



CERTIFIED SURVEY MAPS APPLICATION PACKET

PLANNING SERVICES - COMMUNITY DEVELOPMENT

Applicant (Please Print or Type)

Date:

Name:

Business Name:

Address:

City:

State:

Zip Code:

Phone Number:

Fax Number:

Mobile Number:

E-mail Address:

Property Owner (Please Print or Type) *This section can be left blank if the same as above.*

Name:

Business Name:

Address:

City:

State:

Zip Code:

Phone Number:

Fax Number:

Mobile Number:

E-mail Address:

Please fill out the information below regarding the proposed Certified Survey Map.

Location/Address:

Tax Key Number(s):

Project/Development Name (If Applicable):

Number of Lots/Outlots:

Sewer:

Municipal

Septic/Mound

Water:

Municipal

Private Water Trust

Private Well

If this form has been filled out electronically, please click on the "Print Application" button on the top of page 1 or to the right of this text.

Once the application is printed/filled out it can be submitted to the Planning Services Division along with any applicable information required for your submittal. Please see the attached sheet to ensure that the proper supporting documents are submitted along with this completed form.

I HEREBY CERTIFY THAT I HAVE READ AND FULLY UNDERSTAND THE CERTIFIED SURVEY MAP PROCEDURE AND FAILURE TO COMPLY WITH CITY REQUIREMENTS WILL RESULT IN THIS APPLICATION BEING WITHHELD FROM CONSIDERATION BY THE PLAN COMMISSION AND/OR THE COMMON COUNCIL.

Signature of the Property Owner:

Signature of the Applicant (working as "Agent" for the owner):

Print Name:

Print Name:

Date:

Date:

For Planning Services Use Only

Submittal Date:

Staff Signature:

Fees Paid:

Yes

No



CERTIFIED SURVEY MAPS APPLICATION PACKET PLANNING SERVICES - COMMUNITY DEVELOPMENT

Certified Survey Maps Procedures and Fees

All CSM's within the City of Muskego involve two main steps. The steps include Planning Commission Approval and Common Council Approval. The following information will guide you through the procedures that are necessary for a CSM to be approved.

Step 1: Contact the Planning Services Division to Discuss your Proposal

The Petitioner meets with City Planner regarding zoning regulations and requirements (lot size, lot width, etc.) **A pre-submittal meeting is not required, but is highly recommended.**

Step 2: Submit a Sketch/Conceptual Land Division (unless waived by staff)

Petitioner submits a sketch of the proposed land division. The sketch must indicate any wetland limits, FEMA 100 year Flood Plain and the 2-foot above the FEMA 100 year Flood Plain.

- Pay **\$100.00** sketch submittal fee (payable to the City of Muskego)
- Plan Commission Meetings are the first Tuesday of each month. The deadline for these meetings is 15 days before the next scheduled meeting, by 12:00 noon.
- If the sketch is approved, the petitioner may submit a Certified Survey Map.

Step 3: Submit the Formal Certified Survey Map

The Certified Survey Map must be submitted to the Planning Services Division for review and to get the approval process going. The following items must all be submitted at the same time:

- Two (2) hardcopies of the CSM need to be submitted, along with a PDF file of all of the documents must be submitted meeting the following criteria: To scale, 300 dpi min. resolution, color (where applicable). There is a \$10 scanning charge if the petitioner does not have the ability to submit a PDF.
- Submittal fee of **\$200.00** and **\$11.00** per lot and outlot illustrated.
- A **\$300.00** Developers Deposit for CSM's in the City of Muskego (Developers Deposit fee for Extraterritorial CSM's will be **\$200.00**).
- An **\$80.00** GIS land records fee (Land division) per lot and outlot is also due at time of CSM submittal.
- A **\$20.00** GIS land record capital charge per lot, outlot and structures is also due at time of CSM submittal.

NOTE: A grading plan for the proposed division may be required before the CSM may be recorded.

Please see the Plan Commission meeting schedule for specific meeting dates. Deadline for these meetings is 15 days prior the next scheduled meeting, by 12:00 noon. The exact meeting date will be determined by the review timeline and review comments.

Step 4: Common Council Approval

If Certified Survey Map is approved by the Planning Commission, then it will be on the Common Council Agenda for the next meeting. (Common Council is the second and fourth Tuesday of each month). **If the Plan Commission or the City Engineer require any changes to the Certified Survey Map, these changes must be done prior to the item being placed on the Common Council Agenda. If the corrections are not completed, the CSM may not be placed on a Common Council agenda until said corrections are met.**

Step 5: Submittal of Final Certified Survey Map for Recording

After the Certified Survey Map is adopted by the Common Council the petitioner must bring the **original** Certified Survey Map **with any corrections required by the Common Council** and the monies owed to the Planning Services Division for the necessary signatures and payment of fees. **The Land Division Ordinance requires that the Certified Survey Map must be submitted for signatures within 6 months of final approval by Common Council.** The following items are required for recording:

- Contact the Clerk/Treasurer's Office at (262) 679-4100 to make sure that all taxes and/or special assessments are paid before bringing in the Final CSM. If there are unpaid taxes and/or special assessments, the CSM cannot be processed until they area paid.

