

**6. Development Agreement** – When the Plan Commission recommends approval, the Engineering Department will begin preparing a development agreement for this land division, if it is required. This agreement will detail the type of public improvements required, an estimated cost, a breakdown of what costs are the responsibilities of the developer, the City or others, as well as any outstanding special assessments.

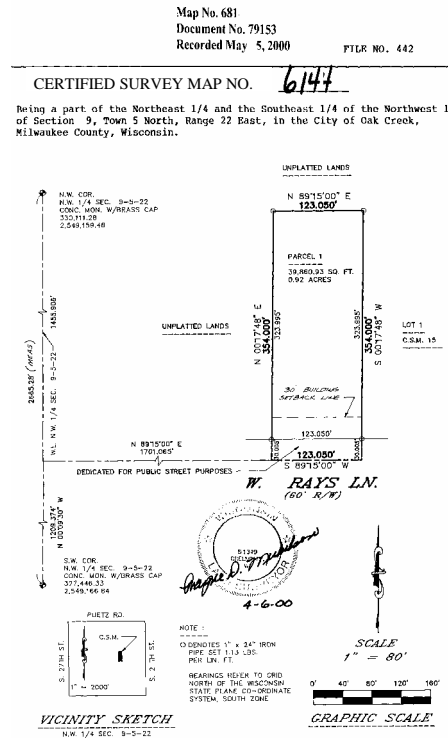
**7. Map Corrections** – All corrections noted in the reviews will be transmitted by the Community Development Staff to the surveyor. Corrections needed on the site grading and drainage plan will be transmitted by the Engineering Department to the surveyor or engineer who prepared the CSM.

**8. Agreement and Guarantee** – Before the Common Council will approve the map, the development agreement must be signed by all parties of interest and submitted to the Engineering Department with a financial guarantee covering the developer's /land owner's cost.

**9. Council Notification** – Upon receipt of the signed agreement and financial guarantee, by the Engineering Department, the appropriate resolutions will be prepared by the Community Development staff and placed on the next council agenda. The Council will adopt resolutions to approve the development agreement, Certified Survey Map and accept street dedication if required.

**10. Recording of Map** – After approval by the Council, the Community Development staff will proceed to get all the required signatures on the map, original of the map and then record the map with the Milwaukee County Register of Deeds. Part of the submitted filing fee will be used as a recording fee. If the developer wishes to record deed restrictions for this land division, they must be submitted to and approved by the Director of Community Development and City Engineer prior to recording.

**11. Recording Data** – After the map has been recorded, the Milwaukee County Register of Deeds will provide the Department of Community Development with the map's recording information. These numbers will be placed on a file copy by the Community Development staff. Four (4) copies will then be sent to the developer/land owner.



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City of Oak Creek

# Certified Survey Map Procedures



CSMs



Municipal Code  
Chapter 14  
Wisconsin Statutes  
Chapter 236

April 2002

# Certified Survey Map (CSM) Information



All certified survey maps must be prepared in accordance with all applicable sections of Chapter 236 of the Wisconsin Statutes and all applicable sections of Chapter 14 of the Oak Creek Municipal Code.

## Preliminary Consultation

Before submitting a CSM, there should be a meeting of the developer/land owner, a representative of Community Development and a member of the City Engineering Department. This is required for plats as stated in Chapter 14 of the Municipal Code, but it is also advisable for minor land divisions requiring CSM's.

In this meeting the developer/land owner will find out what the city will be requiring of him. Then he can proceed to have a CSM prepared. A site grading and drainage plan may also be required by the City Engineering Department.

## Zoning Requirements

All proposed parcels, created by CSM's, must meet the minimum requirements of their zoning districts. If these proposed parcels are not to be served by sanitary sewer, they must have a minimum of 20,000 square feet and be not less than 100 feet wide, regardless of the minimum size requirement of their zoning district.

The owner must also submit a satisfactory percolation test, conducted by a certified soil tester, before the land division can be approved.



## Conformance with the City's Official Map.

All CSM's must be prepared in accordance with the adopted official map covering that particular quarter section in which they are located. Future street and other public right-of-way shall be recognized and established as such, by means of designating that portion of the property as being dedicated for public street purposes or not addressed at this time. The choice of the designation shall be that of the City's.

Where future lots are shown along arterial streets with double frontage, there shall be no vehicular access to these lots from this arterial street, but rather access shall be from the interior street.

All needed easements shall be obtained and shown on the Certified Survey Map. If the land to be divided lies in an area where there is no adopted official map, but only preliminary street patterns; we would encourage the owner to follow these preliminary proposals to avoid potential problems.

**Note: If there are any wetlands on the property (as outlined on the 1987 Final Wetland Inventory Map) they must be identified, staked and legally described as part of the certified survey map.**

## Signatures

All CSM's must include signatures of all parties of interest in the land and their official representatives. This would include, but would not be limited to the following.

1. . . . . A land contract covering all or part of the land.
2. . . . . The 1<sup>st</sup> or 2<sup>nd</sup> mortgage holder on the land.
3. . . . . The executor of the estate of the owner of the property.
4. . . . . The holder of a lien on the property.
5. . . . . The personal representatives of the deceased owner of the property, if no executor was appointed.
6. . . . . The guardian or trustee of a minor who is heir of the property.
7. . . . . Both parties of a divorce if the property is in both names.
8. . . . . All members of a partnership in the property.



## THE CERTIFIED SURVEY MAP PROCEDURE

If the developer/land owner decides to proceed with the submission of a CSM, the following steps must be taken:

1. **Submittal** – The original or a copy of the CSM should be submitted on disk or by email to the Director of Community Development along with the standard filing fee specified in Chapter 3 of the Oak Creek Municipal Code. If a site grading and drainage plan is required, three (3) copies should be included.
2. **Distribution** – The Department of Community Development will distribute copies, for review and comment, to the Engineering Department and the Milwaukee County Treasurer's Office. Copies of the site grading and drainage plan will also be distributed for review and approval.
3. **Review Comments** – A review of this map will be conducted at the scheduled Plan Commission meeting. Prior to this the Plan Commission will receive comments from the Engineering Department and the Milwaukee County Treasurer.
4. **Plan Commission Review** – The Plan Commission meetings are on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month. The CSM will be placed on the next agenda if it is submitted 2 weeks prior to that scheduled Plan Commission meeting. The Planning staff will provide the Planning Commission with information and a recommended course of action on the CSM. The Plan Commission will then either approve, approve with conditions, or reject the map. If the map is rejected, the developer may bring this before the Board of Zoning appeals for relief.
5. **Plan Commission Recommendation** – If the Plan Commission approves the CSM, a letter is sent to the Common Council recommending approval, including any conditions of approval.