

# Certified Survey Map (CSM) Application Town of Eagle (Waukesha County), Wisconsin

Town of Eagle  
820 E. Main Street  
Eagle, WI 53119

**Overview:** The Town has adopted land divisions regulations to regulate subdivisions, condominiums, and certified survey maps throughout the entire jurisdiction of the town.

**Governing regulations.** The procedures and standards governing the review of this application are found in Chapter 480 of the municipal code.

**General instructions:** Complete this application and submit one copy to the Town Clerk or to the Town Planner via email ([rleto@waukeshacounty.gov](mailto:rleto@waukeshacounty.gov)). Alternatively, you can submit your application online at <https://townofeagle.zoninghub.com>. An application fee is also required. An invoice number will be provided to you after the initial intake review to pay the required application fee. A Professional Reimbursement Form is required prior to the application being considered complete.

Before you formally submit your application, you may meet with the Town Planner who can answer any questions you may have. The Town Planner can also review your application before it is formally submitted to determine if it is complete and provides enough information to describe the circumstances related to this application. If you have any questions, do not hesitate to contact the Town Planner at (262) 548-7813 or via email at [rleto@waukeshacounty.gov](mailto:rleto@waukeshacounty.gov).

1. **Applicant and agent information** Include the names of the agent, if any, that helped prepare this application including the supplemental information. Examples include surveyors, engineers, landscape architects, architects, planners, and attorneys.

	<u>Applicant</u>	<u>Agent</u>
Name	_____	_____
Street address	_____	_____
City, state, zip code	_____	_____
Daytime telephone	_____	_____
Email address	_____	_____

2. **Subject property information**

Physical address \_\_\_\_\_

Tax key number(s) EGLT- \_\_\_\_\_ EGLT - \_\_\_\_\_ EGLT - \_\_\_\_\_ EGLT - \_\_\_\_\_

Note: The tax key number can be found on the tax bill for the property or it may be obtained from the Town Clerk.

3. **Application type** (select one)

- Certified survey map – Merge two or more adjoining parcels
- Certified survey map – Create new lots
- Certified survey map – Modify a lot line between two adjoining parcels

4. **Extraterritorial review**

Is the subject property within 1.5 miles of the Village of Eagle or the Village of North Prairie?

- No
- Yes (If yes, the Village will need to approve the proposed certified survey map or subdivision plat. .

5. **Zoning information.** The subject property is located in the following zoning district(s). (check all that apply)

- |  |  |   |
|--|--|---|
| <input type="checkbox"/> P-1 Public            | <input type="checkbox"/> AP Agricultural land preservation | <input type="checkbox"/> B-2 Local business     |
| <input type="checkbox"/> Q-1 Quarry            | <input type="checkbox"/> RR Rural residential              | <input type="checkbox"/> B-4 Mixed business     |
| <input type="checkbox"/> C-1 Conservancy       | <input type="checkbox"/> R-1 Residential                   | <input type="checkbox"/> M-1 Limited industrial |
| <input type="checkbox"/> UC Upland conservancy | <input type="checkbox"/> B-1 Neighborhood business         | <input type="checkbox"/> M-2 General industrial |

6. **Existing buildings.** If there are any existing buildings on the subject property, describe whether they will comply with all applicable zoning requirements and/or if one or more will be removed.

**7. Land division waivers.** List any requested waivers as set forth in Article 6, Chapter 480.

Section number: 480. \_\_\_\_\_ Section number: 480. \_\_\_\_\_ Section number: 480. \_\_\_\_\_

**8. Land Inventory**

	Acres (Round down to nearest 0.1 acre)					
	Total	C-1	UC	RR	County	Other
Total site area as determined by site survey						
Area located within rights-of-way of roads and within proposed boundaries of public facilities that are designated within the Town's comprehensive plan and/or required for dedication per subdivision regulations: Existing roads _____ acres Other facilities _____ acres						
Land which, although part of the same parcel, is not contiguous to or is not accessible from the proposed road network serving the project, thus not developable						
Land which is proposed for a different development option						
Area of navigable waters (lakes and streams)						
Portion of gross site area containing Primary Environmental Corridor						
Portion of gross site area containing - Wetlands and/or C-1 zoning: _____ acres - 100-year floodplain: _____ acres - Lakeshores: _____ acres						
Portion of gross site area containing woodlands						
Portion of gross site area containing steep slopes						
Portion of site in agricultural use: - Actively farmed: _____ acres - In an Ag Preservation program or zoning: _____ acres						
Portion of gross site area containing areas of other special interest, such as but not limited to historical sites, unmapped natural resource areas, etc. - Are historical sites registered? Where?						
Areas expected to be reserved for outlots, such as for stormwater management, future roads, etc.						

