

# CERTIFIED SURVEY MAP (CSM) & REZONING APPLICATION

9/12/22 Plan Commission Meeting

**Mary Best**

**Village Planner Report**

**Germantown, Wisconsin**

## Summary

Mary Best, property owner of a 1.084-acre lot located at W181N12556 Fond du Lac Avenue, is seeking approval of a 1-lot Certified Survey Map (CSM) to legally record a lot line adjustment and a rezoning of a portion of the property from A-1: Agricultural to Rs-4: Single-Family to match the existing zoning of the property.

**Location:** W181N12556 Fond du Lac Avenue

**Property Owner:** Mary Best  
W181N12556 Fond du Lac Avenue  
Germantown, WI

-----  
**Current Zoning District:** Rs-4: Single-family & A-1: Agricultural

**Proposed Zoning District:** Rs-4: Single-family

Adjacent Land Uses		Zoning
North	Agricultural	A-1
South	Agricultural / Residential	A-1 / Rs-3
East	Agricultural	A-1
West	Residential	Rs-4



---

**Proposal**

Mary Best, property owner of a 1.084-acre lot located at W181N12556 Fond du Lac Avenue, is seeking approval of a 1-lot Certified Survey Map (CSM) to legally record a lot line adjustment and a rezoning of a portion of the property from A-1: Agricultural to Rs-4: Single-Family to match the existing zoning of the property. No additional lots are being created with this request.

**Staff Comment**

The property owner acquired land through a Warranty Deed from surrounding properties in order to replace the septic system. The Village of Germantown requires a CSM for all “lot line adjustments” or “boundary modifications”. This issue was discovered by Village Staff upon the receipt of a Zoning Permit to install a 6’ fence within a front yard (separate application approved by the Plan Commission on 8/8/22).

The land added to the subject property is currently zoned A-1: Agricultural and needs to be rezoned to be consistent with the zoning on the remainder of the property (Rs-4: Single-family Residential).

Road right-of-way dedication along Fond du Lac Avenue/ STH 145 is required as a part of the CSM application. Given state jurisdiction of this road, details of the dedication, including width and necessary DOT approval, need to be finalized prior to recording the CSM.

**Village Engineer/Public Works Department**

The Village’s engineering consultant and Public Works Director identified a few technical corrections in a memo dated June 24, 2022 (copy attached). These revisions have been included as a condition of approval.

**VILLAGE STAFF RECOMMENDATION**

**APPROVE** the proposed rezoning request for Mary Best to rezone a portion of proposed Lot 1 (1.084 acres) from A-1: Agricultural to Rs-4: Single-Family, as proposed.

**APPROVE** the proposed 1-lot Certified Survey Map (CSM) for the Mary Best property (W181N12556 Fond du Lac Avenue) for the purpose of legally recording a lot line adjustment, subject to the following conditions:

1. All technical issues and plan correction identified by the Village’s engineering consultant and Public Works Director in the memo dated June 24, 2022 shall be addressed and reflected in a revised CSM submitted and approved by the Village

---

Engineer prior to recording the CSM.

2. Details of the Fond du Lac Avenue/STH 145 road right-of-way dedication, including the required width and DOT approval, shall be finalized prior to recording the CSM.



The Avenue  
275 West Wisconsin Avenue, Suite 300  
Milwaukee, WI 53203  
414 / 259 1500  
414 / 259 0037 fax  
www.graef-usa.com

collaborāte / formulāte / innovāte

June 24, 2022

Jeff Retzlaff, Village Planner  
Village of Germantown  
N112 W17001 Mequon Road  
Germantown, WI 53022

SUBJECT: Mary G. Best CSM Review

### **Certified Survey Map**

**Applicant or Owner:** Mary G. Best

**Land Surveyor/Firm:** Donald J. Thoma / Accurate Surveying and Engineering, LLP

1. In the Surveyor's Certificate, EAST is misspelled in the 5<sup>th</sup> line of the second paragraph.
2. Soil Borings should be shown, and their results provided, if applicable.
3. Existing well and septic cover and/or vent should be shown.
4. All existing utility and drainage easements with recording information will be shown and dimensioned, if applicable.
5. A Mortgagee Certificate will need to be included, if applicable.

