



# CERTIFIED SURVEY MAP APPLICATION

## Part I: General Information

Applicant information:

Person's Name(s): \_\_\_\_\_

Firm Name (if any): \_\_\_\_\_

Relationship (check one):  Owner  Subdivider  Surveyor  Other  Representing: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Office/Home Phone #: \_\_\_\_\_ Mobile Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Property owner information:

Person's Name(s): \_\_\_\_\_

Ownership (check one):  Individual  Trust  Partnership  Corporation/LLC  Other: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_ Zip: \_\_\_\_\_

Office/Home Phone #: \_\_\_\_\_ Mobile Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Parcel number or legal description of subject property:

\_\_\_\_\_  
\_\_\_\_\_

Address or street boundaries of subject property:

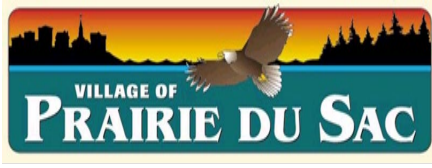
\_\_\_\_\_  
\_\_\_\_\_

Proposed use of subject property (check all applicable uses):

- single family residential
- two family residential—duplex(es)
- multiple family residential—3+ unit building(s)
- office/research
- retail/commercial services
- industrial
- institutional
- farming/farmstead
- other use: \_\_\_\_\_

Project summary:

\_\_\_\_\_



Parcel Address or ID #: \_\_\_\_\_

## Part II: Application Submittal Requirements

Along with this application, please submit one digital copy in an easily reproducible format (e.g., PDF) of all materials that are required to make a complete application. The Village Administrator may also require hard copies after you provide a digital copy. Except as the Village Administrator may otherwise allow, each complete application must include the following materials:

- Non-refundable certified survey map application fee of \$100, plus \$15 for each lot.
- Complete Certified Survey Map, prepared by a professional land surveyor, and including:
  - All required contents under Chapter 236 of Wisconsin Statutes.
  - All the certificates required by Section 236.21, Wis. Stats.; and certification that the CSM fully complies with all of the provisions of the Village's subdivision and land division regulations (Title 10, Chapter 3).
  - Existing property lines, buildings, drives, paths, streams and watercourses, dry runs, lakes, ponds, wetlands, floodplains (by type), shoreland zoning areas and setbacks, rock outcrops, environmental corridors per the Comprehensive Plan, and other significant features within the parcel being divided.
  - Location, area, and dimensions, and proposed ownership of any sites to be reserved or dedicated for parks, playgrounds, drainageways, environmental corridors, or other public and/or permanent open space uses.
  - Any unique building setback lines, buildable areas, "build-to" lines, or similar areas, not including those required by zoning.
  - Vision clearance triangles per Section 10-1-0808(m) of the Village's zoning ordinance.
  - Proposed locations, restrictions, and landscape plans associated with highway access control, noise mitigation, and landscape buffer strips if required under this Chapter and the zoning ordinance, including but not limited to Section 10-1-0808.
  - The outer edges of all "woodlands" and parts of woodlands proposed to be preserved within the CSM area, and the locations and specimens of all other "mature trees" not located within a woodland that are proposed to be preserved. These terms are as defined in Section 10-1-0104 of the zoning ordinance.
  - If the CSM contains private road(s), the following note: "Notice of Possible Limitation of Public Services: This CSM contains private roads. As a result, certain public services including but not limited to road maintenance, snow plowing, and garbage collection may be limited."
- Where the CSM is in the Village, a signed statement listing all development projects for which the subdivider has sought or received Village approval during the previous 10 years, and indicating whether the subdivider has any outstanding obligations to perform on any such projects, via either contract or conditions of approval.
- Completed Site Assessment Checklist (form attached to this application), except where the CSM is for 5 acres or fewer, 2 or fewer new lots, and/or not intended for land development in the foreseeable future.
- Preliminary engineering plans meeting the requirements of Section 10-3-0304(c) of the subdivision ordinance, if the CSM requires new or extended Village infrastructure or stormwater management improvements per the Village's Erosion Control and Stormwater Management requirements.
- Protective covenants and/or legal instruments and rules for any proposed property owners' association, if applicable under Section 10-3-0304(d).
- If the CSM area includes a "woodland" or "mature trees," as defined in Section 10-1-0104 of the zoning ordinance, a woodland preservation plan pursuant to Section 10-1-0703 of the zoning ordinance and Section 10-3-0718 of the subdivision and land division ordinance.
- For residential land divisions adjacent to an arterial street, a plan to mitigate noise from such street. Such plan may involve landscaping, berms, fencing, and/or extra lot depths adjacent to the arterial street, and/or configuration of the division in such a manner to minimize noise impacts on residences.
- Other information related to compliance with Village ordinances may be required, including a concept plan per Section 10-3-0201(a) if CSM would have significant impact on public improvements or Comprehensive Plan.



