



INSTRUCTIONS

To protect and promote the public health, safety, and general welfare of the Village of Milltown and to implement the Village of Milltown's Comprehensive Plan, the Milltown Village Board adopted the Subdivision Regulations Chapter of the Village Code.

Certified Survey Map (CSM) applications to divide a property using a certified survey map shall be filed with the Village Clerk. Applications and the Subdivision Regulations Chapter can be found on the Village's website:

<https://milltownvillage.com/>. Per the Subdivision Regulations Chapter, applications shall include the following information/materials:

Application Requirements (per Section 14-1-34 and 14-1-42 of the Subdivision Regulations Chapter)

1. **Application, 15 Copies Required.**
2. **Certified Survey Map (CSM), 15 Copies Required.** When it is proposed to divide land into at least two (2) but no more than four (4) parcels or building sites, or when it is proposed to create by land division not more than four (4) parcels or building sites within a recorded subdivision plat without changing the exterior boundaries of a block, lot or out lot, or when it is proposed to divide any number of parcels greater than one and one-half (1 1/2) acres in size (thus not constituting a "subdivision" as defined in the Subdivision Regulations Chapter), the subdivider shall prepare a certified survey map in accordance with the Subdivision Regulations Chapter. The CSM shall meet the Technical Requirements outlined in Section 14-1-42, including:
 - a. **General.** A certified survey map prepared by a registered land surveyor shall be required for all minor land divisions. It shall comply in all respects with the requirements of Sec. 236.34 of the Wisconsin Statutes.
 - b. **Additional Information.** The Certified Survey Map shall show correctly on its face, in addition to the information required by Section 236.34, Wis. Stats., the following:
 - i. All Existing Buildings, watercourses, drainage ditches and other features pertinent to proper land division.
 - ii. Setbacks or Building Lines required by the Village Board and the Village Zoning Code.
 - iii. All Lands Reserved for future acquisition.
 - iv. Date of the Map.
 - v. Graphic Scale.
 - vi. Name and Address of the owner, subdivider, and surveyor.
 - vii. Square Footage of each parcel.
 - viii. Present Zoning for the parcels.
 - ix. Utility and/or Drainage Easements.
 - x. Existing and Proposed Contours at vertical intervals of not more than two (2) feet where the slope of the ground surface is less than ten percent (10%) and of not more than five (5) feet where the slope of the ground surface is ten percent (10%) or more. Elevations shall be marked on such contours based on National Geodetic Vertical Datum of 1929 (mean sea level). This requirement may be waived if the parcel(s) created are fully developed.
 - xi. Entire Area Contiguous to the proposed certified survey map owned or controlled by the subdivider shall be included on the certified survey map even though only a portion of said area is proposed for immediate development. The Plan Commission may waive this requirement where it is unnecessary to fulfill the purposes and intent of this Chapter and serve hardship would result from strict application thereof.

- xii. Location of Soil Boring Test, where required by Section H 85.06(2) of the Wisconsin Administrative Code and where public services are not available, made to a depth of six (6) feet, unless bedrock is at a lesser depth. The number of such tests shall be adequate to portray the character of the soil and the depths of bedrock and groundwater from the natural undisturbed surface. To accomplish this purpose, a minimum of one (1) test per three (3) acres shall be made initially. The results of such test shall be submitted along with the certified survey map.
- xiii. Location of Soil Percolation Tests, where required by Section H 85.06(3) of the Wisconsin Administrative Code, conducted in accordance with Sec. H 85.06(4) of the Wisconsin Administrative Code, taken at the location and depth in which soil absorption waste disposal systems are to be installed. The number of such tests initially made shall not be less than one (1) test per three (3) acres or one (1) test per lot, whichever is greater. The results of such tests shall be submitted along with the certified survey map.
- c. **State Plane Coordinate System.** Where the map is located within a U.S. Public Land Survey quarter section, the corners of which have been relocated, monumented and coordinated by the Village, 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 Village's control survey.
- d. **Certificates.** The surveyor shall certify on the face of the certified survey map that he has fully complied with all the provisions of this Chapter. The Village Board, after a recommendation by the reviewing agencies, shall certify its approval on the face of the map.
- e. **Street Dedication.** Dedication of streets and other public areas shall require, in addition, the owner's certificate and the mortgagee's certificate in substantially the same form as required by Section 236.21(2)(a) of the Wisconsin Statutes.
- f. **Recordation.** The subdivider shall record the map with the County Register of Deeds within thirty (30) days of its approval by the Village Board and any other approving agencies. Failure to do so shall necessitate a new review and re-approval of the map by the Village Board.
- g. **Requirements.** To the extent reasonably practicable, the certified survey map shall comply with the provisions of this Chapter relating to general requirements, design standards and requirement improvements. Conveyance by metes and bounds shall be prohibited where the lot(s) involved is less than one and one-half (1 1/2) acres or three hundred (300) feet in width.

