPLICATIONS MUST INCLUDE THE FOLLOWING:

(Due AFTER the Planning Commission has reviewed the Preliminary Application Materials)

- 10 copies of the *first page* (map) of the proposed Certified Survey Map;
- 10 copies of the *complete* Certified Survey Map (including signature pages);
- 10 copies of the Narrative

The following items may also be required – (and will need a preliminary hearing with the Planning Commission):

- **Zoning Application** If a change in zoning is required in conjunction with the proposed Certified Survey Map, a *separate* application for a Zoning Map Amendment will be required to be submitted in conjunction with the request for the Certified Survey Map. **Application Fee:** \$250.00

Information to Include in the Narrative:

- 1.) What is the purpose/reason for the proposed Certified Survey Map?
- 2.) What is the existing zoning designation/classification for all parcels?
- 3.) What is the proposed zoning designation/classification for all parcels?

For Village Parcels: (see Articles F and G under Title 14)

1. Will all proposed new parcels meet Village requirements for:
 - Minimum Lot Area?
 - Minimum Width?
 - Minimum Depth?
2. Will *existing* buildings meet set-back requirements for front, side, and rear yards?
3. Does water/sewer laterals exist to the proposed new lot(s)? If it does not, the property owner will need to pay to have these services installed. Reference ordinance for more information.
4. Does the parcel abut WIS-DOT or St. Croix County right-of-way? If so, these jurisdictions may need to review and approve the proposed CSM/subdivision.
5. Will there be separate driveways for all parcels, or shared driveways over a common property line? Shared driveways require a legal agreement to be recorded against the property titles for both properties. For proposed shared driveways, please submit a draft of the legal agreement for Village staff to review prior to the shared-driveway agreement being filed against both properties' titles. Contact the Village Hall for driveway permits. Reference driveway ordinance for more information. **See Sec. 6-3-2 in Village Ordinance**
6. For 'zero-lot line' land divisions in the Village of Somerset – clearly indicate which lot number (Lot 1 or Lot 2) will correspond with which address. *(Please note that there have been title problems in the past where the CSM lot number has not been clearly associated with an address for zero-lot line land divisions.)*

For Rural Parcels in the Village's Extraterritorial Plat Review Jurisdiction:

1. Does the proposed lot split comply with the Village's regulations for extra-territorial land divisions as provided in the Village Ordinance?
2. How will the proposed lot split affect the orderly and efficient growth of the urban area in the future, both short-term and long-term?
3. Will the proposed lot split allow land uses that are compatible with the rural nature of the area, and will the development proposed for the land create conflicts with existing or future rural land-uses? Typical rural land-uses include (but are not limited to) agriculture, feed-lots, dairy operations, gravel quarries, grain elevators, landfills, firing ranges, and similar land-uses.
4. Does the parcel abut WIS-DOT or St. Croix County right-of-way?