



November 20, 2023

Town of West Point  
**Attn: Ashley Nedeau-Owen**  
N2114 Rausch Road  
Lodi, WI 53555

**RE: Town of West Point – Proposal & Agreement**  
**Town of West Point Assessor's Plat, No. 2**  
**Section 11, Town 10 North, Range 7 East**  
**Town of West Point, Columbia County, WI**  
*G & A File No. 422-199*

**E-mail: [townchair@townofwestpoint.us](mailto:townchair@townofwestpoint.us)**

Dear Ashley & Members of the Board:

We are pleased to provide a proposal to work with you on the proposed Town of West Point, Assessor's Plat, No. 2 in Columbia County, Wisconsin.

GROTHMAN & ASSOCIATES, SC has been providing surveying services to our clients in the Town of West Point for more than 35 years. We have demonstrated time and time again our ability to deliver a consistent and professional service to each and every one of our projects and responsibilities.

**GENERAL DESCRIPTION of PROJECT:**

The preparation of an Assessor's Plat for all of Weast Park Plat and those lots of Pleasant View Park Plat abutting Lake Wisconsin located in Section 11, Town 10 North, Range 7 East, Town of West Point, Columbia County, WI.

**SURVEYING SERVICES:**

GROTHMAN & ASSOCIATES, SC will complete the following services:

1. Control (field measure) the property corners and the land parcel occupation lines, improvements (homes, piers, driveways, garages), wells, any septic facilities (visible, evidence), boat houses, retaining walls & stairs and the water's edge. For projects scheduled at this time of year are always weather dependent.
2. Coordinate and schedule meetings with landowners and/or their representatives. We will address concerns of the landowners. The Town of West Point will send notifications to all landowners that an Assessor's Plat survey is being done on their land and that GROTHMAN & ASSOCIATES, SC will be making a concerted effort to contact individual landowners, Contact information from GROTHMAN & ASSOCIATES, SC will be left with the landowners.
3. A Title Company will be hired to research and provide title evidence for individual landowner ownership and any easement rights and/or affidavit of occupation documents. (Costs included)
4. We will evaluate the field data collected and determine the appropriate lines of ownership including the following:
  - a) Research the title information provided us by the Title Company
  - b) Research legacy survey data and recent surveys of record
  - c) We will decide the proposed property lines

5. We will prepare a "working" drawing of the Assessor's Plat for the Town of West Point and the landowners to review the following:
  - a) Map proposed property lines
  - b) Determine the amount land to be included with the existing property ownership
  - c) Identify issues found that may bring a light to property line encroachments and conflicts
  - d) Assist in property line mediation and/or arbitration agreements for resolving conflicts
  - e) Attempt to finalize the overall plat decisions
  - f) Mark proposed lot corners for landowner's review
  - g) Secure the necessary preliminary property owner agreements
  
6. GROTHMAN & ASSOCIATES, SC will prepare the final plat of the Town of West Point Assessor's Plat, No. 2. and we will:
  - a) Meet with both the Town Board and landowners located in the Assessor's Plat
  - b) Request that the landowners sign the plat upon its approval
  - c) In the event we experience a land dispute between landowners our completion time of the final plat and our cost estimate will be adjusted appropriately
  
7. We will send the plat to the following agencies:
  - a) Columbia County Zoning
  - b) Department of Administration (DOA)
  - c) Department of Transportation (DOT)

Once the final plat has been received from DOA we will meet with the Town of West Point and the landowners to obtain the final signatures before the plat can be recorded at the Register of Deeds.

**NOTE:** The Department of Administration will prepare the final document for the landowners to sign per State Statute for all plats.

**COMPENSATION for SURVEYING SERVICES:**

Surveying & platting of the Town of West Point Assessor's Plat, No. 2 is **approximately** estimated to be between \$150,000 and \$200,000. We anticipate the landowner's cooperation while this project is done to its completion. The above price is a ballpark estimate, not an exact quote. Your actual price may be higher or lower depending on a variety of unforeseen factors.

Materials will be included for this project and will consist of rebar, lath and flagging.

Fee's NOT included are:   Town of West Point fee(s) if any  
                                   Columbia County review fee  
                                   Department of Transportation (DOT)  
                                   Department of Administration (DOA)  
                                   Columbia County recording fee

Invoicing will be done at three (3) various times during this project. The first will be sent after the initial field work, the second statement will be after reviewing the working drawing with the Town of West Point and the final invoice will be when the project is completed.

I have also enclosed a Gantt chart regarding the project schedule for your reference.

We have enclosed a contract for the above work. Thank you for allowing GROTHMAN & ASSOCIATES, SC to work with you on this project.

Sincerely,

**GROTHMAN & ASSOCIATES, SC**

Scott P. Hewitt, President  
Professional Land Surveyor

SPH/JRG/kag

**GROTHMAN & ASSOCIATES, SC**

James R. Grothman, Vice President  
Professional Land Surveyor