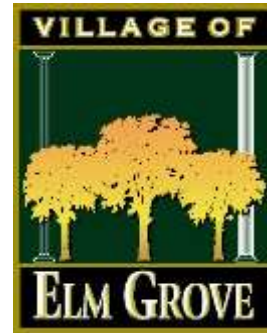


VILLAGE OF ELM GROVE

PROCESS FOR CERTIFIED SURVEY MAP APPROVAL



All certified survey maps must be reviewed and approved by the Village before being recorded with the Waukesha County Register of Deeds. The process for review can be found under Chapter 305, Article III: Review and Approval of Plats and Certified Survey Maps. Certified Survey Maps can be utilized for the following items:

- Division or combination of land
- Clarification of metes and bounds descriptions
- Reconfiguration of parcels within a recorded subdivision plat, assessor's plat or certified survey map
- Define and convey interest in lands dedicated to the public.

All certified survey maps must be reviewed by the Plan Commission and reviewed and approved by the Board of Trustees. The process for submittal and review is listed below.

1. Prior to filing a certified survey map, the applicant may consult with Village Staff and the Plan Commission for advice and assistance. **(See Village Code of Ordinances § 305-6)**
2. Submits the certified survey map, with the necessary to the Zoning Administrator, who forwards the certified survey map application to the Plan Commission for initial consideration. **The Plan Commission meets the first Monday of every month. The submittal deadline is Twenty (20) Business Day prior to the desired Plan Commission meeting.** See attached list of required submittal information and applicable fees.
3. The Plan Commission provides initial review of the certified survey map and confers with the applicant on changes deemed advisable and the kind and extent of public improvements which the Village will require.
4. The Plan Commission refers the certified survey map to the Board of Trustees, together with its recommendation concerning approval or objection.
5. Within 90 days of submission of the certified survey map to the Zoning Administrator, the Board of Trustees approves, approves conditionally or rejects the certified survey map.
6. The Board of Trustees notifies the applicant in writing of any conditions of approval or the reasons for rejection of the certified survey map.
7. The certified survey map is recorded with the Waukesha County Register of Deeds.

Data Necessary for Certified Survey Map (See Village Code of Ordinances § 305-10).

The applicant must provide **twenty copies** of the certified survey map on a scale not exceeding 100 feet to an inch. The applicant must provide the following information on the certified survey map:

- Date, scale and north arrow.
- Proposed land division name, which shall not duplicate the name of any plat previously recorded in Waukesha County
- Name and address of the owner, the subdivider and the engineer or surveyor preparing the plat.
- Description of the location of the land division by government lot, quarter-quarter section, section, township, range and county.
- Small scale drawing of the section or government subdivision of the section in which the land division lies, with the location of the subdivision indicated thereon.
- Exact length and bearing of the exterior boundaries of the subdivision.

- Location and names of adjacent subdivisions and the owners of adjoining parcels of unsubdivided land.
- Zoning on and adjacent to the land division.
- Location, widths and names of all existing and platted streets, alleys or other public ways and easements, railroad and utility rights-of-way, parks, cemeteries, watercourses, drainage ditches, permanent structures, bridges and other pertinent data as determined by the Plan Commission.
- Water elevations of adjoining lakes or streams at the date of the survey and the approximate high-water and low-water elevations of such lakes or streams. All elevations shall be referred to some permanent established datum plane.
- In cases where the land division borders a lake or stream, the distances and bearings of a meander line established not less than 20 feet back from the ordinary high-water mark of the lake or stream.
- Layout, width and approximate grades of all new streets and rights-of-way, such as alleys, highways, easements for sewers, water mains, and other public utilities.
- Direction and distance to nearest sewer mains.
- Approximate dimensions of all lots, together with proposed lot and block numbers.
- Proposed building lines.
- Approximate radii of all curves and length of tangents.
- Approximate location and area of property proposed to be dedicated for public use or to be reserved by deed covenant for use of all property owners in the land division with the conditions, if any, of such dedication or reservation.
- Contours at vertical intervals of not more than two feet or at more frequent intervals, if required by the Plan Commission for land of unusual topography.
- Affidavit. Certification provided by the registered land surveyor preparing the certified survey map on the face of the certified survey map that it is a correct representation of all existing land divisions and features and that he/she has fully complied with the provisions of Elm Grove Village Code of Ordinances Chapter 305.
- Statement. A supplementary written statement submitted by the subdivider along with the certified survey map briefly describing improvements, which the subdivider proposes to make and when he/she intends to make them, such as: Grading, Paving, Tree planting, Installation of utilities, Improvements to park and recreation areas .