Parcel Address or ID #: \_\_\_\_\_

**Part III. Reimbursement for Development Review Services**

The Village Planner, Village Engineer, Public Works Director, Village Attorney, and other Village staff and consultants may expend time in the administration, investigation, and processing of development review applications. In addition, the Village may retain the services of other professional consultants—including but not limited to landscape architects, architects, environmental specialists, and recreation specialists—in the investigation and processing of such applications. Reinforcing the requirements of Section 10-3-1004 of the Village subdivision and land division regulations, the signing and submittal of this application or petition for development review shall be construed as an agreement to pay for professional consulting services associated with the administration, investigation, and processing of this application or petition.

The Village Administrator shall retain sole discretion in determining when and to what extent it is necessary to involve one or more professional consultants in the review of each application or petition. The Applicant shall be responsible for the costs for such professional consulting services. The Applicant shall pay such costs upon receipt of one or more invoices from the Village, following the execution of the development review services associated with the application. In the event the Applicant fails to pay such costs, the responsibility shall pass to the property owner, if different, under the same terms. Development review fees that are assigned to the Applicant or property owner, but that are not actually paid, may then be imposed by the Village as a special charge on the affected property.

**Part IV. Signatures**

By signing and dating below, I/We:

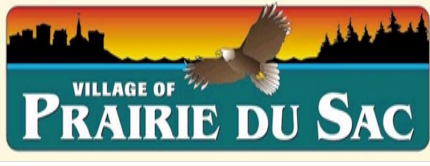
1. Reviewed and understand the Village of Prairie du Sac subdivision and development regulations and its standards of approval related to this application;
2. Read, understand, and accept my/our responsibilities under the reimbursement section above;
3. Submitted an application that is true, correct, and complete to the best of my/our knowledge;
4. Acknowledge that Village officials and/or employees may, in the performance of their functions, enter upon the subject property to inspect or gather information necessary to process this application;
5. Understand that all meeting dates are tentative and may be postponed by the Village for the reason of incomplete submittals or other administrative reasons;
6. If this application is approved, agree to abide by this application, approved plans, and required conditions associated with plan approval in the development of the subject property; and
7. Understand that the Village’s subdivision and development regulations and/or the conditions of development approval may specify timeframes within which I/we must take certain actions related to the development of the subject property, or risk having the approval being nullified.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Property Owner (if different)

\_\_\_\_\_  
Date



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**Part V. Record of Administrative Procedures *(to be completed by Village)***

Verification that subject property within (check one):     Village                       Town (ET Jurisdiction)

Application, CSM, and other required materials filed with Village:

Date filed: \_\_\_\_\_

Name of Village staff person who accepted application: \_\_\_\_\_

Non-refundable application fee of \$100, plus \$15 for each lot, received by Village:

Date received: \_\_\_\_\_

Name of Village staff person who accepted fee: \_\_\_\_\_

Application, CSM, and other required documents verified as being complete:

Date verified: \_\_\_\_\_

Name of Village staff person who verified application as complete: \_\_\_\_\_

**For "Minor Land Divisions" (as defined under Section 10-3-1304):**

Zoning Administrator action:

Date: \_\_\_\_\_ (within 20 days of complete application)

Action:     Approval as presented                                       Approval with conditions

Referral to Plan Commission /Joint ET Committee                       Denial

**For All Other Land Divisions:**

Zoning Administrator shares CSM with Public Works Director, Engineer, Planner, Attorney, Fire Chief

**For Other Land Divisions that are not in the Village and/or do not require public land dedication:**

Village Plan Commission or Joint ET Committee action:

Meeting date: \_\_\_\_\_ (within 60 days of complete application)

Action:     Approval as presented                       Approval with conditions                       Denial

