

Certified Survey Map

Application

Village of Weston/ETZ

Date: _____

Project No.: _____



FULL COMPLETION OF THIS FORM IS REQUIRED FOR PROCESSING

4747 Camp Phillips Rd
Weston, WI 54476

ONLINE EVOLVE APPLICATION

All land development applications are applied online through the Village of Weston’s online portal, Evolve. You can access this portal at www.westonwi.gov/epermits. You will need to create an account before submitting your application.

To apply, you will need to click on “New Application”.

- Select Development, select “Subdivision”.
- Select “CSM”.

REVIEW PROCESS

CSMs are reviewed by staff, unless dedication for easements and rights-of-way are needed, then the Plan Commission and Village Board review and approve. Pre-development meetings are required for CSMs when dedicating land or easements to the Village. Standard CSMs, with no rights-of-way dedications, are not required to have a meeting, unless it would be beneficial to meet with staff.

Once deemed complete, the CSM may be approved within 20 business days, if staff can approve it. The Village must approve, conditionally approve, or reject the CSM within 60 days, unless extended by mutual consent.

Planning & Development staff can be reached at plandev@westonwi.gov or 715.241.2613 with any questions or to schedule a pre-development meeting.

REVIEW FEES

<input type="checkbox"/> Certified Survey Map	\$	150.00 FEE	[49/4910]
<input type="checkbox"/> Certified Survey Map with Road Dedication	\$	350.00 FEE	[49/4910]
<input type="checkbox"/> Plat of Survey or Boundary Survey	\$	50.00 FEE	[49/4910]
<input type="checkbox"/> Extraterritorial Review (Ringle/Reid)	\$	50.00 FEE	[49/4910]

APPLICANT INFORMATION

Applicant Name: _____

Agent* Property Owner

Mailing Address: _____

Phone: _____

Email: _____

* Agents must have a LETTER OF AUTHORIZATION from all property owners at the time of filing.

Property Owner: _____

Contact Name: _____

Mailing Address: _____

Phone: _____

Email: _____

SURVEYOR INFORMATION

Surveyor: _____

Company: _____

License Number: _____

Address: _____

Phone: _____

Email: _____

PROJECT SITE SPECIFICATIONS

Project Address: _____
(or PIN if no address) _____

Lot Size(ft²): _____

Acres: _____

Proposed Zone*: _____

Proposed Future _____

Land Use **: _____

Legal Description: _____

**A separate application is required for all Rezoning petitions.*

*** A separate application is required for all Comprehensive Plan Map Amendments. All applications must be completed and submitted no later than October 1st, per the adopted Annual Amendment Cycle and Procedure.*

In detail, describe the purpose of the Certified Survey Map. Provide as much information to enable staff to make the necessary determinations. More information may be required at the Zoning Administrator's discretion.

CERTIFIED SURVEY MAP REQUIREMENTS

The applicant shall provide the Zoning Administrator with the complete application certified by the Zoning Administrator, including an easily reproducible electronic copy plus the original map with stamp, signature and date on all pages in a quantity directed by the Zoning Administrator. Except as otherwise allowed below or with the express approval of the Zoning Administrator, the application shall include the following information within the Certified Survey Map or in supporting documentation to be considered complete:

