

## Chapter 16.24

### MINOR LAND DIVISIONS

#### Sections:

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**16.24.010 Requirements for minor land divisions.**

A. Certified Survey Map. A certified survey map prepared by a registered surveyor shall be required for all minor subdivisions. It shall comply in all respects with the requirements of Section 236.34 of the Wis. Stats. and this title.

B. Additional Information. The map shall show correctly on its face, in addition to the information required by Section 236.34 Wis. Stats., the following:

1. All existing buildings, watercourses, drainage ditches, and other features pertinent to proper division;

2. Setbacks or buildings lines as required by the ordinance in effect in the area;

3. All lands being dedicated and/or reserved for future acquisition;

4. Date, graphic scale, names and address of surveyor, owner and subdivider;

5. Names of adjoining streets, highways, parks, cemeteries, subdivisions, ponds, streams, lakes, flowages, and wetlands;

6. Floodland and shoreland boundaries and the contour line at a vertical distance of two feet above the elevation of the one hundred (100) year recurrence interval flood or where such data is not available, at a vertical distance of five feet above the elevation of the maximum flood of record;

7. Any additional information as may be required by the Planning and Zoning Committee, Town Board, or Town Engineer.

C. Certificates. The surveyor shall certify on the face of the map that the survey has fully complied with all the provisions of this title. The town shall also certify its approval on the map. 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(a) Wis. Stats. (Ord. dated 7/27/95 § 7)

**16.24.020 Survey map.**

A. Certified Survey Map Required.

1. Any division of land which results in a minor land division shall be surveyed and a certified survey map thereof prepared at a graphic scale of not more than 100 feet to one inch., to be approved and recorded as required by this title. Upon application to the Town Board, this requirement may be waived in whole or in part, based upon the circumstances of each case. The Town Board may require one or more, but not all of the parcels created by the land division to be surveyed.

**16.24.030 Certified Survey Map review**

A. Before submitting a Certified Survey Map for approval, the subdivider shall prepare a Certified Survey Map complying with this title.

The necessary applications and fees must be submitted to the Town Clerk and two (2) copies of the Certified Survey Map submitted to the Town Engineer for review by the first Thursday of the month in order to be considered for hearing at the next Planning and Zoning Committee meeting.

It shall be the subdivider's responsibility to post the town supplied notification sign at least twenty-one (21) days prior to the meeting date.

The Town Engineer will review the submitted Certified Survey Map and notify the applicant when the Certified Survey Map is scheduled for a Planning and Zoning Committee meeting. Following notice from the Town Engineer, sixteen (16) copies of the Certified Survey Map must be submitted to the Town Clerk at least eight (8) days prior to the Planning and Zoning Committee meeting.

**16.24.040 Certified Survey Map Approval**

A. The Town Board is the approving authority and shall receive a recommendation from the Planning and Zoning Committee. Failure of the Town Board to act within ninety (90) days of filing of a Certified Survey Map shall constitute an approval.

B. The Town Board shall approve, approve conditionally or reject such map within ninety (90) days from the date of filing of the map unless the time is extended by agreement with the applicant. If the map is rejected, the reason shall be stated in the minutes of the meeting and a written statement forwarded to the subdivider. If the map is approved, the Town Board shall cause the Town Clerk to so certify on the face of the map.

C. Recordation. The developer shall record the map with the register of deeds within six (6) months of its approval. Costs of recording shall be borne by the developer. A copy of the recorded certified survey map must be submitted to the Town Clerk. (Ord. dated 7/27/95 § 8(7))