

SHEBOYGAN COUNTY CERTIFIED SURVEY MAP CHECKLIST

- Consult with the Sheboygan County Planning & Conservation Department to confirm that a Certified Survey Map (CSM) is required (the Department can be reached at 920-459-3060 or plancon@sheboygancounty.com).
 - Retain a professional land surveyor registered in the State of Wisconsin to draft the CSM.
 - Submit an un-signed copy of the CSM to the Department, via email. The owner's agent or surveyor may submit it as well.
 - The owner can begin the process of obtaining all other necessary approvals, discussed below, simultaneously with submission of the copy to the County.
 - The Department will contact the surveyor with any mechanical changes needed to the CSM. It is recommended that the owner does not have the other approving agencies officially sign the CSM until after the surveyor has made any required changes requested by the Department, if applicable.
 - Within thirty days of submittal to the Department, the owner will receive a letter from the Department indicating that the CSM has been approved, conditionally approved, or denied. The letter will explain what other information, if any, is needed from the owner before the CSM can be approved.
 - Once the Department receives all of the information from the surveyor and owner, if applicable, the Department will contact the owner via phone or email to inform him or her that the CSM is ready for Department approval. At this point, the owner should obtain all applicable signatures. This may require contacting the appropriate municipality(ies) to be placed on the Town Board, Council, or Plan Commission agenda.
 - Obtain signatures of Town Board approval for the Town in which the land division is taking place.
 - If another municipality has extraterritorial jurisdiction, obtain its signature of approval. The surveyor is able to determine whether this is applicable.
 - Obtain a signature of approval from the mortgage company if the dedication of any land or right-of-way is taking place. The surveyor is able to determine whether this is applicable.
 - All owners must sign the CSM. The surveyor can be contacted to ensure the correct signature lines are shown and in the proper format, particularly in the case of corporations, trusts, or where there are multiple owners.
 - The owner(s) must sign specific to the type of ownership interest he or she has in the property. For instance, if held in a trust, the owner must write "Trustee" after his or her signature. The owner can reference the manner in which he or she signed the most recent deed for the property to ensure the CSM is signed the same way.
 - The surveyor must sign and stamp all pages of the CSM.
 - The owner should then contact the Department to arrange a time to bring the final copy of the CSM to the Planning & Conservation Department for its signature. Alternatively, the owner can drop off the final copy of the CSM to the Department, and staff will notify the owner once it has been signed.
 - At the time that the CSM is picked up by the owner or owner's agent, a \$275 review fee made payable to the Sheboygan County Treasurer is due.
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- The owner should contact the Town prior to seeking its approval to ensure compliance with local zoning requirements.
 - New lots require a minimum of 66 feet of frontage on a public roadway per the County Subdivision Ordinance (the Town may require more).
 - A septic inspection and report are required within one year prior to approval of the CSM for all existing systems.
 - If soil testing is not being performed on new, vacant lots, the surveyor must call the lot an "outlot".
 - Certain minimum lot widths, sizes, etc. apply if the lots fall within the shoreland or floodplain jurisdictional boundaries of the County. The surveyor can determine whether this is applicable.
 - The CSM must be recorded within 36 months of the date of the first signature or 12 months of the date of the last signature.
 - The owner(s) of the property being divided must sign the CSM, but an agent on his or her behalf can perform all of the other steps in the process.
 - The County will not sign the CSM until all other signatures have been obtained.