- A north arrow and graphic scale
- Map needs to be prepared with a graphic scale of not more than 1"=500' on durable white paper with a nonfading black image, with correct margins. All sheets need to be titled "Certified Survey Map" and if more than one sheet, all sheets shall be numbered as "Sheet _ of _ Sheets".
- Mathematical closure of 1/3,000 or better for exterior and interior lots, and other areas.
- All lot or other area corners, including meander corners, shall be monumented in accordance with 236.15 (c)(d) and (g) or a waiver is required from Plat Review.
- Identify all monuments. State material, length weight per lineal foot, outside diameter, and found or set in legend. Show all monuments used to determine the parcel and show bearing and distance in relationship to the surveyed parcel.
- Ties to at least two US Public Land System corners within ¼ section by bearing and distance. Include ALL PLSS corners used to determine any boundary.
- Show exact length and bearing of all exterior and interior boundary lines. Show "recorded as" bearings and distances if different.
- "Metes and Bounds" description commencing at a section or quarter section corner that is not the center of section or a Lot and block description if the land is located in a recorded subdivision that has been previously properly tied to a ¼ section line.
- Locations of all watercourses, drainage ways and surface drainage patterns shall be shown.
- Show meander line bearing and distance along with bearing and distance from meander line to water's edge.
- Delineations and labels of floodplains, shoreland-wetlands, shoreland areas, steep slopes, wetlands and other natural resource areas.
- All required building setback lines applicable to the zoning district(s), including setbacks from natural resource areas.
- All existing and proposed easement lines and dimensions with a key provided and explained as to ownership and purpose.
- Each lot shall comply with the specifications for the corresponding Zoning District or proposed Zoning District as defined in Figure 94.5.01(1) and (2), 94.5.02(1) and (2) in the Zoning Code.
- Location of all buildings, wells, P.O.W.T.S. with the setbacks from each feature, parcel boundaries and other natural features.
- Remnant lots and adjacent lots shall be shown in their entirety.
- Curve information, on curve or in a table. Include: radius, chord length, chord bearing, central angle, arc length, and tangent bearing or direction both in description and on face of map. Show main chords as dashed or dotted.
- Where the Certified Survey Map requires dedication for a public road, the subdivider shall follow the intent of the subdivision roadway and drainage inspection report.
- All public road dedications shall be a minimum of 66 feet (four (4) rods) wide.
- A Surveyor's Certificate including who directed the survey, a description of the land surveyed by G.L. ¼ ¼ section, Section, Township, Range, Town and County, a statement that the map is a correct representation of the land surveyed, and a statement that the surveyor has complied with any state, county or local ordinances.

All other applicable survey standards shall be maintained by the surveyor.

Why are any of the above stated criteria not present on the proposed CSM at the time of submittal? Please note, supplying a reason for the absence of the above stated criteria may not guarantee the timely approval of this application. To ensure the timely approval of this application all criteria shall be present.

LOT SPECIFICATIONS

Parent Parcel, Lot 1 Information:

PIN: _____ Zoning: _____ Village ETZ
 Conforming Lot Non-conforming Lot FLU: _____

Parent Parcel, Lot 2 Information:

PIN: _____ Zoning: _____ Village ETZ
 Conforming Lot Non-conforming Lot FLU: _____

Parent Parcel, Lot 3 Information:

PIN: _____ Zoning: _____ Village ETZ
 Conforming Lot Non-conforming Lot FLU: _____

Child Parcel Information, Lot 1:

Proposed Zone: _____	Proposed FLU: _____
Lot Area: _____	Lot Width: _____
Street Frontage: _____	Building Coverage (%): _____
Accessory Structure Coverage: _____	Landscape Surface Ratio (%): _____
<u>Principal Structure Setbacks:</u>	
Front: _____	Street Side: _____
Interior Side: _____	Rear: _____
<u>Accessory Structure Setbacks:</u>	
Interior Side: _____	Rear: _____

Child Parcel Information, Lot 2:

Proposed Zone: _____	Proposed FLU: _____
Lot Area: _____	Lot Width: _____
Street Frontage: _____	Building Coverage (%): _____
Accessory Structure Coverage: _____	Landscape Surface Ratio (%): _____
<u>Principal Structure Setbacks:</u>	
Front: _____	Street Side: _____
Interior Side: _____	Rear: _____
<u>Accessory Structure Setbacks:</u>	
Interior Side: _____	Rear: _____

Child Parcel Information, Lot 3:

Proposed Zone: _____ Proposed FLU: _____

Lot Area:	_____	Lot Width:	_____
Street Frontage:	_____	Building Coverage (%):	_____
Accessory Structure Coverage:	_____	Landscape Surface Ratio (%):	_____
<u>Principal Structure Setbacks:</u>			
Front:	_____	Street Side:	_____
Interior Side:	_____	Rear:	_____
<u>Accessory Structure Setbacks:</u>			
Interior Side:	_____	Rear:	_____

Child Parcel Information, Remnant Lot:

Proposed Zone:	_____	Proposed FLU:	_____
Lot Area:	_____	Lot Width:	_____
Street Frontage:	_____	Building Coverage (%):	_____
Accessory Structure Coverage:	_____	Landscape Surface Ratio (%):	_____
<u>Principal Structure Setbacks:</u>			
Front:	_____	Street Side:	_____
Interior Side:	_____	Rear:	_____
<u>Accessory Structure Setbacks:</u>			
Interior Side:	_____	Rear:	_____

PROCEDURES FOR PROPOSALS OF RIGHT-OF-WAY DEDICATION

A pre-development meeting between the Director of Public Works and the Zoning Administrator shall occur prior to staff forwarding the application to the Plan Commission. The assessment and conditions of the proposal shall be set based on the assessment and recommendation made by the Director of Public Works and the Zoning Administrator. The Public Works Director and Zoning Administrator shall make their recommendations to the Plan Commission. The application will then be placed on the next available Plan Commission agenda for deliberation and recommendation to the Village Board. The Village Board will adopt the proposed street dedication by resolution at the next available Village Board meeting.