Testing

The Village Engineer may require that borings and soundings be made in specified areas to ascertain subsurface soil, rock and water conditions, including depth to bedrock and depth to groundwater table

Certified Survey Map in a Floodplain Area

When receiving a certified survey map, all or part of which lies in any floodplain area, the Board of Trustees, after review and recommendation by the Plan Commission, may, prior to rendering a decision thereon:

- Require the applicant to submit two copies of an aerial photograph, or a plan certified by a competent technician, which accurately locates the floodplain proposal with respect to the floodplain district limits, channel of stream, existing floodplain developments, together with all pertinent information such as the nature of the proposal; fill limits and elevations; building flood elevations; and floodproofing measures
- Transmit one copy of the information which may be required herein to the Department of Natural Resources with a request, where deemed necessary, to have that agency provide expert technical assistance in evaluating the effects of the proposed project upon flood heights, velocities, and floodplain storage areas and the determination of flood protection levels
- Require the applicant to furnish such of the following additional information as is deemed necessary by the Board of Trustees, after review and recommendation by the Plan Commission, for the evaluation of the effects of the proposal upon flood flows and floodplain storage and to render a decision on the proposed floodplain use:

- A typical valley cross-section showing the channel of the stream, the floodplain adjoining each side of the channel, cross-sectional area to be occupied by the proposed development, and high-water information
- Plan (surface view) showing elevations or contours of the ground; pertinent structure, fill or storage elevations; size, location and spatial arrangement of all proposed and existing structures on the site; location and elevations of streets, water supply, sanitary facilities, and soil types and other pertinent information
- Profile showing the slope of the bottom of the channel or flow line of the stream
- Specifications for structure construction and materials, filling, dredging, grading, channel improvement, storage of materials, water supply and sanitary facilities

Submission Fees (see Village Code of Ordinances §305-23)

There are two sets of fees that will be incurred for the submittal of the Certified Survey Map.

Fees Due at Time of Submittal

- Plan Commission Application: \$50
- Register of Deeds Recording Fee: \$30

Fees that will be incurred for any professional services that require to finalize the project, per §30-3 of the Village Code.-

Sign the Attached Waiver for Special Contract Fees

- Planning and engineering review fee, based upon actual Village costs.
- Additional administrative or legal fees, based upon actual Village costs.

Waiver for Special Contract Fees

In accordance with Elm Grove Code of Ordinance §30-3, any special professional services required to process your application or finalize your project will be billed to you in accordance with all applicable provisions of §30-3 and will be subject to all appeal rights as stated in §30-3. These services include, but are not limited, work of the Village Attorney and Village Engineer.

I have read, understand, and do hereby acknowledge the provisions of Elm Grove Code of Ordinance §30-3.

Project: _____

Owner: _____

Owner Signature: _____

Print Name: _____

Date: _____

Property Address and current mailing address:

Chapter 30. FINANCIAL PROCEDURES

§ 30-3. Charge for Village professionals' contract fees.

[Added 12-17-2002]

A. Charges authorized.

- (1) Whenever the offices of the Village Attorney, Village Engineer or any other of the Village's contract professional staff are contacted for current services regarding a specific person's property, development or other special matter in the Village of Elm Grove by the Village President, Village Board member, Village Board Committee member, or Village Commission member or any representative, agent or designee of the same, or a property owner or any person or entity or a respective representative, if said contact results in a charge to the Village of Elm Grove for that professional's time and services and said service is not a service provided to the Village of Elm Grove as a whole, then the Village Manager shall be authorized to charge said person or entity for the current service provided and/or pursuant to the provision of § 66.0627, Wis. Stats., to impose a special charge for that current service to the benefited property owner for the fees incurred by the Village.
- (2) This section shall be enforced on the basis of the policy as established by the Village upon a recommendation of the Village Board Finance and Licensing Committee, by resolution enacted by the Village Board and revised from time to time that shall include schedules for cash deposits and other means of securing payment to the Village.

B. The Village Manager is authorized to invoice each person or entity for special charges, allowing a period of time, not more than 30 days, to pay for provided current services. The invoice shall include an itemized statement of the professional service fees provided.

C. The Village Clerk shall give each property owner, invoiced for current services, notice that a hearing may be requested before the Village Board Finance and Licensing Committee regarding the charges against the property. If a hearing is timely requested in writing within 20 calendar days of the mailing of the invoice for current services, the matter shall be heard in accordance with the provisions of this § 30-3 on the issue of the cost of professional fees incurred to benefit a specific land owner.

D. If any amount remains unpaid after the 30 days allowed for payment where no hearing has been timely requested, the Village Clerk shall automatically charge that delinquent amount, plus any applicable penalty and/or interest, against the current or next tax roll as a delinquent tax against the property pursuant to § 66.0627, Wis. Stats. In the event the invoice rendered to a property owner or the time allowing for payment precludes placement on the current year's tax roll, any such delinquent charge shall be extended to the following year's tax roll.

E. Upon receipt of a timely request for a hearing on the invoice for special charges, the Village Board Finance and Licensing Committee shall hold a hearing regarding same at its next regular meeting or, at its discretion, at a special meeting. Such hearing shall be preceded by posted public notice and written notice to the property owner.

F. When a timely hearing has been requested, no current charges for special services shall be placed on the tax roll until a hearing has been held and a decision has been rendered and reduced to writing. A copy shall be sent via first class mail, postage prepaid, to the property owner. Only that part of the charges for special services approved by the Village Board Finance and Licensing Committee may be placed on the tax roll after the property owner has been given 30 days to pay from the date of the Village Board Finance and Licensing Committee decision.

G. The Village, in addition or instead of the above, may follow any other legal means to collect the amounts due