



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		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
Number of Lots and Outlots	Total Acreage
Percentage of impervious surface coverage for each lot based upon the proposed certified survey map	

DOES THE PROPOSED CERTIFIED SURVEY MAP PROPOSE TO: (CHECK APPLICABLE BOXES)
Dedicate land for public purpose? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, (specify land use type(s)) _____ . Referral to City Plan Commission
Cross exterior recorded plat boundary? <input type="checkbox"/> No <input type="checkbox"/> Yes If yes, (specify plat name(s)) _____ . Referral to City Plan Commission
Alter and/or extend land for any City: <input type="checkbox"/> street, alley or other public way, <input type="checkbox"/> park and playground, <input type="checkbox"/> parking of vehicles, <input type="checkbox"/> other memorial, <input type="checkbox"/> public grounds per Wisconsin State Statute §62.23(5), Referrals to City Plan Commission

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 #PWZNI 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 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 fee of \$150.00 plus \$25 per lot, check payable to City of Appleton (mailed or dropped off at City Hall – 5th Floor).
2. The following items submitted via email:
 - a. A digital copy of the certified survey map file in PDF format and AutoCAD (or compatible format).
 - b. A PDF copy of the drainage plan, unless the Director of Public Works or his or her designee waives this requirement.
 - c. A PDF copy 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 reviewed for compliance with all applicable local regulations including but not limited to Chapters 4, 16, 17, 20 and 23 of the Municipal Code, any official mapping ordinances, the Comprehensive Plan, other City Planning documents, Engineering Division Standards/Policies 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 a PDF copy of the recorded certified survey map.

Definition Terms:

1. **Public way:** means all or any part of a City road, street, slip, pier, lane or paved alley. Ref. §66.1003(1).
2. **Public grounds:** means a building and/or land owned and controlled and/or in which the use is operated by the City, including fire stations, City Hall, transit, public works and park facilities, library and the like.
3. **Alteration (alter) of land:** means an increase or decrease in width, length or area or changing the shape of exterior boundaries of the land.
4. **Extension (extend) of land:** means an increase in width, length or area of the land.