**9. Map.** Attach a certified survey map with the information listed below as appropriate.

	Preliminary Plat	Final Plat	Preliminary Certified Survey Map	Final Certified Survey Map
Name of subdivision	yes	yes	-	-
Location of project by government lot, recorded private claim, quarter-quarter section, section, township, range, and county	yes	yes	-	yes
Location map showing project location	yes	-	-	-
Name and address of property owner and subdivider	yes	-	yes	-
Sheet numbers with revision dates	yes	yes	yes	yes
Certificates for the surveyor, property owner, county treasurer, and clerk or treasurer of municipality pursuant to s. 236.21, Wis. Stats.	unsigned	signed	hand drawn	signed
Certificate for the Town Chairperson to verify Town Board approval of final plat or final certified survey map	unsigned	signed	hand drawn	signed
North arrow and graphic scale	yes	yes	yes	yes
Exterior boundary of the land surveyed and divided	yes	yes	yes	yes
Location and names of any adjacent subdivisions, parks, schools, and cemeteries	yes	-	yes	-

	Preliminary Plat	Final Plat	Preliminary Certified Survey Map	Final Certified Survey Map
Name of property owners of unplatted lands within 50 feet	yes	-	yes	-
Existing zoning and land uses of properties adjacent to the project	yes	-	yes	-
Existing and proposed zoning	yes	-	yes	-
Survey information for all lines and curves relating to property boundary lines and easements (curve information can be placed by the curve or in a cross-referenced table)	yes	yes	-	yes
Survey monuments as required by s. 236.20, Wis. Stats.	-	yes	-	yes
Lots with area expressed in square feet and lot and block numbers	yes	yes	yes	yes
Outlots with area expressed in square feet, purpose, and statement of dedication to a municipal entity if appropriate	yes	yes	yes	yes
Public street right-of-ways (A statement of dedication to a municipal entity is not required)	yes	yes	yes	yes
Street centerlines	-	yes	-	yes
Shore meander lines for all lakes and streams established by the surveyor in accordance with s. 236.15(1)(d), Wis. Stats.	-	yes	-	yes
Ground contours at 1-foot intervals where the slope is less than 10 percent and 2-foot intervals where the slope is 10 percent or more	yes	-	-	-
Ordinary high-water mark on any navigable waterbody with elevation	approximate	field delineation	approximate	field delineation
Wetlands (onsite and within 50 feet)	approximate	field delineation for onsite	approximate	field delineation for onsite
Waterbodies including lakes, streams, channels, and ditches (onsite and within 100 feet)	yes	-	yes	-
Shoreland jurisdiction	yes	yes	yes	yes
Floodplain boundaries (elevation and contour) established by Waukesha County	yes	yes	yes	yes
Watershed divides	yes	-	-	-
Woodlands and other significant vegetative cover types	yes	-	yes	-
Buildings (onsite and within 50 feet) and use of buildings to be retained (onsite only)	yes	-	yes	-
Existing wells and septic systems (onsite and within 50 feet)	yes	-	yes	-
Historic and cultural features including Indian burial mounds	yes	-	yes	-
Areas made, altered, or filled with earth materials and/or non-earth materials (onsite and within 100 feet)	yes	-	yes	-
Landfill, manure or other waste storage facility locations including those in the Registry of Waste Disposal Sites of Wisconsin (onsite and within 100 feet)	yes	-	yes	-
Farm drain tiles, including location, purpose, and current status (onsite and within 300 ft)	yes	-	yes	-
Location of soil borings as may be required with numerical cross-references to data submitted with the application materials	yes	yes	yes	yes
Building or setback lines from state highways when required by Trans 233, Wis. Admin. Code	yes	yes	yes	yes
Street intersection vision corner easements	yes	yes	yes	yes
Building setback lines established by applicable zoning regulations	yes	-	yes	-
Building setback lines exceeding applicable zoning regulations (as proposed or required)	yes	yes	yes	yes
Lot dimensions relating to dimensional standards established in this article and applicable zoning regulations. Examples include street frontage and lot width.	yes	-	yes	-
Limitations on basements due to high groundwater or bedrock	yes	yes	yes	yes
Stormwater management facilities	yes	-	yes	-
Access easements to stormwater management facilities and open space areas	yes	yes	yes	yes
Access easements, limitations, restrictions to adjacent streets	yes	yes	yes	yes
Access easements to waterbodies, if any	yes	yes	yes	yes
Delineation of areas to be developed in phases, if any	yes	-	Phasing is not permissible	-

**10. Attachments.** List any attachments included with your application.

**11. Other information.** You may provide any other information you feel is relevant to the review of your application.

**12. Applicant certification**

- I certify that all of the information in this application, along with any attachments, are true and correct to the best of my knowledge and belief.
- I understand that I may be charged additional fees (above and beyond the initial application fee) consistent with the Town's chargeback policy. The signed chargeback form is attached.
- I understand that submission of this application authorizes town officials, Plan Commission members, Town Board members, employees, and other designated agents to enter the property to conduct whatever site investigations are necessary to review this application. This does not authorize any such individual to enter any building on the subject property, unless such inspection is specifically related to the review of this application and the property owner gives his or her permission to do so.
- I understand that this application and any written materials relating to this application will become a permanent public record and that by submitting this application I acknowledge that I have no right to confidentiality. Any person has the right to obtain copies of such written materials or view it online.
- I understand that the Town Planner will review this application to determine if it contains all of the required information. If he or she determines that the application is incomplete, it will not be scheduled for review until it is deemed to be complete.

Applicant Signature(s):

Date:

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