



## CERTIFIED SURVEY MAP APPLICATION

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Parcel Address or ID #: \_\_\_\_\_

### Part I: General Information

Land Divider  
information:

Person's Name(s): \_\_\_\_\_

Firm Name (if any): \_\_\_\_\_

Relationship (check one):  Owner  Land Divider  Surveyor  Other  Representing: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Property  
owner  
information:

Person's Name(s): \_\_\_\_\_

Ownership (check one):  Individual  Trust  Partnership  Corporation/LLC  Other: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Parcel number  
or legal  
description of  
subject  
property:

\_\_\_\_\_  
\_\_\_\_\_

Address or  
street  
boundaries of  
subject  
property:

\_\_\_\_\_

Proposed use  
of subject  
property  
(check all  
applicable  
uses):

- single family residential
- two family residential duplex(es)
- multiple family residential—3+ unit building(s)
- office/research
- retail/commercial services
- industrial
- institutional
- farming/farmstead
- other use: \_\_\_\_\_

Project  
summary:

\_\_\_\_\_  
\_\_\_\_\_



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### Part II: Application Submittal Requirements

Along with this application, please submit one digital copy in an easily reproducible format (e.g., PDF) of all materials that are required to make a complete application. The Town Clerk may also require hard copies after you provide a digital copy. Except as the Town Clerk may otherwise allow, each complete application must include the following materials:

- Non-refundable certified survey map application fee of \$200, plus \$50 for each lot.
- Complete Certified Survey Map, prepared by a professional land surveyor, and including:
  - All required contents under Chapter 236 of Wisconsin Statutes.
  - All the certificates required by Section 236.21, Wis. Stats.; and certification that the CSM fully complies with all of the provisions of the Town's subdivision and land division regulations.
  - Location of existing property lines, buildings, drives, paths, streams and watercourses, dry runs, lakes, ponds, wetlands, floodplains (by type), shoreland zoning areas and setbacks, rock outcrops, environmental corridors per the Comprehensive Plan, and other similar significant features.
  - Location, dimensions, and proposed ownership of any sites to be reserved or dedicated for parks, playgrounds, drainageways, environmental corridors, or other public and/or permanent open space uses.
  - Any unique building setback lines, buildable areas, "build-to" lines, or similar areas, not including those required by zoning.
  - Vision clearance triangles per the Town's ordinances.
  - Proposed locations, restrictions, and landscape plans associated with highway access control, noise mitigation, and landscape buffer strips.
  - The outer edges of all "woodlands" and parts of woodlands proposed to be preserved within the CSM area, and the locations and specimens of all other "mature trees" not located within a woodland that are proposed to be preserved.
  - If the CSM contains private road(s), the following note: "Notice of Possible Limitation of Public Services: This CSM contains private roads. As a result, certain public services including but not limited to road maintenance and snow plowing may be limited."
- A signed statement listing all development projects for which the Land Divider has sought or received Town approval during the previous 10 years, and indicating whether the Land Divider has any outstanding obligations to perform on any such projects, via either contract or conditions of approval.
- Completed Site Assessment Checklist (form attached to this application), except where the CSM is for 5 acres or fewer, 2 or fewer new lots, and/or for no land development in the foreseeable future.
- Preliminary engineering plans meeting the requirements of the subdivision ordinance, if the CSM requires new or extended Town infrastructure or stormwater management.
- Protective covenants and/or legal instruments and rules for any proposed property owners' association, if applicable.
- If the CSM area includes a "woodland" or "mature trees," a woodland preservation plan.
- Other information related to compliance with Town ordinances may be required, including a concept plan if CSM would have significant impact on public improvements or Comprehensive Plan.



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**Part III. Reimbursement for Development Review Services**

The Town Clerk, Town Engineer, Town Attorney, and other Town groups and consultants may expend time in the administration, investigation, and processing of development review applications. In addition, the Town 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. 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 Town Chair 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 Town, 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 Town as a special charge on the affected property.

**Part IV. Signatures**

By signing and dating below, I/We:

1. Reviewed and understand the Town of West Point subdivision and development regulations and its standards of approval related to this application;
2. Read, understand, and accept my/our responsibilities under the reimbursement section above;
3. Submitted an application that is true, correct, and complete to the best of my/our knowledge;
4. Acknowledge that Town 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;
5. Understand that all meeting dates are tentative and may be postponed by the Town for the reason of incomplete submittals or other administrative reasons;
6. 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
7. Understand that the Town’s subdivision and development regulations and/or the conditions of development approval may specify timeframes within which I/we must take certain actions related to the development of the subject property, or risk having the approval being nullified.