No further review comments.

### **Document Approval and Recording**

For this CSM to be approved by the Village Board and recorded at the Washington County Register of Deeds, the document must be provided to the Village Clerk's office in a completed format including all original signatures of the owner and lending institution, original seals of the professional land surveyor on the recordable media the Wednesday prior to the scheduled Village Board meeting.

Any documents or digital files not submitted by the due date or contain outstanding technical review comments that have not be addressed, will be moved to the next scheduled Village Board meeting agenda.

### **Document Submittals and Data Conversion**

As of October 2005, the Village of Germantown requires a digital copy of all Certified Survey Maps, Condominium Plats and Subdivision Plats in addition to the documents as



collaborāte / formulāte / innovāte

required by Wisconsin Statute and Village Ordinances as part of the land division approval.

**Prior to Recording the Certified Survey Map or Subdivision Plat**, The professional land surveyor is responsible for submitting a copy of the AutoCad drawing file (.dwg) of the document in version 2019 on compact disk (CD) or via email to the Village Surveyor for mapping purposes.

All digital professional land surveyor seals and signatures will be purged from the digital copy prior to submittal.

Note: In 2020, the Village will be upgrading its municipal code to recognize the NAD83 Datum, 2011 adjustment for horizontal control and NAVD88 for vertical control for mapping all land division documents and plan submittals for review.

There are new dossier sheets for all the Public Land Survey System monuments that contain the new coordinate positions and elevations available currently on the State Cartographer's website by using the Survey Control Finder application

**Prior to Recording the Certified Survey Map or Final Subdivision Plat**, the Village Engineering Department will verify that the boundary markers have been installed as described on the submitted map. All boundary corners are to be clearly marked in the field by the professional land surveyor of record.

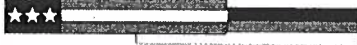
Sincerely,

A handwritten signature in blue ink that reads 'Burt J. Naumann'.

Burt J. Naumann, PLS  
Senior Vice President



Village of



Germantown

...Willkommen

Fee must accompany application

☐ \$2,900 with public improvements

☒ \$1,960 no public improvements

Paid \$ Date 6/9/22

## CERTIFIED SURVEY MAP APPLICATION

Pursuant to Section 18.06 of the Municipal Code

Please read and complete this application carefully. **All applications must be signed and dated.**

**1**

### APPLICANT OR AGENT

Mary G. Best

Donald J. Thoma - Accurate Surveying

2911 Wildlife Lane

Richfield, WI 53076

Phone ( 262 ) 677-2120

Fax ( )

E-Mail don@accuratesurveying.net

### PROPERTY OWNER

Mary G. Best

N181W12556 Fond du Lac Ave.

Germantown, WI 53022

Phone ( 262 ) 352-2201

mgblackacre@yahoo.com

### PROPERTY ADDRESS OR GENERAL LOCATION

### TAX KEY NUMBER

**2**

N181W12556 Fond du Lac Ave. Germantown, WI

GTNV-162979

**3**

### PURPOSE OF LAND SPLIT

Clear up legal description errors and purchase additional lands for septic system replacement.

Will the land split require rezoning?  
yes part

From A-1

To Rs-4

**4**

### READ AND INITIAL THE FOLLOWING:

mb

I understand that the Certified Survey Map is not valid until recorded at the Washington County Register of Deeds. The Village will record the document and charge the applicant all applicable recording fees.

mb

I understand that the Map will not be placed on the Village Board agenda until all the technical corrections to the CSM are made, the payment of any outstanding impact fees are paid to the Village Clerk's Department, and the original signed and stamped copy of the Map is submitted on the proper paper.

mb

I understand that parcels created outside the Sewer Service Area will require a soil test. I also understand that all properties abutting a State Highway will require DOT approval and I will be responsible for securing such approval prior to recording.

mb

I understand all delinquent property taxes on any of the properties involved shall be paid prior to recording.

