



**APPLICATION FOR CERTIFIED SURVEY MAP (CSM)**  
 Community Development Department  
 100 N. Appleton St. PH: 920-832-6468  
 Appleton, WI 54911 FAX: 920-832-5994

Stamp date received

PROPERTY OWNER		APPLICANT (owner's agent)	
Name		Name	
Mailing Address		Mailing Address	
Phone	Fax	Phone	Fax
E-mail		E-mail	

PROPERTY INFORMATION	
Property Tax # (31-0-0000-00)	
Site Address/Location	
Legal Description of Land <b>*Please submit an electronic copy of CSM and the legal description in Microsoft Word format.</b>	
Current Zoning	Proposed Zoning
Current Uses	Proposed Uses
Number of Lots and Outlots	Total Acreage
Percentage of impervious surface coverage for each lot based upon the proposed certified survey map	

PLEASE STATE REASON(S) FOR CERTIFIED SURVEY MAP REQUEST

Date	Owner/Agent Signature (Agents must provide written proof of authorization)
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OFFICE USE ONLY	
FILE # _____	<input type="checkbox"/> Approved <input type="checkbox"/> Conditionally Approved <input type="checkbox"/> Denied <b>Community Development</b> _____
Comments/Conditions: _____	
Fee \$100.00	Acct #15020.5002 Receipt # _____ Date Paid ___/___/___ Date Filed ___/___/___

## **Summary of Minor Land Division (Certified Survey Map) Requirements and Process**

The owner/applicant shall consult with the Community Development Department staff prior to submittal of an application for the approval of a minor land division (certified survey map) to review the process, Municipal Code regulations and fees.

The owner/applicant shall submit the following information to the Community Development Department:

1. A completed application form and \$100.00 review fee.
2. Four (4) copies of the certified survey map.
3. A digital copy of the certified survey map file in AutoCAD or compatible format by electronic mail or on compact disc.
4. Two (2) copies of the final drainage plan, unless the Director of Public Works waives this requirement.
5. Two (2) copies of the final stormwater management plan, unless the Director of Public Works or his or her designee waives this requirement.

The minor land division (certified survey map) will be administratively reviewed and approved by City staff for compliance with all applicable local regulations including Chapters 4, 20 and 23 of the Municipal Code, any official mapping ordinances, the Comprehensive Plan for the area, City of Appleton Subdivision Development Policy, Engineering Division Standards Procedures and Chapter 236 of the Wisconsin Statutes.

The owner/applicant of a minor land division (certified survey map) shall be responsible for the following:

1. Special assessments and taxes, which must be paid to the City of Appleton Finance Department prior to the Finance Director signing the certified survey map.
2. All recording fees.
3. Recording the certified survey map in the County Register of Deeds office within 24 months of the Community Development Department's written approval date.
4. Providing five reproducible paper copies and one digital copy of the recorded certified survey map in AutoCAD or compatible format on compact disc to the City Clerk.