Procedure (per Section 1.0309 of the Land Division Ordinance)

1. Applicant files 15 copies of Application for "Certified Survey Map", Certified Survey Map, and fee with the Village Clerk, at least 15 days prior to the Plan Commission meeting.
2. The Village Clerk-Treasurer shall, within two (2) normal working days after filing, transmit the copies of the map and application to the Plan Commission.
3. The Plan Commission shall transmit a copy of the map to all affected Village boards, commissions or departments for their review and recommendations concerning matters within their jurisdiction. Their recommendations shall be transmitted to the Plan Commission within ten (10) days from the date the map is filed. The map shall be reviewed by the Plan Commission for conformance with the Subdivision Regulations Chapter and all ordinances, rules, regulations, comprehensive plans components and neighborhood plans.
4. The Plan Commission shall, within thirty (30) days from the date of filing of the certified survey map, recommend approval, conditional approval or rejection of the map and shall transmit the map along with its recommendations to the Village Board. Following public hearing in the manner used for Preliminary Plats, the Village Board shall approve, approve conditionally and thereby require resubmission of a corrected certified survey map, or reject such certified survey map within sixty (60) days from the date of filing of the map unless

the time is extended by agreement with the subdivider. If the map is rejected, the reason shall be stated in the minutes of the meeting and a written statement forwarded to the subdivider. If the map is approved, the Village Board shall cause the Village Clerk-Treasurer to certify the face of the original map and return the map to the subdivider.

5. The subdivider shall record the map with the County Register of Deeds within thirty (30) days of the approval.
6. The subdivider shall file five (5) copies of the certified survey map with the Village Clerk-Treasurer for distribution to the Village Engineer, Building Inspector, Assessor, and other affected departments for their files.

Village Hall Office Hours: Monday – Friday, 8:00 am through 4:30 pm. Call us at (715) 825-3258 or email us at clerk@villageofmilltown.gov to speak with our Clerk / Treasurer for assistance.



APPLICATION

Instructions: The Village has prepared instructions on what materials may be required along with a submitted application. Please review the instructions prior to filling out and submitting the application.

Submission of Materials: All application materials must be submitted to the Village Clerk at least 15 days prior to each meeting in order for the application to be placed on the agenda for review by the Plan Commission. Plan Commission meetings are typically the second Monday of each month at 6:00 pm at the Milltown Public Library.

Attendance: Attendance at Plan Commission and Village Board meetings is not required, but it is strongly advised that applicants or their representatives attend. Failure to attend can result in the denial or delay of review due to lack of information.

APPLICANT INFORMATION					
Name:		Phone:		Email:	
Mailing Address, City, State, Zip:					
Applicant is (check one):	Owner <input type="checkbox"/>	Authorized Representative <input type="checkbox"/>	Other (describe): <input type="checkbox"/>		
Owner Information (if different from Applicant)					
Name:		Phone:		Email:	
Mailing Address, City, State, Zip:					

SITE INFORMATION	
Address, City, State, Zip (if no address, describe location):	
Tax Key:	151-
Current Use:	
Proposed Use:	
Current Zoning:	
Legal Description:	

ADDITIONAL MATERIALS REQUIRED WITH APPLICATION (see Subdivision Regulations Chapter for more details)
<input type="checkbox"/> Certified Survey Map (15 copies)
<input type="checkbox"/> Application
*Additional information may be required by the Plan Commission or its designee or Village Staff.

FEES
See Village of Milltown Fee Schedule. Fee is non-refundable and will not be refunded if the request is denied.