**5**

### SIGNATURES -- ALL APPLICATIONS MUST BE SIGNED BY OWNER!

Donald J. Thoma 6-8-22  
Applicant Date

Mary G. Best 6/8/22  
Owner Date



Village of



Germantown

Willkommen

**FEES MUST BE PAID AT TIME OF APPLICATION**

\$200 Plan Commission Consultation

\$1,085 Rezoning

\$1,240 PDD < 5 acres

\$2,095 PDD 5-20 acre site

\$3,460 PDD > 20 acre site

Date Paid: 6/9/22 Received by: [Signature]

## REZONING & PDD APPLICATION

Pursuant to Section 17.51 of the Municipal Code

Please read and complete this application carefully. **All applications must be signed and dated.**

**1 APPLICANT OR AGENT**

Mary G. Best

Donald J. Thoma - Accurate Surveying

2911 Wildlife Lane

Richfield, WI 53076

Phone ( 262 ) 677-2120

Fax ( )

E-Mail [don@accuratesurveying.net](mailto:don@accuratesurveying.net)

**PROPERTY OWNER**

Mary G. Best

N181W12556 Fond du Lac Ave.

Germantown, WI 53022

Phone ( 262 ) 352-2201

**PROPERTY ADDRESS OR GENERAL LOCATION**

**TAX KEY NUMBER**

**2** N181W12556 Fond du Lac Ave. Germantown, WI

GTNV-162979

**3 REZONING REQUEST**

*Port*

FROM

*A-1*

TO

*Rs-4*

**4 METES AND BOUNDS LEGAL DESCRIPTION OF PROPERTY – REQUIRED**

Attach pages as necessary

*See attached*



5

**PURPOSE OF REZONING REQUEST**

Briefly describe why the applicant is rezoning the property. Include a description of the proposed use, including any new construction and number of employees, if applicable.

Clearing up legal description + purchased additional lands. Existing zoning is RS-4 on the original parcel. Zoning all to RS-4.

6

**SUPPORTING DOCUMENTATION:**

- ☒ Rezoning Map 1"=50'  
Plat of Survey (1:100)
- ☐ Site Plan and elevations for new construction (can be conceptual)

7

**READ AND INITIAL THE FOLLOWING:**

me I understand that the Village is under no obligation to rezone property and that density and lot coverages provided in the Zoning Code are maximums. Actual build out will depend on myriad factors including topography and other natural conditions, surrounding neighborhood context and the detailed design of a project.

me I understand that Village Staff, Plan Commission and/or Village Board may request additional information to properly evaluate this request and failure to provide such information may in itself be sufficient cause to deny the petition.

me I am aware that this rezoning shall go into effect immediately upon the final approval of the Village Board and its execution of the rezoning ordinance

me I understand that Village Staff is required to post one or more signs along the street frontage of and/or on the property subject of this application that indicate to nearby property owners and the general public that a public hearing of my application will be held before the Village Plan Commission and/or Village Board prior to action taken on this application; I hereby grant Village Staff permission to enter onto the property for the expressed purpose of installing said sign(s) provided Village Staff is responsible for installing, maintaining and removing said signs in a reasonable manner and time frame.

