

CASE NAME: _____

CITY OF LAKE MILLS

APPLICATION FOR CERTIFIED SURVEY MAP APPROVAL

DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY

Date Filed: _____

Fee Paid – Receipt No.: _____ Amount: _____ Date: _____

Comments:

Action by City Manager: _____

NOTICE TO APPLICANTS

1. Paying the application fee: There is an application fee for this application and must be received before we can begin processing your application. Please contact the City of Lake Mills at 1-(920)-648-2344 to coordinate payment. **There will be no refund of any application fee for approvals not granted or withdrawn.** In addition to the up-front application fee, you will be responsible for paying any professional charge-back fees related to the review of this application. You will receive an invoice from the City detailing those charges.
2. No incomplete applications will be acted upon.
3. Although the City Manager may take up to 60 days to approve Certified Survey Maps, complete applications must be received not less than 20 days before the City Manager may be able to make a decision regarding approval. Rush approvals of less than 20 days may not be acted upon without good cause being shown and without the consent of the City Manager.
4. The applicant is advised to include all information and any attachments required under section 11-4-5 of the Lake Mills Municipal Code. If other agencies have given approvals or are expected to review this application, such as any Township or Jefferson County, please provide information on the status of those other approvals. This only applies if the CSM is located within 1.5 miles from and outside the City's boundaries.
5. Approval of the Certified Survey Map (CSM) by the City Manager may take up to 60 days, and failure to make a decision within 60 days of submission of a completed Application will constitute a denial of the Application and the CSM.
6. Applicants are urged to coordinate their activities with City staff in advance of application deadlines.
7. The City Manager may grant approval of the CSM subject to completion of minor modifications to the CSM or documents. In that case, the applicant shall have 45 days to complete the required modifications; otherwise, the approval granted shall be null and void. The City Clerk will not sign the Certificate of Approval until all required modifications are completed.

8. Submission of incomplete, altered documents on more than two separate occasions will result in payment of an additional CSM review fee, as determined by the City Council.
9. Public improvements, such as street, curb and gutter, sidewalk, sanitary sewer, water or stormwater detention or other stormwater facilities, may be required as part of the approval of the CSM. If such public improvements will be required, a developer's agreement and the filing of a financial guarantee will also be required. Check with the City Manager to determine if public improvements will be required with your CSM, and if so, engineering plans and specifications for those improvements will also be required.
10. No building permits and no improvements on the CSM may be constructed until the CSM has been signed by the City and recorded and not until a recorded copy has been filed with the City Clerk and the Building Inspector.

CASE NAME: _____

APPLICATION FOR CERTIFIED SURVEY MAP APPROVAL

1. Certified Survey Map Number: _____
2. Name of Subdivider: _____ Phone: _____
Address: _____
Email Address of Subdivider: _____
3. Name of Local Agent: _____ Phone: _____
Address: _____
Email Address of Agent: _____
4. Owner of Record: _____ Phone: _____
Address: _____
Email Address of Owner of Record: _____
5. Engineer: _____ Phone: _____
Address: _____
6. Land Surveyor: _____ Phone: _____
Address: _____
7. Attorney: _____ Phone: _____
Address: _____
8. Subdivision Location: _____

9. Present Land Use: _____
Proposed Land Use: _____
10. Tax Parcel Number: _____
11. Present Zoning: _____

- Proposed Zoning: _____
12. Total Area (Acres): _____ Total Number of Lots: _____
13. Is this subdivision located within the City corporate limits? _____
Does this subdivision involve an annexation to the City? _____
14. Is any open space being offered as part of this subdivision application? _____
If so, what amount? _____
15. Has the Zoning Board of Appeals granted any variance, exception, or special permit concerning this property? _____
If so, list Case Number/Name: _____
Does the application involve a Planned Development District? If so, then applications for Concept Plan, General Development Plan and Precise Implementation Plan are also required.
16. Does CSM show?
- | | |
|---------------------------------|--------------------------------|
| Floodplain | Surveyor's Statement |
| Scale and North Arrow | Date of Preparation |
| Location by Township & Range | Distances/Bearings on Boundary |
| Legal Description of Exterior | Total Area |
| Adjoining Lots/Streets | Lots & Blocks |
| Existing or Proposed Easements | Setbacks |
| Adjacent Found Survey Monuments | Lot Areas |
- Any other feature required under sec. 11-4-5?

ATTACHMENTS TO INCLUDE

17. **Attach twelve (12) copies of the CSM.**
18. Attach form of Owner's Certificate.
19. Attach form of County Clerk's Tax Certificate.
20. Attach Erosion & Sedimentation Control Plan, if applicable.
21. Attach two (2) copies of Engineer's Plans & Specifications, if applicable.
22. Attach Drainage calculations and summary conclusions, if applicable.
23. Attach form of Financial Guarantee, if applicable.
24. Attach any applicable Engineer's Estimate of construction cost for public improvements.
25. Attach Subsidiary Drainage Plat, if applicable.

26. If CSM is located outside of City, attach approvals by (as needed):

Township Chairman: _____

County Superintendent of Highways: _____

County Zoning Administrator: _____

City Sewer and Electric: _____

Other (identify): _____

27. Applicant's Comments (if any):

28. Additional exhibits submitted by Applicant:

Paying the application fee: There is an application fee for this application and must be received before we can begin processing your application. A convenience fee of \$1.10 will be applied when paying by eCheck. A convenience fee of 3% will be applied when paying by credit card or debit card. Please contact the City of Lake Mills at 1-(920)-648-2344 to coordinate payment.

In addition to the up-front application fee, you will be responsible for paying any professional charge-back fees related to the review of this application. You will receive an invoice from the City detailing those charges.

Applicants are reminded that City Code permits the City to charge the Applicant for the full cost of all engineering and planning consultant charges for work billed to the City in connection with the Subdivision approval and construction required under Title 11.

In addition, the costs of services by the City Attorney in connection with the subdivision approval and completion may be charged to the Applicant at a rate established from time to time by the Council.

I (We) certify that all of the above statements and the statements contained in any papers or plan submitted herewith are true to the best of my (our) knowledge and belief.

(Signature of Applicant) (Date)

(Signature of Owner, if different) (Date)