Petitioner must pay the required park dedication fees as follows:

- \$1,941 for each newly created Single-Family lot/unit
- \$1,445 for each newly created Multi-Family lot/unit
- \$580 per acre of developable land

Said fees are used for park (active and passive) acquisition and improvements. See Chapter 18, Section 18.21 (5) for more information.

- Petitioner must sign Certified Survey Map in front of a Notary Public either at the City Hall or in front of another Notary Public (can be found at City Hall or your banking establishment).
- Petitioner must bring in a check payable to the Waukesha County Register of Deeds for the recording of the CSM. The recording fee is \$30.00.
- Digital File required in a .DWG format. This can be submitted on a CD or by e-mail to zoning@ci.muskego.wi.us
- Developers Deposit required at time of submittal- see policy.

Step 6: City Records Certified Survey Map

The Planning Services Division Secretary will submit the signed Certified Survey Map to the Waukesha County Register of Deeds along with the fee. The CSM must be recorded within 6 months of Common Council approval. The Secretary will contact the petitioner when the CSM is officially recorded.

If there are any questions regarding the Certified Survey Map process please contact the Community Development Department at (262) 679-4136. The department can also be reached at zoning@ci.muskego.wi.us



DEVELOPER DEPOSIT POLICY

Revised January 2003

INTRODUCTION

The Developer's Deposit is used by the City for costs associated with plan checking and other reviews by our consulting engineers, attorneys, planners, etc. The fee may also be used to offset the cost of construction inspections. Upon final acceptance of the improvements, any remaining portion of the Developer's Deposit will be returned to the developer.

PROCEDURE TO ESTABLISH

1. The developer submits Improvement Plans and/or Construction Plans along with the appropriate review fees. The amount of the Developer Deposit is then determined by the Community Development Director or his designee based upon the size and type of development, as follows:

RESIDENTIAL DEVELOPMENTS (INCLUDES MULTI-FAMILY)

1 TO 4 UNITS w/o new infrastructure	\$ 300
1 TO 4 UNITS w/ new infrastructure	\$ 2,000
5 TO 10 UNITS	\$ 4,000
11 TO 25 UNITS	\$ 7,500
26 TO 50 UNITS =	\$ 10,000
MORE THAN 51 UNITS =	\$ 15,000

COMMERCIAL DEVELOPMENTS

UP TO 10,000 SQUARE FEET OF (GLA)	\$ 3,000
FROM 10,001 UP TO 50,000 SQUARE FEET OF (GLA)	\$ 7,500
FROM 50,001 UP TO 100,000 SQUARE FEET OF (GLA)	\$ 10,000
GREATER THAN 100,000 SQUARE FEET OF (GLA)	\$ 15,000

REZONING PETITIONS, CONDITIONAL USE GRANT PETITIONS

Base deposit, plus \$500

WIRELESS COMMUNICATIONS FACILITIES

New Towers	\$ 5,000.00
Co Locations	\$ 2,000.00

SPECIAL PROJECTS

Extraterritorial Certified Survey Maps:	\$ 200.00
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Deposits for other projects are as determined by the Community Development Director on a case-by-case basis, with a minimum of \$100.00.

2. The Planning Services Division will not route plans to the City Engineer or any Committee for review unless the Developers Deposit has been received or (replenished to its required level).
3. The Planning Services Division will check the status of the Developers Deposit at the time of building permit application. The Developers Deposit must be replenished to its original balance prior to release of building permits for the project. The Community Development Director or his/her designee may waive this requirement.
4. The moneys are deposited into a segregated account for each project. The Community Development Director or his/her designee may require a separate Developer Deposit for each phase of a multiple-phase project.

PROCEDURE TO USE FUNDS

1. As charges pertaining to the development accrue, the City Finance Department codes the bills so that review costs come out of the Developer Deposit.
2. A copy of all accrued charges is sent to the developer. The City pays the charges from the Developer Deposit. The Finance Department maintains spreadsheets for each individual project account, and provides updates to the developer as bills are paid from the Developers Deposit.

PROCEDURE TO CLOSE ACCOUNT

1. Sixty days after acceptance of improvements, all charges should be received and processed through the account. At this time the account holder may file a written request for account closure with the Community Development Department.
2. Community Development Department verifies with Finance Department that there are no outstanding invoices or unpaid charges.
3. If there are no outstanding invoices or charges, the Community Development Department provides Finance Department with authorization to close account.
4. Finance Department prepares voucher for Finance Committee approval.
5. Upon approval Finance Department issues check for the account balance.