



TECHNICAL REQUIREMENTS  
FOR SUBDIVISION PLATS AND CERTIFIED SURVEY MAPS

The following is a brief checklist of what is required for preliminary and final plat approval, and certified survey maps, per State Statutes Chapter 236 and the requirements of the Land Division and Subdivision Regulations of the City of Cedarburg. This is general in nature, but should cover most of the common requirements for land divisions. It is the developer and surveyor's responsibility to comply with all State Statutes and local requirements. City of Cedarburg staff will answer any questions you may have during the land division process and Plan Commission approval. Additional items may be required for a specific land division review as determined by the Director of Engineering & Development. An application and the proper fees must be submitted with the plats and/or maps for approval.

PROCEDURE

The plat/map approval process consists of five steps:

1. Applicant meets with staff and submits application, fee, and five (5) copies for review.

AND, if submitting for subdivision plat approval, applicant submits application, fee and four (4) sets of plans to the City Clerk for State of Wisconsin review.

2. Applicant submits 13 copies of the revised documents (preferably 11" x 17" if readable) to the City Planner for inclusion in the packet by 4:30 p.m. fourteen (14) days before the Plan Commission\* meeting.

\* Plan Commission meetings are generally scheduled for the first Monday of each month.

3. Applicant attends the Plan Commission meeting to present proposal and answer questions.

The Plan Commission may deny approval, approve, or approve the plat with conditions. Written notification of the action by the Plan Commission shall be provided to the applicant within 30 days of the meeting.

4. Approval of a Development Agreement, if required, by the Common Council\*\* as required by the City of Cedarburg Land Division and Subdivision Regulations.

\*\* Common Council meetings are generally scheduled for the second and last Mondays of each month.

5. Following approval, copies of signed and recorded Certified Survey Maps and mylars of the complete and recorded plat shall be provided to the City Engineer's Office. A CAD-compatible electronic copy of the final plat shall also be provided to the City Engineer's office.

---

NOTE: A separate application is made to the Building Inspection Department for the required **building permits** before construction begins.

---

## APPLICATION

- Application form (see attachments), which **MUST** be signed by the Property Owner.

- City Fees:

A Concept/Consultation Plat Review fee of \$100.00 to be paid at the time of filing a request for preapplication consultations [SEC. 13-1-230(b)(13) and SEC. 14-1-100(d)(1)].

A Preliminary Plat Review fee of \$150.00 plus \$6.00 for each dwelling unit within the preliminary plat upon submittal of the preliminary plat for approval [SEC. 14-1-100(d)(2)].

A Preliminary Plat Reapplication fee of \$75 [SEC. 14-1-100(d)(3)].

A Certified Survey Map (without road dedication) fee of \$300 [SEC. 14-1-100(d)(4)].

A Certified Survey Map (with road dedication) fee of \$325 [SEC. 14-1-100(d)(5)].

A final plat fee of \$100.00 plus \$3.00 for each dwelling unit within the final plat upon submittal of the final plat for approval [SEC. 14-1-100(e)(1)].

A Final Plat Reapplication fee of \$50 [SEC. 14-1-100(e)(2)].

- State Fees:

The subdivider shall transmit all fees required for state agency review to the City Clerk at the time of application.

- Plat prepared by a Wisconsin Registered Land Surveyor (see attached requirements).
- Additional information as required by the City.

