

§ 474-16. Land divisions and consolidations by certified survey map.

- A. Use of certified survey map.
- (1) When it is proposed to divide land into at least two but not more than four parcels or building sites; or when it is proposed to create by land division not more than four parcels or building sites within a recorded subdivision plat without changing the exterior boundaries of a block, lot or outlot; or when it is proposed to divide any number of parcels greater than 35 acres in size (thus not constituting a "subdivision" as defined in § 474-5), the subdivider may subdivide by use of a certified survey map. The subdivider shall prepare the certified survey map in accordance with this chapter and shall file 2 copies of the map to the Village Clerk. The certified survey map shall be reviewed, approved or disapproved by the Village Clerk if the map complies with all existing rules and regulations. If there is not compliance, the map shall be reviewed by the Plan Commission and the Village Board.
 - (2) Certified survey map where the division provides for land to be dedicated to the public and shall require Village Board approval. 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 § 236.21(2)(a), Wis. Stats.
 - (3) In the event a proposed land division does not meet the above requirements, the proposed land division must be pursued as a subdivision plat.
 - (4) The certified survey map shall include the entire original parcels of land owned or controlled by the subdivider, including those proposed for division or consolidation. The surveyor shall certify on the face of the certified survey map that they have fully complied with all provisions of this chapter. The Village Clerk, or the Village Board after a recommendation by the Plan Commission, shall certify their approval on the face of the map.
- B. Plan Commission review and Board approval. If Board approval is required, the Plan Commission shall, within 60 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. The Village Board shall approve, approve conditionally and thereby require resubmission of a corrected certified survey map or reject such certified survey map within 90 days from the date of filing of the map unless the time is extended by agreement with the applicant. If the map is rejected, the reason shall be stated in the minutes of the meeting and a written statement forwarded to the applicant. If the map is approved, the Village Board shall cause the Village President to so certify on the face of the original map and return the map to the applicant.
- C. Recordation. The applicant shall record the map with the County Register of Deeds within six months of its final approval. Failure to do so shall necessitate a new review and reapproval by the Village Board.
- D. Copies. The subdivider shall file 2 copies of the recorded certified survey map with the Village Clerk.

§ 474-17. Technical requirements for certified survey land divisions.

- A. Certified survey requirements. A certified survey map prepared by a professional land surveyor shall be required for all land divisions. It shall comply with the provisions of § 236.34, Wis. Stats., and this chapter.
- B. Additional information. The certified survey map shall show correctly on its face, in addition to the information required by § 236.34, Wis. Stats., the following:
 - (1) All existing buildings, watercourses, drainage ditches and other features pertinent to proper division.
 - (2) Setbacks or building lines required by the Village Board and Chapter 480, Zoning, of this Code.
 - (3) All lands reserved for future acquisition.
 - (4) Date of the map.
 - (5) Graphic scale and North arrow.
 - (6) Name and address of the owner, subdivider and surveyor.
 - (7) Square footage of each parcel.
 - (8) Present zoning for the parcels.
 - (9) All proposed streets, roads, or highways within 300 feet of the boundaries of the parcels created by the minor land division.
 - (11) Floodplain limits and the contour line lying a vertical distance of two feet above the elevation of the one-hundred-year recurrence interval flood or, where such data is not available, five feet above the elevation of the maximum flood of record.
 - (12) Entire area contiguous to the land outlined in 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 Village Plan Commission or Village Board may waive this requirement where it is unnecessary to fulfill the purposes and intent of this chapter and severe hardship would result from strict application thereof.