

CERTIFIED SURVEY REQUIREMENTS FOR WAUSHARA COUNTY
(revised 3-10-10)

The criteria and requirements listed below apply to any land division or minor subdivision done in the **unincorporated** areas of Waushara County.

A land division is defined as:

"Less than 3 lots, parcels, or building sites of 15 acres each or less in area by successive divisions within a period of ten years. All area calculations are to be exclusive of any dedications, public right-of-ways, easements for ingress-egress or reservations. For the purposes of enforcement, no existing parcel of land, regardless of ownership, may be further divided as described above without meeting the applicable sections of these regulations. Any land division shall be created by means of a certified survey map."

A minor subdivision is defined as:

"Three or more lots, parcels, or building sites of 15 acres each or less in area by successive divisions within a period of ten years which do not constitute a major subdivision. All area calculations are to be exclusive of any dedications, public right-of-ways, easements for ingress-egress or reservations. For the purposes of enforcement, no existing parcel of land, regardless of ownership, may be further divided as described above without meeting the requirements of this and other applicable sections of these ordinances. Any land division which results in the creation of a parcel of 15 acres or less shall be created by means of a certified survey map. Any minor subdivision shall be created by means of a certified survey map."

The following provisions shall apply to minor subdivisions:

1. No minor subdivision shall be created in any Township which has adopted the Waushara County Zoning Code, in accordance with Section 59.69(5)(c), Wisconsin Statutes, or within the shoreland area of any other Township, without first obtaining the proper zoning classification for the proposed use, if applicable. No minor subdivision shall be created (as an example) for residential use without first obtaining the appropriate residential zoning classification.
2. In addition to the other provisions of the subdivision code regarding certified survey map requirements, a signature page shall be attached to any certified survey map for a minor subdivision. This page shall contain at a minimum, an owner's certificate with notarized signature, signature of a representative of the Township, signature of a representative of the Waushara County Planning and Zoning Committee, and where extraterritorial plat reviewal or extraterritorial zoning jurisdiction is applicable, the signature of a representative of the applicable City. Where a township has an approved land use plan or has requested reviewal authority in writing, a signature of a representative of the township shall be required, indicating the township has reviewed and approved the map.

OTHER ITEMS TO CONSIDER:

- (1) One copy of the certified survey map, plus the original, shall be provided to the Zoning Office.
- (2) No new parcels of land of 15 acres or less can be created in Waushara County that can only be served by holding tanks.
- (3) No new parcels of land can be created less than one acre in size (net) in agricultural residential zones, and no less than 20,000 square feet (net) in residential zones for unsewered areas. Larger lot sizes and widths may apply in townships with approved land use plans or those that have approval authority on Certified Survey Maps for parcel splits. Please check with the zoning office and the township prior to having the survey work done for all applicable lot size and width requirements.
- (4) The exception to having a certified survey map is if the sale of the land is to an adjacent landowner, providing no new lots are created, the lands remaining do not fall below minimum lot size standards, and a notation is made to this effect on the deed or land contract. If a CSM is done of a parcel to be sold to an adjoining landowner, it must be clear on the map which lots come under the exemption noted above.
- (5) New parcels created on State and County Highways will have a copy of the certified survey map forwarded to the applicable Highway Department for reviewal and comment. They will have a minimum of 10 days to respond.
- (6) Reviewal fees are \$50.00 per map plus \$110.00 per lot.

Additional information is available by referring to the Waushara County Code, Chapters 42 (Subdivisions) and 58 (Zoning). These are available from the Waushara County Zoning Office or by visiting the Waushara County website at www.co.waushara.wi.us or by contacting the Zoning Office at (920) 787-0453.

WAUSHARA COUNTY CERTIFIED SURVEY MAP CHECKLIST

YES NO NA

- () () () (1) Complies with Section 236.34 of the Wisconsin Statutes, including ties to two established government corners, has a north arrow and a graphic scale of not more than 500 feet to one inch.
- () () () (2) Has the names and addresses of the individual(s) dividing the lands, as well as the names and addresses of the landowners of record.
- () () () (3) Has the names, locations and right-of-way widths of all adjacent roads, alleys, easements, and utility rights-of-way.
- () () () (4) Shows the location of all existing property lines, buildings, ditches, driveways, streams, lakes and marshes. Buildings and structures are also located, along with existing and proposed septic systems.
- () () () (5) Indicates all required building setbacks to public roads, navigable waters, and mapped wetlands, and notes that buildings must be placed where lot is = 100 feet wide, when applicable. (refer to the Waushara County Zoning Code for appropriate distances). NOTE: Indicating the required setback from the OHWM of a water body or edge of the wetland in narrative form, is preferable to locating the setback on the map since precise determination of these on some parcels is difficult.
- () () () (6) Shows floodplain attributes, and contour lines at two foot intervals, where applicable.
- () () () (7) The areas of the parcels being created shall be noted. Where appropriate, two area calculations shall be shown, inclusive and exclusive of all existing and proposed public and private right-of-ways, easements, and roads, and minimum acreages for the underlying zone are met.
- () () () (8) Indicates access restrictions where applicable, including required driveway spacing and location of existing driveways. Driveways may need to be installed prior to map approval.
- () () () (9) A certificate of acceptance from the appropriate municipality is required when lands are being dedicated, and names of public roads shall be in accordance with the uniform address code.
- () () () (10) Have a minimum of 1/2 inch margin on the sides and bottom of the map with sufficient room for recording and all approval information.
- () () () (11) Has there been any prior land divisions of 15 acres or less in the last 10 years by this or former owners? If so, is this a minor or major subdivision?
- () () () (12) Are all remaining lands of 15 acres or less surveyed? Has this resulted in additional parcels that are less than 15 acres in size?
- () () () (13) Certified Survey Maps that create minor subdivisions, or those in townships that have an approved land use plan, shall have a signature page with the signature of appropriate representatives of the municipality as noted in the Code. Currently signatures are required from all the townships except Warren, along with the City of Berlin in the ETZA, and the Cities of Wautoma and Berlin in their Extraterritorial Plat approval areas.
- () () () (14) Proper reviewal fee of \$50.00 per map and \$110.00 per lot have been paid?
- () () () (15) Does the soil survey indicate soils are suitable for a POWTS other than a holding tank?

Reviewed by: _____ Date: _____

Updated 3-10-10

CSM checklst.doc