## PRELIMINARY PLAT REQUIREMENTS

1. Title under which the proposed subdivision is to be recorded.
2. Location of proposed subdivision by government lot, quarter section, township, range, county, and state.
3. Date, scale, and north point.
4. Names and addresses of the owner, subdivider, and land surveyor preparing the plat.
5. Entire area contiguous to the proposed plat owned or controlled by the subdivider shall be included on the preliminary plat.
6. General location sketch showing the location of the subdivision within the U.S. Public Land Survey Section.
7. Exact length and bearing of exterior boundary of the proposed subdivision referenced to a corner established in the U.S. Public Land Survey and the total acreage encompassed thereby.
8. Location of all existing property boundary lines, structures, drives, streams, waterways, wetlands, wooded areas, railroads, or other significant features within the area being subdivided or immediately adjacent to.
9. Location of right of ways and names of all existing streets, alleys or other public ways, easements, railroad and utilities, rights of way and all section and quarter section lines within the boundaries of the plat or immediately adjacent to.
10. Location and names of any adjacent subdivisions, parks, cemeteries and the owners of record of abutting unplatted lands.
11. Type, width, and elevation of any existing streets within the exterior boundaries of the plat and immediately adjacent to, with legally established centerline elevations.
12. Location, size and invert elevation of any existing sanitary or storm sewers, culverts, drain pipes, location of manholes, catch basins, hydrants, electric and communication facilities (whether overhead or underground), and the location and size of any existing water and gas mains within the exterior boundaries or immediately adjacent to. If no sanitary or storm sewer or water main or immediately adjacent to the tract, the nearest sewers or water mains that might be extended to serve the tract shall be indicated by showing the direction and distance from the tract, size and invert elevation, all to mean sea level. The Director of Engineering

and Development will require Engineering Studies to be made if there is doubt regarding the adequacy of existing utilities or other facilities to handle the impact of the proposed development.

13. Corporate limit lines within the exterior boundaries of the plat or immediately adjacent to.
14. Existing zoning on and adjacent to the proposed subdivision.
15. Existing contours within the exterior boundaries of the plat and extending to the centerline of adjacent public streets shall be shown at a maximum of 2' intervals and based from mean sea level. Two permanent benchmarks must be located and indicated on the plat and these elevations referenced to mean sea level datum. The permanent benchmarks will be clearly and completely described.
16. Proposed home foundation elevations for each lot.
17. High water elevation of all ponds, streams, drainage ways, and wetlands within the boundaries or located within 100 feet of the exterior boundaries of the proposed subdivision/tract.
18. Water elevation of all ponds, streams, drainage ways, and wetlands, within the boundaries or located within 100 feet of the exterior boundaries of the proposed subdivision/tract.
19. Floodland and shoreland boundaries and the contour line lying a vertical distance of 2 feet above the elevation for the 100 year flood or 2 feet above the elevation of the maximum flood recorded within the exterior boundaries or 100 feet outside the exterior boundaries of the proposed subdivision/tract.
20. Soil types and slopes and their boundaries as shown on the U.S. Department of Agriculture and Soil Conservation service maps. (If applicable)
21. Location, width and names of all proposed streets, rights-of-way, alleys, and easements.
22. Dimensions of all lots with proposed lot and block numbers and the square feet of each lot.
23. Boundaries of all wetlands within the proposed subdivision, within 100 feet of the exterior boundaries of the proposed subdivision.
24. Location and dimensions of any sites to be reserved or dedicated for parks, playgrounds, drainage ways or other public uses.

25. Radii of all curves.
26. Proposed grading plan showing proposed contours within the exterior boundaries of the plat with existing contours extending to adjacent lands to a sufficient distance to indicate drainage patterns across the development in conformance with the necessary stormwater engineering analysis of the drainage area. All contours shall be shown at a maximum of 2' intervals and based from mean sea level. All proposed road grades will be shown subject to slight modification upon completion of the detailed engineering design of facilities, completed upon submission of any future final plat.
27. Conceptual utility plan, including storm sewer, water main, and sanitary sewer services to be provided to serve the development.
28. Other information as required by the Plan Commission and/or the Director of Engineering and Public Works.

## FINAL PLAT REQUIREMENTS

Additional information in conjunction with the requirements for preliminary plats will be required for final plat approval. Measurements and descriptions shall be exact and precise. The additional requirements are listed below (per State Statutes 236.20).