8

**SIGNATURES – ALL APPLICATIONS MUST BE SIGNED BY OWNER!**

Donald Thomas 6-8-22  
Applicant Date

May G. Best 6/8/22  
Owner Date



# Accurate Surveying & Engineering LLP

Land Surveying, Developing and Consulting

2911 Wildlife Lane, Richfield, WI 53076 Phone (262)677-2120

---

June 21, 2021

## **RE: Mary Best area to be Zoned RS-4 description**

Description of total area to be Zoned to RS-4:

Part of the NE 1/4 and SE 1/4 of the NW 1/4 of Section 16, Township 9 North, Range 20 East, Village of Germantown, Washington County, Wisconsin, which is bounded and described as follows:

Commencing at the North Quarter corner of said Section 16; thence S 01°33'55" E, along the east line of said NW 1/4, 1332.38 feet, to the monumented south line of said NE 1/4 of the NW 1/4; thence S 88°32'58" W, along said monumented south line of the NE 1/4 of the NW 1/4, 640.06 feet, to a point in the east line of lands described in Document No. 1540238 as recorded in the Washington County Registry; thence S 01°18'31" E, along said east line, 3.87 feet, to the point of beginning on lands herein described; thence S 87°06'40" W, along the south line of said Document No. 1540238, 140.90 feet, to the centerline of S.T.H. 145 / Fond du Lac Ave.; thence N 55°57'43" W, along said centerline, 119.31 feet; thence N 55°47'43" W, continuing along said centerline, 255.91 feet, thence N 87°23'23" E, along the north line of lands described in Document No. 1557791 as recorded in the Washington County Registry, 446.58 feet; thence S 01°18'31" E, along said east line of Document No. 1540238, 223.94 feet, to the point of beginning.

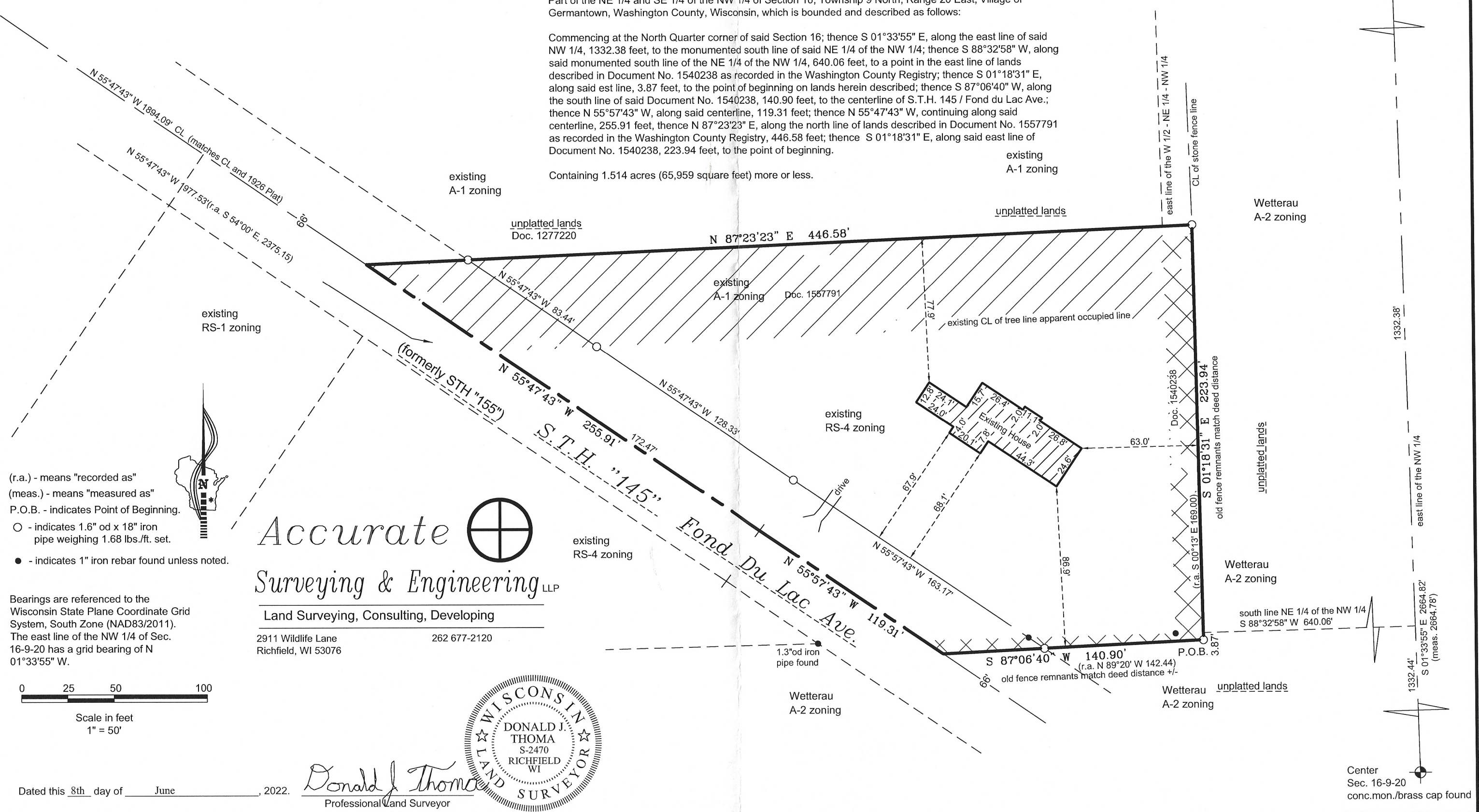
Containing 1.514 acres (65,959 square feet) more or less.

