

Certified Survey Map (Minor Land Division)
Application to the
Village of Wrightstown
352 High Street
Wrightstown, WI 54180

File Date _____

Plat Title _____

Of Lots _____ # Of Outlots _____ Tax Key #(s) _____

Total Acreage _____ Zoning _____

Property Owner(s) _____ Telephone _____

Address/Zip _____ Fax _____

Applicant _____

Check: _____ Surveyor _____ Engineer _____ Developer _____ Architect _____ Agent _____ Other

Address _____ Telephone _____

City/Zip _____ Fax _____

Surveyor _____ Telephone _____

Registration Number _____ Fax _____

Legal Description of Land Being Platted _____

Signature of Property Owner of
Owner's Designated Agent

Print Name of Property Owner or
Owner's Designated Agent

Date

What Is A Certified Survey Map (Minor Land Division)?

A Certified Survey Map (CSM) [also known as a minor land division] is a means by which a property owner may create four (4) or less lots.

Where Do I Start?

Contact the Clerk/Treasurer to discuss interest in submitting a Certified Survey Map. Through this discussion, the Clerk/Treasurer can determine if a CSM is the correct procedure and work with you to schedule a pre-plat conference. To continue, a CSM document is required. A registered land surveyor must prepare a Certified Survey Map.

What's Next?

A complete submittal includes five (5), to-scale copies of the Certified Survey Map, and three (3) copies of the drainage plan (unless waived by the Department of Public Works).

The Village departments make recommendations to the Plan Commission. The Plan Commission reviews the plans and staff's recommendations. The Plan Commission recommends approval, approval with conditions, refers back for changes, or denies the CSM.

The Village Board of Trustees will review the Plan Commission's recommendations and, if acceptable, formally approve the CSM.

What Is The Final Action?

The CSM must be filed (within six (6) months) in the County register of Deeds' office by the applicant. The County will provide final recorded copies to the Village.

Note: all unpaid taxes and special assessments need to be paid to the Village before the village signs approval on the face of the CSM.