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Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_

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Signature of Property Owner (if different) \_\_\_\_\_ Date \_\_\_\_\_



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## Land Division/Subdivision Site Assessment Checklist

The Site Assessment Checklist, attached information, and Town assessment of these materials, will be considered in the determination of land suitability for division and compliance with other Town ordinance standards. Please answer the following questions about the proposed site and division, using the listed “potential source” or another reliable source. Explain all “yes” answers by attaching documentation on the type, location, and extent of the identified feature; and on the expected impact of the proposed development. Adjustments to the proposed division to minimize the impact of “yes” answers may be required.

| I. LAND RESOURCES. Does the land area include:  | Yes                      | No                       |
|---|--------------------------|--------------------------|
| <b>A. A 100-year floodplain, or other flood prone area?</b><br>Potential Sources: <a href="#">FEMA Flood Map Service Center</a>   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>B. An area of with high potential for gravel or other mineral deposits?</b><br>Potential Source:   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>C. Slopes of 12% or greater?</b><br>Potential Source:  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>D. An area of existing or former wetlands, or wetland indicators?</b><br>Potential Source: <a href="#">DNR Surface Water Data Viewer</a> . In Map Layers, select “Wetlands & Soils” and choose the “Wisconsin Wetland Inventory”   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>E. An area with water table within 200 cm (about 6 feet) of the soil surface?</b><br>Potential Source: <a href="#">USDA Soil Survey</a> . Use Soil Data Explorer, select tab for Soil Uses and Properties. Under “Water Features”, select “Depth to Water Table.”                              | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>F. An area of bedrock within 150 cm (about 5 feet) of the soil surface?</b><br>Potential Source: <a href="#">USDA Soil Survey</a> . Use Soil Data Explorer, select tab for Soil Uses and Properties. Under “Soil Qualities and Features”, select “Depth to a Selected Soil Restrictive Layer.” | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>G. Soils having very limited site potential for dwellings with basements?</b><br>Potential Source: <a href="#">USDA Soil Survey</a> . Use Soil Data Explorer, select tab for Suitabilities and Limitations for Use. Under “Building Site Development”, select “Buildings with Basements”       | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>H. Designated environmental or open space corridors?</b><br>Potential Source:  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>I. A natural drainageway or dry run with a tributary area of 5+ acres?</b><br>Potential Sources: <a href="#">West Side Stormwater Management Plan</a> , site survey.   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>J. Group I agricultural soils?</b><br>Potential Source:  | <input type="checkbox"/> | <input type="checkbox"/> |
| II. WATER RESOURCES. Does the land area/development involve:  | Yes                      | No                       |
| <b>A. A navigable lake, pond, river, stream, or other waterway?</b><br>Potential Source: <a href="#">Wisconsin DNR Surface Water Data Viewer</a> . In Map Layers, select “Designated Waters” and choose the “Priority Navigable Waterways”  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>B. Location within a wellhead protection area?</b><br>Potential Source:  | <input type="checkbox"/> | <input type="checkbox"/> |



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|   |                          |                          |
|---|--------------------------|--------------------------|
| <b>C. Location within 1,000 ft from a lake, pond or flowage or 300 ft from a river or stream or the landward side of the floodplain (i.e., shoreland zone)?</b><br>Potential Sources: <a href="#">Wisconsin DNR Surface Water Data Viewer</a>   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>D. Location within 1,200 feet of any open or closed landfill site?</b><br>Potential Source:  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>III. BIOLOGICAL, HUMAN, AND SCIENTIFIC RESOURCES</b><br><b>Does the land area or development include or involve:</b>   | <b>Yes</b>               | <b>No</b>                |
| <b>A. Location in a section with threatened/endangered plant or animal species?</b><br>Potential Source: If yes, fill out an <a href="#">"Endangered Species (NHI) Review Request Form" (Form 1700-047)</a> .   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>B. Location within a "Critical Roosting" or "Critical Perching" habitat areas for bald eagles, or within 660 feet of a known bald eagle nest?</b><br>Potential Source:   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>C. A "woodland" as defined by Town ordinance?</b><br>(i.e., area of trees with canopy area of 1+ acres, with at least 50% of trees having a diameter of 6"+ at 4 ft above grade. Does not include trees grown for commercial purposes or where most trees are non-native or invasive. If division would remove 30%+ of the area of woodland, mitigation plan required) | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>D. One or more "mature trees" outside of a "woodland"?</b><br>(i.e., 12"+ in diameter at 4 feet above grade, where native, not invasive, and not grown for commercial purposes. If division suggests removal of 30%+ of mature trees, mitigation plan is required.)  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>E. An area containing or within 1,000 feet of an area of archeological interest?</b><br>Potential Sources: archeological study of site. Call 264-6504 if area may be of archeological interest.  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>IV. ENERGY, TRANSPORTATION, AND COMMUNICATIONS</b><br><b>Does the land include or abut:</b>  | <b>Yes</b>               | <b>No</b>                |
| <b>A. A planned roadway, or existing roadway planned for a wider right-of-way?</b><br>Potential Source:   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>B. A State Highway, or another arterial or collector roadway?</b><br>Potential Source:   | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>C. An existing or planned utility corridor or associated easement, such as for gas, electricity, water, sewer, stormwater, or communications?</b><br>Potential Sources: Surveyor should have this information  | <input type="checkbox"/> | <input type="checkbox"/> |
| <b>D. Existing or planned parks, natural resource areas, or paths or trails?</b><br>Potential Sources:  | <input type="checkbox"/> | <input type="checkbox"/> |

I certify that I have researched the potential sources and others at my disposal, and that the information supplied on and with this Site Assessment Checklist is correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Land Divider, engineer, or surveyor

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Date