

FINAL PLAT CHECKLIST

O:\Surveying\Survey Review\PreliminaryPlatCkLstFINAL2020.doc Revised: December 2020

Applicable
Completed

Professional Land Surveyor Name

Person Commissioning the Survey

Survey Section

1. **236.20 (1)** Final plat drawings. Map shall be drawn on a sheet size of 22" wide by 30" long, accurately and clearly drawn, signed, sealed and include the proposed layout of the subdivision, showing the following:
- a. Identification.
 - 1) Proposed name of subdivision
 - 2) Town, tract or original lot or section number.
 - 3) Final plat may be on several sheets and shall be accompanied by an index sheet that will allow the entire subdivision to be shown on a sheet size of 22" X 30". If more than one sheet, all sheets shall be numbered as "Sheet_ of _ Sheets".
 - 4) The plat shall be prepared with a 1" binding margin on all sides.
 - 5) A graphic scale of not more than 100 feet to 1 inch shall be shown on each sheet showing layout features. A scale of more than 100 feet to 1 inch may be used if:
 - a) County Plat - Surveyor submits a written scale waiver request and approved by the administrator.
 - b) State Plat - Surveyor submits a written scale waiver request and approved by the Department of Administration.
 - 6) Proper spaces for transfer and recording stamps by the County register of deeds.
2. **236.20 (3)(c)** Vicinity map. Relationship of the proposed subdivision to existing community facilities which serve or impact it. Vicinity map may be on the same sheet as the preliminary plat drawing and shall be drawn at a legible scale with enough information to determine the location of the project area and shall show the following:
- a. Quarter-quarter section, section, township, range, name of town, and county noted immediately under the subdivision name.
 - b. Existing town and county road traffic arteries adjacent to the proposed subdivision.
3. **236.34 (1m)(c)** Original map with stamp, signature, and date on all pages.
4. **236.34 (1m)(a)** Mathematical closure of 1/3,000 or better for exterior and interior lots, outlots or other areas.
3. **236.15 (1)** All lot, outlot or other area corners, including meander corners, shall be monumented as set forth in Wis. Stats., 236.15(1) or a waiver is required from WIDOA plat review.
3. **236.20 (2)(b)** Describe all monuments by stating material, length weight per lineal foot, outside diameter, and found or set in legend and all monuments used to determine the parcel(s), showing bearing and distance in relationship to the surveyed parcel.
5. **236.20 (9)(b)** Ties to at least two US Public Land System (PLSS) corners within ¼ section by bearing and distance. Include ALL PLSS corners used to determine any boundary. (*i.e. show breakdown of ¼ section if establishing an interior forty line*)
6. **236.21 (1)** Name(s) of owner(s) of parcel to be surveyed and the name of the developer if different.
6. **236.20 (3)** All adjoining lands and state if the lands adjoining the surveyed parcel(s) have been platted (CSM, Plat of Survey, Plat, or Unplatted) and identify ownership as owned by others, owned by divider, or specify the owners by name.
7. **236.20 (2)(c)** Exact length and bearing of all exterior and interior boundary lines and "recorded as" bearings and distances if different.
8. **236.20 (2)(g)** Meander line bearing and distance along with bearing and distance from meander line to water's edge.
9. **236.20 (2)(c)** All easements as follows: if previously recorded, show recording information. If not recorded, show easement validation note. Show the easement width and bearings and distances of exterior or centerline of easement if not parallel to a boundary line. If the CSM is creating and conveying the easement, owners' and mortgagee certificates shall be placed on the map as set forth in 236.34(1m)(c).
10. **236.34 (3)(b)** All Public Land Survey System lines (*section lines, quarter – quarter line, etc.*).
11. **236.20 (2)(e) and (j)** All lots and outlots shall be consecutively numbered and area shown to the nearest square foot.
12. **236.20 (3)(d)** Adjacent roads, road names, and road right angle widths. If there is no record, a statement explaining how the location and width of the Right-of-Way was established. (*Per Wis. Stats., 82.18, previous surveys, field evidence, etc.*)
13. **236.20 (2)(i)** North arrow and a bearing being referenced to magnetic, true or other identifiable direction related to a boundary line of the quarter section that the survey is located.
14. **236.20(2)(k)** Curve information, on curve or in a table. Include: radius, chord length, chord bearing, central angle, arc length, and tangent bearing or direction if a nontangential curve and show main chords as dashed or dotted lines.
15. **236.20 (4)** Road name and right-of-way width of each road within proposed subdivision and those adjoining. Any road proposed to be dedicated shall be labeled "Dedicated to Public". Width of access to each lot shall be 66' of ownership.
16. **236.21 (1)(b)** "Metes and Bounds" description commencing at a section or quarter section corner that is not the center of section or a lot and block description if the land is located in a recorded subdivision or CSM that has been previously properly tied to a quarter section line.
17. Any *proposed* deed or plat restrictions.
18. Other Comments.

Survey Portion of CSM will **NOT** be approved until the above, following, or attached information is submitted or explained.