1. Exact length and bearing of exterior boundaries, boundary lines of all blocks, public grounds, streets, and alleys.
2. Exact alley, easement, and street width, including centerlines of all streets.
3. Exact location and description of street lighting easements and utility easements, trees, driveways, utilities, including laterals. Blocks shall be consecutively numbered or alphabetically lettered and all lots and outlots shall be consecutively numbered.
4. Railroad rights-of-way within the boundaries of the plat.
5. All lands reserved for public use or future public use.
6. Special restrictions or requirements for street access or plantings or buffer strips, frontage roads, etc.
7. Setback or building lines.
8. Drainage easements and utility easements.
9. State plane coordinates must be accurately shown as required per State Statutes 236.18.
10. U.S. Public land survey section and quarter section per State Statutes 236.18.
11. Monuments erected in the field and all permanent points established in the field shall be clearly marked and a clear accurate description of the monuments and material made of shall be noted.
12. Field-verified limits of existing wetlands and environmental corridors.
13. Stormwater Management Plan pursuant to Title 14, Chapter 2 of the City of Cedarburg Subdivision Regulations.
14. Developers agreement must be submitted prior to start of development including financial guarantees in the amount determined by the City.

These documents must accompany the final plat before approval per State Statutes 236.21.

1. Surveyor's certificate of compliance per 236.21 (1) (a) (b) (c) and (d).
2. Owners certificate per 236.21 (2)(a) and (b).
3. Certificate of taxes paid per 236.21 (3).

## CERTIFIED SURVEY MAP REQUIREMENTS

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 Section 236.34, Wis. Stats. In addition, the following information is required:

1. All existing buildings, watercourses, drainage ditches, and other features pertinent to proper land division.
2. Setbacks or building lines required by the Plan Commission or other City Codes or ordinances.
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. Utility or drainage easements.
10. 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. Proposed elevations shall also include the proposed foundation elevations of the principal structure for each lot shown. This requirement may be waived if the parcel(s) created are fully developed and no grade changes are intended.
11. 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 Chapter 1 of the City of Cedarburg Land Use Codes (SEC. 14-1-1 through 14-1-100) and severe hardship would result from strict application thereof.
12. Stormwater Management Plan pursuant to Title 14, Chapter 2 of the City of Cedarburg Subdivision Regulations.
13. Location of soil boring tests where required by Section H 85.06(2) of the Wisconsin Administrative Code. The results of such test shall be submitted along with the certified survey map.

14. 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 City, County, or the Southeastern Wisconsin Regional Planning Commission, 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 City's control survey.
15. Certificates. The surveyor shall certify on the face of the certified survey map that he has fully complied with all provisions of Chapter 1 of the City of Cedarburg Land Use Codes (SEC. 14-1-1 through 14-1-100). The Common Council, after a recommendation by the reviewing agencies, shall certify its approval on the face of the map if dedication of public rights-of-way are part of the certified survey map. If not, Plan Commission shall certify its approval.
16. 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.
17. Recordation. The subdivider shall record the map with the County Register of Deeds within thirty (30) days of its approval by the Common Council or Plan Commission if no dedication of public lands is involved, and any other approving agencies. Failure to do so shall necessitate a new review and re-approval of the map.
18. Requirements. The certified survey map shall comply with the provisions of Chapter 1 of the City of Cedarburg Land Use Codes (SEC. 14-1-1 through 14-1-100) relating to general requirements, design standards, and required improvements.

CITY OF CEDARBURG PLAN COMMISSION APPROVAL

Approved by the City of Cedarburg Plan Commission this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Mayor Kip Kinzel, Chairman

\_\_\_\_\_  
Constance K. McHugh, City Clerk

CITY OF CEDARBURG COMMON COUNCIL APPROVAL

Approved by the City of Cedarburg Common Council this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Kip Kinzel, Mayor

\_\_\_\_\_  
Constance K. McHugh, City Clerk