

**CHAPTER 8**  
**DEVELOPMENT REVIEW PROCEDURES**

Part 5:           Subdivisions (cont'd)

**Article F – Minor Land Divisions/Metes and Bounds**

**Sec. 13-8-31   Minor Land Division (Certified Survey Map).**

- (a) **Use of Certified Survey Map or Metes and Bounds Survey Map.**
  - (1) **Platted Area.** When it is proposed to divide a lot, outlot or block within a recorded subdivision plat, into not more than four (4) parcels or building sites, any one of which is five (5) acres or less in size and without changing the exterior boundaries of said plat, the subdivider may do so by either a Certified Survey Map or by use of a Metes and Bounds Survey Map in accordance with this Chapter.
  - (2) **Unplatted Area.** When it is proposed to divide land by the owner or subdivider resulting in the creation of not more than four (4) parcels or building sites, any one (1) of which is five (5) acres in size or less, the subdivider shall prepare a Certified Survey Map in accordance with this Chapter.
  - (3) **Copies.** The subdivider shall file fifteen (15) copies of the map and the letter of application with the City Clerk at least fifteen (15) days prior to the meeting of the Plan Commission at which action is desired.

**Sec. 13-8-32   Technical Requirements for Certified Survey Land Divisions;  
Review and Approval.**

- (a) **Certified Survey Or Metes and Bounds Survey Map Requirements.**
  - (1) **Platted Area.** When it is proposed to divide a lot, outlot, or block within a recorded subdivision plat into not more than four (4) parcels or building sites, any one (1) of which is five (5) acres, or less in size and without changing the exterior boundaries of said plat, the subdivider may do so by either a Certified Survey Map or by use of a Metes and Bounds Survey Map in accordance with this Chapter.
  - (2) **Unplatted Area.** When it is proposed to divide land by the owner or subdivider resulting in the creation of not more than four (4) parcels or building sites, any one (1) of which is five (5) acres in size or less, the subdivider shall prepare a Certified Survey Map in accordance with this Chapter.
- (a) **General.** The Metes and Bounds Survey Map and Certified Survey Map as stated above shall be prepared by a land surveyor registered in the State of Wisconsin and shall be required for all minor subdivisions. It shall comply in all respects with the requirements of Sec. 236.34 of the Wis. Stats. The minor subdivision shall comply with the design standards and the improvement requirements established for Subdivisions Plats in this Chapter.

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- (c) **Submission and Review.** The subdivider is encouraged to first consult with the Plan Commission regarding the requirements for Certified Surveys and Metes and Bounds Survey Maps before submission of the final map. Following consultation, fifteen (15) copies of the final map in the form of a Certified Survey Map or Metes and Bounds Survey Map shall be submitted to the City. The map shall be reviewed, approved or disapproved by the Plan Commission and Common Council pursuant to the procedures used for Preliminary Plats in Sections 13-8-20 through 13-8-22, including notice and hearing requirements.
- (d) **Additional Information.** The map shall show correctly on its face, in addition to the information required by Sec. 236.34, Wis. Stats., the following:
- (1) **Date, Name and Address.** The date of the map, name and address of the owner, subdivider and surveyor's certification.
  - (2) **Existing Buildings and Structures.** All existing buildings, water courses, drainage ditches, and other features pertinent to proper division.
  - (3) **Adjoining Features and Names.** Names and adjoining streets, highways, parks, cemeteries, subdivisions, ponds, streams, lakes, flowages, and wetlands.
  - (4) **Setbacks or Building Lines.** Setbacks or building lines where deemed necessary by the Plan Commission.
  - (5) **Floodland and Shoreland Boundaries.** Floodland and shoreland boundaries and the contour line lying at a vertical distance of two (2) feet above the elevation of the one hundred (100) year recurrence interval flood, or where such data is not available, at a vertical distance of five (5) feet above the elevation of the maximum flood of record.
  - (6) **Additional Information.** Where the City Engineer finds that he requires additional information relative to a particular problem presented by a proposed development to review the Metes and Bounds Survey Map or the Certified Survey Map, he shall have the authority to request, in writing, such information from the subdivider.
  - (7) **All Monumentation Set or Accepted.**
  - (8) **Graphic Scale and Square Footage for Each Parcel.**
- (e) **State Plane Coordinate System.** Where the map is located within a quarter section, the corners of which have been relocated, monumented and coordinated by the City, the map shall be tied directly to one of the section or quarter corners so relocated, monumented and coordinated. The exact grid bearing and distance of such tie shall be determined by field measurements, and the material and Wisconsin state plane coordinate of the monument marking the relocated section or quarter corner to which the map is tied shall be indicated on the map. All distances and bearings shall be referenced to the Wisconsin Coordinate System, South Zone, and adjusted to the City's control survey.
- (f) **Certificates.** The surveyor shall certify on the face of the Certified Survey Map or Metes and Bounds Survey Map that he has fully complied with all the provisions of this Chapter. The Common Council, after a recommendation by the reviewing agencies, shall certify its approval on the face of the map.
- (g) **Street Dedication.** Dedication of streets and other public areas shall require,

*Certified Survey Maps or metes and bounds surveys prepared for zero lot line condominiums do not require Plan Commission review but must be submitted to the City Inspection Department. The City reserves the right to review minor land divisions of this type.*

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in addition, the owner's certificate and the mortgagee's certificate in substantially the same form as required by Sec. 236.21(2)(a) of the Wis. Stats.

- (h) **Recordation.** The subdivider shall record the map with the County Register of Deeds within thirty (30) days of its approval by the Common Council and any other approving agencies. Failure to do so shall necessitate a new review and re-approval of the map by the Common Council.
- (i) **Requirements.** To the extent reasonably practicable, the Certified Survey Map or Metes and Bounds Survey Map shall comply with the provisions of this Chapter relating to general requirements, design standards and required improvements.

**Sec. 13-8-33 through Sec. 13-8-39**

**Reserved for Future Use**