



**APPLICATION FOR CERTIFIED SURVEY MAP (CSM)
ZERO LOT LINE (Two-Family Dwelling)**

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		Phone	
E-mail		E-mail	

PROPERTY INFORMATION	
Property Tax # (31-0-0000-00)	
Site Address/Location	
Legal Description of Land *Please submit an electronic copy of CSM and the legal description in Microsoft Word format.	
Current Zoning	Proposed Zoning
Current Uses	Proposed Uses
Number of Lots	Total Acreage
Existing Building Information:	
1. Does each dwelling unit have its own sump pump? Yes No	2. Does the dwelling unit comply with SPS 321.08 fire separation and dwelling unit separation requirements? Yes <input type="checkbox"/> No

PLEASE STATE REASON(S) FOR CERTIFIED SURVEY MAP REQUEST

Date	Owner/Agent Signature (Agents must provide written proof of authorization)

OFFICE USE ONLY	
FILE # _____	<input type="checkbox"/> Approved <input type="checkbox"/> Conditionally Approved <input type="checkbox"/> Denied Community Development _____
Comments/Conditions: _____	
Fee \$150.00 + _____ x \$25 (per lot/outlot) = _____ Acct #PWZNIG Receipt # _____ Date Paid ___/___/___ Date Filed ___/___/___	

Summary of Minor Land Division (Certified Survey Map) ZERO LOT LINE Requirements and Process

- A. 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.

Dwelling, two-family zero lot line means two (2) single-family dwellings, attached by a common wall, each being on separate lots (a side-by-side duplex with each unit typically under separate ownership).

- B. Zero Lot Line Regulations:

1. Refer to Chapter 23, Zoning Code of the Municipal Code Section 23-95 R-2 District and 23-96 R-3 District Standards.
 - Each dwelling unit shall have separate sewer and water lines and other separate utility lines entering each dwelling unit and have separate sump pumps.
 - Easements shall be provided (referenced on CSM and/or Restrictive Covenants) upon each lot as may be necessary for ingress and egress, water, sewer and all other utility services.

SAMPLE EASEMENT LANGUAGE TO BE INSERTED IN THE RESTRICTIVE COVENANTS

Easements are hereby declared and granted for utility purposes as said easements may exist and appear of record. Each party is granted and shall have an easement over and across those portions of the other party's lot for the purpose of access to underground electrical utilities, water laterals, sanitary sewer laterals, curb boxes, or other utility lines which serve both parties together or separately, for the purposes of maintenance, repair, or replacement. The affected part of the lot shall be restored to the same condition as at the outset of any such maintenance, repair, or replacement at the cost of the unit owner requiring such maintenance, repair, or replacement.

2. The zero lot line parcel shall be divided by certified survey map or subdivision plat pursuant to Chapter 17 Subdivisions of the Municipal Code.
 3. A restrictive endorsement shall be placed on the face of the CSM or plat that reads, "*When zero lot line two-family dwelling units are created, matters of mutual concern to the adjacent property owners due to construction, catastrophe, use, repair and maintenance shall be guarded against by private/restrictive covenants and deed restrictions, and no approving authority shall be held responsible for the enforcement of same.*"
- C. 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.
- D. The owner/applicant shall submit the following information to the Community Development Department:
1. A completed application form and fee of \$150.00 plus \$25 per lot, check payable to the City of Appleton.
 2. One hard (1) copy and a digital copy (.pdf) of the certified survey map.
 3. A digital copy of the certified survey map file in AutoCAD or compatible format by electronic mail.
 4. Two (2) copies of the final drainage plan, unless the Director of Public Works or his or her designee 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.
 6. A copy of said restrictive covenants shall be submitted with the initial application.
 7. The completed Compliance Statement for a Zero Lot Line Two-family dwelling for review by the Inspections Supervisor.

- E. 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 a digital copy of the final CSM in AutoCAD (or compatible) format to the Department of Community Development.
 5. Provide a digital/pdf copy of the recorded Restrictive Covenant to the Department of Community Development.

Compliance Statement

Zero Lot Line (Two-Family Dwelling)

Instructions: Conduct inspection of property and submit this completed and signed form to:
Inspection Supervisor ♦ City of Appleton ♦ 100 N. Appleton Street ♦ Appleton, WI 54911 920-832-6411

1. Information

Owner		INSPECTOR	
Name		Name of Licensed Plumber	License No.
Company Name		Company Name	
Number & Street		Number & Street	
City, State, Zip		City State Zip	

Building Information

Address	Name of Occupant
Occupancy Type or Use	Company Name

2. Inspector's Statement: (Check Box A or B to indicate your findings)

- A. **Statement of Compliance:** to the best of my knowledge, belief, and based on onsite observation, subject building meets UDC standards relating to fire separation for a two-family dwelling and separate sump pumps are operational in each unit.
- B. **Statement of Noncompliance:** due to the following conditions subject building does not comply with all requirements in A. (Please be specific)

C. Number of corrections made: _____

3. Signatures

Inspector Date Owner or Facility Manager Date

EXAMPLE LANGUAGE SEWER AND WATER LATERAL EASEMENT

LANGUAGE TO BE PLACED ON CSM

Sewer and Water Lateral Easement

A (specify dimension) foot wide easement centered on the laterals, as installed, by separate restrictive covenants. The easement shall be located starting where the lateral crosses the right-of-way line and terminating at the common parcel line. Said easement shall be granted (specify dimension) feet in width, (specify dimension) feet on each side centered on lateral, as installed. Easements shall not encumber the public right-of-way. The said easements are for use and maintenance of the lateral connection over the Grantor's property.

LANGUAGE TO BE INSERTED IN THE RESTRICTIVE COVENANTS

Sewer and Water Lateral Easement

A (specify dimension) foot wide easement centered on the laterals, as installed, per this document. The easement shall be located starting where the lateral crosses the right-of-way line and terminating at the common parcel line. Said easement shall be granted (specify dimension) feet in width, (specify dimension) feet on each side centered on lateral, as installed. Easements shall not encumber the public right-of-way. The said easements are for use and maintenance of the lateral connection over the Grantor's property.

The maintenance, repair and replacement of the common section of sanitary and/or storm sewer lateral, from the sewer main to the wye shall be divided equally between the Grantor and Grantee of said easements. The maintenance, repair and replacement of private portion of the lateral, from the wye to the building, are the sole responsibility of the lot owner(s) who benefits from use of the private lateral. Any damage to the Grantor's property, due to maintenance of the private lateral crossing the Grantor's property, shall be the responsibility of the Grantee.