Survey Portion of CSM **APPROVED**. Future submittals must address following comments:

Survey Portion of CSM Approved

Marathon County Surveyor

Date

- 19. Proposed parcel(s) have NO Town or County zoning requirements.
- 20. Proposed parcel(s) are subject to Town zoning requirements.
- 21. Proposed parcel(s) are subject to Marathon County Zoning requirements:
Zoning District:
 - 21a. Minimum lot size of _____ is adhered to.
 - 21b. Minimum street frontage of _____ has been met.
 - 21c. All setbacks required to be shown meet Zoning District standards.
 - 21d. Are any uses on the proposed parcel(s) changing?
 - 21e. Rezone of property is required for land division.
- 22. Proposed parcel(s) are located within a floodplain area.
 - 22a. Regional floodplain elevation, datum used (USGS datum preferred), and a benchmark within the subdivision for use when the parcel is developed. Where no flood study has been approved at or near a proposed development a flood study may be required. Location of the 100-year regional flood boundary contour based on data collected in the field.
 - 22b. When no flood study is available, a mapped floodplain shown on the map scaled from the approved FEMA Map with note: "The mapped floodplain shown is scaled from approved FEMA Flood insurance Rate Maps. No flood study has been done and for any development a flood study may be required."
- 23. Wetland boundaries from the DNR Wetland Inventory Maps or as field mapped by the U.S. Army Corps of Engineers (USACOE), WDNR, or assured wetland delineator. When the delineation is conducted by a private delineator that is not assured, confirmation shall be required from ACOE and/or WI DNR.
- 24. Is the proposed parcel(s) in a Shoreland Zoning Area?
 - 24a. **236.20 (5)** Location of the Ordinary High Water Mark (OHWM) that has been determined by the DNR or otherwise determined pursuant to law. An approximated OHWM may be shown on the face of the plat/map with a statement that the mark is shown for reference only. Location of ordinary high water mark wherever the OHWM is within 100 feet of the subject parcel. *(NR 115 requirements applicable especially when the subject property does not abut a navigable water body but a neighboring property does which will affect the setbacks on the subject property.)*
 - 24b. **236.20 (5)** Location of water elevation and datum used (USGS datum preferred) on the date of survey of any navigable water and location of non-navigable streams, drainage ditches and easements, ponds, lakes, flowages and other features.
 - 24c. **236.20 (6)** Public Trust Information, if applicable, as set forth in Wis. Stats., 236.16(4) the following statement placed on the face of the map:
"Any land below the OHWM of a lake or a navigable stream is subject to the public trust in navigable waters that is established under article IX, section 1, of the state constitution."
- 25. If required, location of preplanned buildable areas, POWTS, driveways.
- 26. Land for public or common use - show boundaries and identify the use of all parcels which are to be dedicated or reserved for public or common use or easements.
- 27. Certifications accompanying the plat conforming to Wis. Stats., **236.21**:
 - a. Certification of town engineer and/or Commissioner that improvement plans have been signed and required improvements have been satisfactorily installed or adequate financial guarantees have been provided.
 - b. Approval of the final plat by the Committee, and town board officials. Approval of the plat constitutes acceptance of offers of dedication by the Committee or town board.
 - c. A certificate of the clerk or treasurer of the municipality or town in which the subdivision lies and a certificate of the county treasurer stating that there are no unpaid taxes or unpaid special assessments on any of the lands included in the plat.
 - d. Notarized certification by the owner or owners of the subdivision for the offer of the dedication of roads and other public areas.
 - e. Surveyor's Certificate including who directed the survey, a description of the land surveyed by Government Lot, ¼ - ¼ section, Section, Township, Range, Town, and County, a statement that the map is a correct representation of the land surveyed, and a statement that the surveyor has complied with any state, county, or local ordinances as set forth in Wis. Stats., 236.21.
 - f. Lands being subdivided that are subject to a mortgage must include a mortgagee certificate of consent on the plat.
 - g. Certification by the county and/or town zoning administrator that the plat meets all general, shoreland and floodplain zoning requirements.
- 28. Miscellaneous information required with submission of final plat:
 - a. Protective covenants, conditions and restrictions, if any, shall be either shown on the final plat or recorded separately in a separate instrument. Said covenants, conditions and restrictions shall include agreements for any owners' association with provisions for membership and financial responsibility. Said agreement shall provide for the construction, administration, maintenance repair and liability of all common property and/or common facilities including all common property and common elements of condominium property titled to individual property owners.
 - b. If an owners' or condominium association is to be formed, the association shall be organized by the developer and shall be operated with the financial subsidy from the developer before the sale of any parcels within the development.
- 29. Other information. The Committee, reviewing authorities, or Administrator may require other additional information as deemed necessary to fulfill the requirements of this code.
- 30. Marshfield/McMillan joint area review: Sent to joint committee for review and comments.
- 31. Other Comments.

Zoning Portion of CSM will NOT be approved until the above, following, or attached information is submitted or explained.

Zoning Portion of CSM APPROVED. Future submittals must address following comments:

Zoning Portion of CSM Approved _____
Marathon County Zoning _____ Date _____