

# Town of Bloomfield

## Certified Survey Map Checklist

<i>Contact Type</i>	<i>Contact Information</i>
Town Hall Telephone Number	(262)-279-6039
Town Engineers Kapur & Associates	(262)-767-2747

Revised March, 2009

Date: \_\_\_\_\_

Parcel Identification Number: \_\_\_\_\_

Location of Parcel: \_\_\_\_\_

### APPLICANT INFORMATION

\_\_\_\_\_  
Name Address Zip

\_\_\_\_\_  
Telephone Fax E-mail Address

### SURVEYOR INFORMATION

\_\_\_\_\_  
Name Address Zip

\_\_\_\_\_  
Telephone Fax E-mail Address

**A certified survey map prepared by a registered land surveyor shall be required for all minor land divisions. It shall comply in all respects with the requirements of § 236.34, Wis. Stats. The minor subdivision shall comply with the design standards and improvement requirements set forth in Chapter 18 of the Land Division Ordinance of the Town of Bloomfield.**

#### MINOR LAND DIVISION REVIEW (CERTIFIED SURVEY MAP)

When it is proposed to divide land into not more than four (4) parcels or building sites, any one of which is fifteen (15) acres or less in size, or when it is proposed to create by land division not more than four (4) parcels or building sites within a recorded subdivision plat without changing the exterior boundaries of a block, lot or outlot, the subdivider may subdivide by use of a Certified Survey Map. The Certified Survey Map shall include all parcels of land fifteen (15) acres or less in size and may, at the owners direction, include any other parcels containing more than fifteen (15) acres. The subdivider shall prepare the Certified Survey Map in accordance with this Chapter and shall file 10 copies of the Map and the letter of application with the Town Clerk at least 30 days prior to the meeting of the Town Plan Commission at which action is desired.

## Certified Survey Map Checklist

### Town of Bloomfield Requirements

- |     | OK                       | N/A                      | See Comments             |   |
|-----|--------------------------|--------------------------|--------------------------|---|
| 1.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All existing buildings, water, drainage and other features pertinent to proper land division.   |
| 2.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Setbacks or building lines required by the Town and/or County Plan Commission or other Town and/or County ordinances.   |
| 3.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Utility and/or drainage easements.  |
| 4.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | All lands reserved for future acquisition.  |
| 5.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Existing contours when required by the Town Engineer at vertical intervals of not more than two (2) feet where the slope of the ground surface is less than 10 percent, and of not more than five (5) feet where the slope of the ground surface is 10 percent or more. Elevations shall be marked on such contours based on National Geodetic Vertical Datum (mean sea level) as available. This requirement may be waived if the parcel(s) created are fully developed.   |
| 6.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Proposed lot drainage as may be required by the Town Plan Commission, Town Public Works Committee, and/or Town Engineer.  |
| 7.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Date of map, Graphic scale and North arrow.   |
| 8.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Name and address of the owner, subdivider and surveyor.   |
| 9.  | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location of soil boring tests, where required by Chapter COMM 83 and COMM 85 of the Wisconsin Administrative Code, made to a depth of six (6) feet, unless bedrock is at a lesser depth. The number of such tests shall be adequate to portray the character of the soil and the depths of bedrock and groundwater from the natural undisturbed surface. To accomplish this purpose, a minimum of one (1) test per three (3) acres shall be made initially. The results of such tests shall be submitted along with the certified survey map. |
| 10. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Location of soil percolation tests where required by Section Comm. 85.06 of the Wis. Admin. Code, taken at the location and depth in which soil absorption waste disposal systems are to be installed. 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. The results of such tests shall be submitted along with the certified survey map.   |

- |     | OK                       | N/A                      | See Comments             |   |
|-----|--------------------------|--------------------------|--------------------------|---|
| 11. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Name of the School District and the boundary lines thereof when a proposed certified survey map is situated in more than one school district.   |
| 12. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Additional building setback lines required by the Town Plan Commission which are more restrictive than the regulations of the zoning district in which the plat is located or which are proposed by the subdivider and are to be included in recorded protective covenants.   |
| 13. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Additional yard setbacks required by the Town Plan Commission which are more restrictive than the regulations of the zoning district in which the plat is located.  |
| 14. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Floodland and shoreland boundaries and the contour line lying at a vertical distance of two (2) 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 (5) feet above the elevation of the maximum flood of record, or where not recorded at the high-water level determined by the Department of Natural Resources.   |
| 15. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The existence of any protective covenants shall be noted on the face of the map.  |
| 16. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | Where the Town Plan Commission finds that it requires additional information relative to a particular problem presented by a proposed development to review the certified survey map, it shall have the authority to request in writing, such information from the subdivider.  |
| 17. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | The 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 Town Plan Commission may waive this requirement where it is unnecessary to fulfill the purposes and intent of this code and severe hardship would result from strict application thereof.  |
| 18. | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | STATE PLANE COORDINATE SYSTEM. Where the Map is located within a U.S. Public Land Survey quarter-section, the corners of which have been relocated, monumented and coordinated by the Wisconsin Department of Transportation, the Southeastern Wisconsin Regional Planning Commission, or any County, City, Village or Town, 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, South Zone, and adjusted to the control survey. |

OK N/A See Comments  
19.

CERTIFICATES. The surveyor's certificate shall contain a description of the survey beginning at the U.S. Public Land Survey corner to which the survey is tied. The Town Board, after a recommendation by the reviewing agencies, shall certify its approval on the face of the map.

(a) Protective covenants and 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.

(b) The Town Clerk or Town Treasurer and the County Treasurer shall certify on the face of the Certified Survey Map that there are no unpaid taxes or unpaid special assessments on any of the lands included in the Certified Survey Map.

Note: RECORDATION. The Certified Survey Map shall only be recorded with the County Register of Deeds after the certificates have been signed by the Town Board and the Surveyor. The Map shall be recorded within 30 days of its approval by the Town Board.

Received By: \_\_\_\_\_

Date: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Date: \_\_\_\_\_