

CERTIFIED SURVEY MAP CHECKLIST

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Applicable
Completed

Professional Land Surveyor Name _____

Person Commissioning the Survey _____

Survey Section

- 1. **236.34 (1m)(c)** Original map with stamp, signature, and date on all pages.
- 2. **236.34 (1m)(a)** Mathematical closure of 1/3,000 or better for exterior and interior lots, outlots or other areas.
- 3. **236.34 (1m)(b)** All lot, outlot or other area corners, including meander corners, shall be monumented in accordance with 236.15 (1)(ac)(c)(d) and (g) or a waiver is required from WIDOA Plat Review.
- 4. **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. **236.34 (1m)(c)** Map prepared with a graphic scale of not more than 1"=500' on durable white paper with a non-fading black image, with correct margins. All sheets need to be titled "Certified Survey Map" and if more than one sheet, all sheets shall be numbered as "Sheet _ of _ Sheets".
- 7. **236.34 (1m)(d)(1)** Name(s) of owner(s) of parcel to be surveyed and the name of the developer if different.
- 8. **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.
- 9. **236.20 (2)(c)** Exact length and bearing of all exterior and interior boundary lines and "recorded as" bearings and distances if different.
- 10. **236.20 (2)(g)** Meander line bearing and distance along with bearing and distance from meander line to water's edge.
- 11. **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)(e).
- 12. **236.34 (3)(b)** All Public Land Survey System lines (*section lines, quarter – quarter line, etc.*).
- 13. **236.20 (2)(e) and (j)** All lots and outlots shall be consecutively numbered and area shown to the nearest square foot.
- 14. **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.*)
- 15. **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.
- 16. **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.
- 17. **236.34 (1m)(d)** Surveyor's Certificate including who directed the survey, a description of the land surveyed by G.L., 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.
- 18. **236.34 (1m)(e)** Is any portion of the CSM being dedicated to the public?
 - 18a. Dedication of streets and other public areas shall require in addition, the owner's certificates, mortgagee's certificate, and certification of approval by the town board in substantially the same form as required by Wis. Stat. 236.21(2)(a).
 - 18b. Improvement plans have been included with the submittal.
 - 18c. Town has been contacted regarding improvement plans, developer agreements, performance bonds/financial assurance, construction, and final acceptance of improvements related to the CSM.
- 19. **236.34 (1m)(d)(2)** "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.
- 20. Statement placed on the map that the map does not transfer property ownership, and the sale or transfer of property requires a recorded deed excepting public dedications.
- 21. Width of access to each lot shall be 66' of easement or ownership.
- 22. Location of existing buildings, structures, adjoining roads, highways, parks, cemeteries, driveways, and subdivisions. For any existing building or structure on the subject property that is 50 feet or less from an existing or proposed parcel line(s), the distance between the building and said parcel line(s).
- 23. Location of existing wells, POWTS, drain field vents, septic, pump, and/or holding tanks, and the approximate footprint of the base of any mound system. If applicable, the location of any soil tested area.
- 24. Marathon County Highway Department access approval. Location shown on map and copy of County Highway approval. **(10 Day wait)**
- 25. WI DOT approval of access. Sent to DOT for review.
- 26. Proposed parcel(s) are located within the extraterritorial area of another municipality.
- 27. Any *proposed* deed or plat restrictions.
- 28. 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 _____

- 29. Proposed parcel(s) have NO Town or County zoning requirements.
- 30. Proposed parcel(s) are subject to Town zoning requirements.
- 31. Proposed parcel(s) are subject to Marathon County Zoning requirements:

Zoning District:

- 31a. Minimum lot size of _____ is adhered to.
- 31b. Minimum street frontage of _____ has been met.
- 31c. All setbacks required to be shown meet Zoning District standards.
- 31d. Are any uses on the proposed parcel(s) changing?
- 31e. Rezone of property is required for land division.

Rezone application submitted on _____

If in Farmland Preservation District:

- 31f. Farmland Preservation Consolidation. Buildings constructed prior to January 1, 2014.
- 31g. Farmland Preservation Consolidation; Minimum lot size of 2 acres but no more than 4.99 acres.
- 32. Proposed parcel(s) are located within a floodplain area.
 - 32a. 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.
 - 32b. 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."
- 33. 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.
- 34. Is the proposed parcel(s) in a Shoreland Zoning Area?
 - 34a. **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.)*
 - 34b. **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.
 - 34c. **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."
- 35. Marshfield/McMillan joint area review: Sent to joint committee for review and comments.
- 36. Proposed parcel(s) do not cross any tax district boundaries.
- 37. 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 _____