



CERTIFIED SURVEY MAP **APPLICATION CHECKLIST**

APPLICATION FEES	
<input type="checkbox"/> Staff Review Only - \$200	
<input type="checkbox"/> Planning Comm. / Town Board - \$425 (\$350 application fee and \$75 citizen participation fee)	
Date Paid: _____	Receipt #: _____
Paid by Whom: _____	

PARCEL #(s): _____ DATE RECEIVED: _____
 ADDRESS(s): _____

Provide the following items for application of a Certified Survey Map:

- Pre-Approval meeting with Outagamie County Planning Department completed
- Consultation with Town Staff
- Certified Survey Map (CSM) Application
- Signature on Application
- Application Fees Paid
- Plans for the proposed CSM of a site shall be submitted with the CSM Application and include everything listed on the "Outagamie County Certified Survey Checklist" (See next page "CSM Application Worksheet")
 - State approval if applicable
 - Electronic copy of Certified Survey Map
 - Drainage Plan, as required by the Stormwater Superintendent consult
(i.e. Elevations, Direction of Flow, Discharge locations)
- Thirteen 11x17" copies of the final Certified Survey Map shall be submitted to the Town Administrator at least 25 days prior to the meeting of the Planning Commission along with the appropriate application fees.
- Applicant must hold a Citizen Participation meeting at least seven (7) days prior to the Planning Commission date (See Chapter 99 Citizen Participation Ordinance)
 - Citizen Participation Meeting Informational Letter (as described in §99-2) must be drafted and given to the Town along with application
 - Minutes must be taken at the Citizen Participation Meeting noting all concerns and solutions and by whom. These minutes must be submitted to the Town Clerk within 24 hours of the Citizen Participation meeting start time.
- Applicant received approved CSM Date: _____

Receiver Signature

Receiver Print Name

**** Applicant must record approved CSM with Outagamie County Register of Deeds within 12 months of the Town of Greenville's written approval date. ****

OFFICE CHECKLIST

- Email Information to Town Employees for Staff Review
- Staff Review Date: _____ (Attach completed form and notes)
- Applicant notified of any additional fees (Staff Review notes)
- The Planning Board shall hold a public hearing and give public notice thereof by Class 2 publication standards.
 - Dates of Class 2 publications _____ / _____
 - Public Hearing notice sent to property owners within 500' of parcel. Date: _____
 - Post signage on property
 - Date of Citizen Participation Meeting: _____
 - Minutes of Citizen Participation Meeting submitted to T.H. Date: _____
 - Date of Planning Commission _____
 - Approval, Denial or Approval Contingent on from Planning Commission _____
Notes: _____
 - Date of Town Board Meeting _____
 - Approval, Denial or Approval Contingent on from Town Board _____
Notes: _____
- Recorded CSM Processing
 - Parcel Folders created (Paper and Electronic)
 - Update in Access
 - Email to Town



CERTIFIED SURVEY MAP APPLICATION WORKSHEET

PROCESS

- The first step in any land division is to contact the Outagamie County Zoning Department at (920) 832-5255 to set up a date for a preliminary consultation.
- Preliminary consultation with Town of Greenville Administration at (920) 757-5151.
- The surveyor will complete the CSM and submit it to the Town of Greenville for review, along with a copy of the preliminary consultation, copy of the CSM, and the applicable review fee.
- Once the application and plan is deemed complete by the Town Administrator, the item will be placed on the next available Planning Commission meeting.
- The Town Clerk will schedule the Public Hearing and proper notice will be made.
- The applicant must hold a Citizen Participation Meeting for the property owners within 500 feet of the parcel(s) effected by the CSM. The Town will send out the information letter you provide to these property owners. Minutes must be taken at the Citizen Participation Meeting noting all concerns and solutions and by whom. These minutes must be submitted to the Town Clerk within **24 hours** of the Citizen Participation meeting start time. (See Town of Greenville Ordinance §99 Citizen Participation).
- The Planning Commission will review the CSM and make recommendations to the Town Board to approve, approve with conditions, or deny the CSM.
- The Town Board shall not consider the CSM unless new Right of Way is being created. The Town Board may also require additional conditions for approval.
- Notice of the Town Board's decision will be made by the Town Clerk within 10 working days of the Town Board's decision. If the CSM is approved, **the applicant must record it with the Outagamie County Register of Deeds within 12 months of the decision.**