**For Other Land Divisions that are in the Village and require public land dedication:**

Village Plan Commission recommendation:

Meeting date: \_\_\_\_\_ (within 45 days of complete application)

Action:     Rec. approval as presented                       Rec. approval with conditions                       Rec. denial

Village Board action:

Meeting date: \_\_\_\_\_ (within 60 days of complete application)

Action:     Approval as presented                       Approval with conditions                       Denial

**For All Land Divisions:**

Applicant notified of Village action:

Date: \_\_\_\_\_

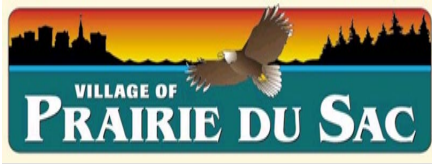
Name of Village staff person who notified applicant: \_\_\_\_\_

If approved CSM served by Village infrastructure, development agreement signed by developer

Date: \_\_\_\_\_

Village Clerk inscribed his or her certification of Village approval on approved CSM

Date: \_\_\_\_\_

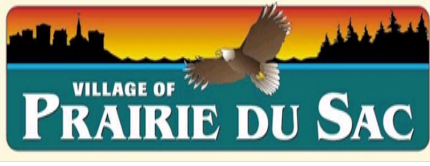


Parcel Address or ID #: \_\_\_\_\_

## Land Division/Subdivision Site Assessment Checklist

The Site Assessment Checklist, attached information, and Village assessment of these materials, will be considered in the determination of land suitability for division under Section 10-3-0105(e) and compliance with other Village ordinance standards. Please answer the following questions about the proposed site and division, using the listed “potential source” or another reliable source. Explain all “yes” answers by attaching documentation on the type, location, and extent of the identified feature; and on the expected impact of the proposed development. Adjustments to the proposed division to minimize the impact of “yes” answers may be required.

I. LAND RESOURCES. Does the land area include:	Yes	No
<b>A. A 100-year floodplain, or other flood prone area?</b> Potential Sources: <a href="#">FEMA Flood Map Service Center</a> or <a href="#">Sauk County FEMA Floodplain Finder Map</a>	<input type="checkbox"/>	<input type="checkbox"/>
<b>B. An area of with high potential for gravel or other mineral deposits?</b> Potential Source: <a href="#">Sauk Prairie Comprehensive Plan Map 4</a> or <a href="#">Sauk County Comprehensive Plan Map 8-5</a>	<input type="checkbox"/>	<input type="checkbox"/>
<b>C. Slopes of 12% or greater?</b> Potential Source: <a href="#">Sauk Prairie Comprehensive Plan Map 5</a>	<input type="checkbox"/>	<input type="checkbox"/>
<b>D. An area of existing or former wetlands, or wetland indicators?</b> Potential Source: <a href="#">Wisconsin DNR Surface Water Data Viewer</a> . In Map Layers, select “Wetland & Wetland Indicators”, “Mapped Wetlands” and then “Wisconsin Wetland Inventory”	<input type="checkbox"/>	<input type="checkbox"/>
<b>E. An area with water table within 200 cm (about 6 feet) of the soil surface?</b> Potential Source: <a href="#">USDA Soil Survey</a> . Use Soil Data Explorer, select tab for Soil Uses and Properties. Under “Water Features”, select “Depth to Water Table.”	<input type="checkbox"/>	<input type="checkbox"/>
<b>F. An area of bedrock within 150 cm (about 5 feet) of the soil surface?</b> Potential Source: <a href="#">USDA Soil Survey</a> . Use Soil Data Explorer, select tab for Soil Uses and Properties. Under “Soil Qualities and Features”, select “Depth to a Selected Soil Restrictive Layer.”	<input type="checkbox"/>	<input type="checkbox"/>
<b>G. Soils having very limited site potential for dwellings with basements?</b> Potential Source: <a href="#">USDA Soil Survey</a> . Use Soil Data Explorer, select tab for Suitabilities and Limitations for Use. Under “Building Site Development”, select “Buildings with Basements”	<input type="checkbox"/>	<input type="checkbox"/>
<b>H. Designated environmental or open space corridors?</b> Potential Source: <a href="#">Sauk Prairie Comprehensive Plan Map 5</a>	<input type="checkbox"/>	<input type="checkbox"/>
<b>I. A natural drainageway or dry run with a tributary area of 5+ acres?</b> Potential Sources: <a href="#">West Side Stormwater Management Plan</a> , site survey	<input type="checkbox"/>	<input type="checkbox"/>
<b>J. Group I agricultural soils?</b> Potential Source: <a href="#">Sauk Prairie Comprehensive Plan Map 4</a>	<input type="checkbox"/>	<input type="checkbox"/>
II. WATER RESOURCES. Does the land area/development involve:	Yes	No
<b>A. A navigable lake, pond, river, stream, or other waterway?</b> Potential Source: <a href="#">Wisconsin DNR Surface Water Data Viewer</a> . In Map Layers, select “Dam and Floodplain Information” and choose the “Priority Navigable Waterways”	<input type="checkbox"/>	<input type="checkbox"/>
<b>B. Location within a wellhead protection area?</b> Potential Source: <a href="#">Village of Prairie du Sac Official Overlay Zoning Map</a>	<input type="checkbox"/>	<input type="checkbox"/>