REIMBURSEMENT FOR DEVELOPMENT REVIEW SERVICES

The Village Planner, Village Engineer, Public Works Director, Village Attorney, and other Village staff and consultants may expend time in the administration, investigation, and processing of development review applications. In addition, the Village may retain the services of other professional consultants—including but not limited to landscape architects, architects, environmental specialists, and recreation specialists—in the investigation and processing of such applications.

Reinforcing the requirements of Section 94.16.18(4) of the Village zoning ordinance, the signing and submittal of this application or petition for development review shall be construed as an agreement to pay for professional consulting services associated with the administration, investigation, and processing of this application or petition. The Village Administrator shall retain sole discretion in determining when and to what extent it is necessary to involve one or more professional consultants in the review of each application or petition.

The Applicant shall be responsible for the costs for such professional consulting services. The Applicant shall pay such costs upon receipt of one or more invoices from the Village, following the execution of the development review services associated with the application. In the event the Applicant fails to pay such costs, the responsibility shall pass to the property owner, if different, under the same terms. Development review fees that are assigned to the Applicant or property owner, but that are not actually paid, may then be imposed by the Village as a special charge on the affected property.

In the event the Village should chooses to exercises the above stated policy, and as stated in the Zoning Code, the applicant shall be notified and consulted with prior to Staff expending additional time that is not already built into the review process fee and/or the hiring of a professional consultant for the review, processing and investigation of this application. The intent of the Zoning Administrator is to exercise this power in extreme and unusual circumstances or in the absence of the Zoning Administrator.

STATEMENT OF UNDERSTANDING AND SIGNATURES

By signing and dating below, I acknowledge that I have reviewed and understand the Village of Weston zoning ordinance and its standards of approval related to this application; read, understand, and accept my responsibilities under the reimbursement section above; submitted an application that is true, correct, and complete to the best of my knowledge; acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application;

understand that all meeting dates are tentative and may be postponed by the Village for the reason of incomplete submittals or other administrative reasons; if this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and understand that the Village's zoning ordinance and/or the conditions of development approval may specify timeframes within which I must take certain actions related to the development of the subject property, or risk having the approval being nullified. **Failing to attach all the required components will deem the status of this application as incomplete. Incomplete applications will not be reviewed and shall be discarded within 30-days if the application status remains incomplete. Any fees collected will not be refunded.**

Signature of Applicant

Date

Agent Property Owner

STAFF REVIEW

Child Parcel, Lot 1 Information:

PIN: _____ Zoning: _____ Village ETZ
 Conforming Lot Non-conforming Lot FLU: _____
Address: _____

Child Parcel, Lot 2 Information:

PIN: _____ Zoning: _____ Village ETZ
 Conforming Lot Non-conforming Lot FLU: _____
Address: _____

Child Parcel, Lot 3 Information:

PIN: _____ Zoning: _____ Village ETZ
 Conforming Lot Non-conforming Lot FLU: _____
Address: _____

Child Parcel, Lot 4 Information:

PIN: _____ Zoning: _____ Village ETZ
 Conforming Lot Non-conforming Lot FLU: _____
Address: _____

Child Parcel, Remnant Lot Information:

PIN: _____ Zoning: _____ Village ETZ
 Conforming Lot Non-conforming Lot FLU: _____
Address: _____

Street Dedication:

PC Meeting Date: _____ Recommended Recommended w/ Conditions Denied
VB Meeting Date: _____ Approved Approved w/ Conditions Denied
Resolution No.: _____

Approval Date: _____ Filed with Register of Deeds: _____
Recorded Date: _____ Document Number: _____
Volume: _____ Page: _____ CSM No.: _____

Signature of Zoning Administer or Designee _____ Date _____

Project Number(s) _____ Approved Denied

CSM loaded to Evolve & Global Search on: _____