CSM Map Checklist

- ___ 1. The following shown predominantly and accurately near the top of the first page:
 - ___ a. Quarter-Quarter Section, Government Lot or Private Claim
 - ___ b. Section, Town and Range
 - ___ c. Name of the Township and County
 - ___ d. Name of Recorded Subdivision or CSM (if part of)
- ___ 2. The CSM contains a signature line for the Outagamie County Planning Department, Town Approval including signature lines for Town Chairperson and Clerk as well as Town Treasurer.
- ___ 3. If land is dedicated to the public, there is a certificate of acceptance included to be signed by both the Town Chairperson and Clerk.
- ___ 4. The property owner block is complete and easy to follow:
 - ___ a. All Owners Listed as Shown on Last Transfer Document - Husband & Wife, Land Contracts, Trust, Etc.
 - ___ b. All Tax Parcel Numbers - the Complete 9 Digit Number
 - ___ c. All Recording Information - Volume & Page, Jacket & Image, Document Number
- ___ 5. The following are all shown:
 - ___ a. North arrow
 - ___ b. Scale
 - ___ c. Legend and symbols
 - ___ d. Bearings and distances of each line
 - ___ e. Lot Numbers and area in square feet and acres
 - ___ f. Easements - existing and proposed
 - ___ g. All existing structures
 - ___ h. All existing driveways and access points
 - ___ i. All streams and other water bodies with building 75 foot setback line and distance
 - ___ j. All wetlands with 50 foot setback
 - ___ k. Floodplain areas with source of determination included
 - ___ l. Any Airport zone delineations
- ___ 6. All subdivisions, CSMs and property lines within 50 feet of the exterior boundary of the CSM are located and labeled.
- ___ 7. The location, right-of-way width and name of all existing and proposed highways, streets and roads are shown. Area calculations are included for all proposed roads.
- ___ 8. If the CSM abuts a controlled access highway and no driveway exists, a statement to that effect appears. If the CSM abuts a highway where noise control standards have been developed, a statement indicating that the noise levels may be above those listed in the Wisconsin Administrative Code shall be included.
- ___ 9. The surveyor signed, stamped and dated the CSM, along with the surveyor's certification.
- ___ 10. The written legal description matches the graphic description.
- ___ 11. The CSM is tied to a section line, quarter section line, private claim or federal reservation line with the monumentation at each end of the line shown, along with bearing and distance.
- ___ 12. All distances and bearings are referenced to the Wisconsin County Coordinate System for Outagamie County.



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- Staff Review Only - \$200
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(\$350 application fee and \$75 citizen participation fee)
- Date Paid: _____ Receipt #: _____
- Paid by Whom: _____

Project Title: _____
Site Address(s): _____
Parcel #(s): _____

Applicant: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email Address: _____

Property Owner: _____
Mailing Address: _____
City: _____ State: _____ Zip: _____
Phone: _____ Fax: _____
Email Address: _____

PROPERTY INFORMATION

Legal Description of Land(s): _____

Zoning of parcel(s): _____ Proposed Zoning of parcel(s): _____

Total Parcel(s) Acreage: _____

Existing Land Use: _____

Existing Structures: (include parcel #'s of all current structures) _____

Proposed Land Use: _____

New Location of all Existing Structures: (include new Lot numbers of all current structures) _____

Continued →

Water Service: Public Water Well
 Sewer Service: Public Sewer Septic

Details of why CSM is required for this project/parcel: (include any Ordinances that maybe affected/included)

Critical Areas: *(check all that apply)*

- | | |
|---------------------------------------|--|
| <input type="checkbox"/> Floodplain | <input type="checkbox"/> Drainage/Stream |
| <input type="checkbox"/> Easements | <input type="checkbox"/> Historic |
| <input type="checkbox"/> Pond/Lake | <input type="checkbox"/> Cemetery |
| <input type="checkbox"/> Steep Slopes | <input type="checkbox"/> Other: _____ |

I/We certify that all of the information presented by me/us in this application and site plan is accurate to the best of my/our knowledge, information, and belief. APPLICATIONS WILL NOT BE ACCEPTED WITHOUT THE SIGNATURE OF THE PROPERTY OWNER.

 Applicant's Signature

 Date

 Property Owner's Signature

 Date

Office Use Only

Staff Review Only? Yes / No Approval Date: _____

Planning Commission Date(s): _____ Approval Date: _____

Town Board Date(s): _____ Approval Date: _____

Notes: _____