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<p><b>C. Location within 1,000 ft from a lake, pond or flowage or 300 ft from a river or stream or the landward side of the floodplain (i.e., shoreland zone)?</b> Potential Sources: <a href="#">Wisconsin DNR Surface Water Data Viewer</a></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>D. Location within 1,200 feet of any open or closed landfill site?</b> Potential Source: <a href="#">Wisconsin DNR Well Driller Viewer</a></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>III. BIOLOGICAL, HUMAN, AND SCIENTIFIC RESOURCES</b> <b>Does the land area or development include or involve:</b></p>	<b>Yes</b>	<b>No</b>
<p><b>A. Location in a section with threatened/endangered plant or animal species?</b> Potential Source: <a href="#">Sauk County Comprehensive Plan Map 8-6</a>. If yes, fill out an <a href="#">"Endangered Resources Review Request Form" (Form 1700-047)</a>.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>B. Location within a "Critical Roosting" or "Critical Perching" habitat areas for bald eagles, or within 660 feet of a known bald eagle nest?</b> Potential Source: <a href="#">Sauk Prairie Comprehensive Plan Map 5</a></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>C. A "woodland" as defined by Village ordinance?</b> (i.e., area of trees with canopy area of 1+ acres, with at least 50% of trees having a diameter of 6"+ at 4 ft above grade. Does not include trees grown for commercial purposes or where most trees are non-native or invasive. If division would remove 30%+ of the area of woodland, mitigation plan required)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>D. One or more "mature trees" outside of a "woodland"?</b> (i.e., 12"+ in diameter at 4 feet above grade, where native, not invasive, and not grown for commercial purposes. If division suggests removal of 30%+ of mature trees, mitigation plan is required.)</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>E. An area containing or within 1,000 feet of an area of archeological interest?</b> Potential Sources: <a href="#">Sauk Prairie Comprehensive Plan Map 5</a> OR archeological study of site. Call 608-264-6511 if area may be of archeological interest.</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>IV. ENERGY, TRANSPORTATION, AND COMMUNICATIONS</b> <b>Does the land include or abut:</b></p>	<b>Yes</b>	<b>No</b>
<p><b>A. A planned roadway, or existing roadway planned for a wider right-of-way?</b> Potential Source: <a href="#">Sauk Prairie Comprehensive Plan Map 17</a></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>B. Highway 12, or another arterial or collector roadway?</b> Potential Source: <a href="#">Sauk Prairie Comprehensive Plan Map 12</a></p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>C. An existing or planned utility corridor or associated easement, such as for gas, electricity, water, sewer, stormwater, or communications?</b> Potential Sources: Surveyor should have this information</p>	<input type="checkbox"/>	<input type="checkbox"/>
<p><b>D. Existing or planned parks, natural resource areas, or paths or trails?</b> Potential Sources: <a href="#">Village of Prairie du Sac Official Map</a> and <a href="#">Sauk County Outdoor Recreation Plan 2020-2024</a></p>	<input type="checkbox"/>	<input type="checkbox"/>

I certify that I have researched the potential sources and others at my disposal, and that the information supplied on and with this Site Assessment Checklist is correct to the best of my knowledge.

\_\_\_\_\_  
Signature of subdivider, engineer, or surveyor

\_\_\_\_\_  
Phone number

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Email address

\_\_\_\_\_  
Date