Rezoning Map  
for  
Mary Best

Area to be Zoned to RS-4:  
Part of the NE 1/4 and SE 1/4 of the NW 1/4 of Section 16, Township 9 North, Range 20 East, Village of  
Germantown, Washington County, Wisconsin, which is bounded and described as follows:

Commencing at the North Quarter corner of said Section 16; thence S 01°33'55" E, along the east line of said NW 1/4, 1332.38 feet, to the monumented south line of said NE 1/4 of the NW 1/4; thence S 88°32'58" W, along said monumented south line of the NE 1/4 of the NW 1/4, 640.06 feet, to a point in the east line of lands described in Document No. 1540238 as recorded in the Washington County Registry; thence S 01°18'31" E, along said est line, 3.87 feet, to the point of beginning on lands herein described; thence S 87°06'40" W, along the south line of said Document No. 1540238, 140.90 feet, to the centerline of S.T.H. 145 / Fond du Lac Ave.; thence N 55°57'43" W, along said centerline, 119.31 feet; thence N 55°47'43" W, continuing along said centerline, 255.91 feet, thence N 87°23'23" E, along the north line of lands described in Document No. 1557791 as recorded in the Washington County Registry, 446.58 feet; thence S 01°18'31" E, along said east line of Document No. 1540238, 223.94 feet, to the point of beginning.

Containing 1.514 acres (65,959 square feet) more or less.



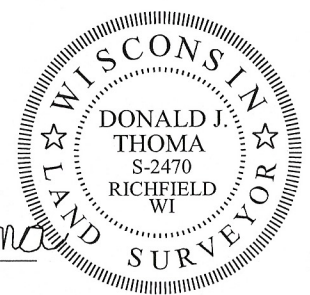
(r.a.) - means "recorded as"  
(meas.) - means "measured as"  
P.O.B. - indicates Point of Beginning.  
○ - indicates 1.6" od x 18" iron pipe weighing 1.68 lbs./ft. set.  
● - indicates 1" iron rebar found unless noted.

Bearings are referenced to the Wisconsin State Plane Coordinate Grid System, South Zone (NAD83/2011). The east line of the NW 1/4 of Sec. 16-9-20 has a grid bearing of N 01°33'55" W.

Accurate  
Surveying & Engineering LLP

Land Surveying, Consulting, Developing

2911 Wildlife Lane  
Richfield, WI 53076  
262 677-2120



Donald J. Thoma  
Professional Land Surveyor

Dated this 8th day of June, 2022.

North Quarter corner  
Sec. 16-9-20  
conc.mon./brass cap found

Center  
Sec. 16-9-20  
conc.mon./brass cap found

# Washington County Certified Survey Map

Part of the NE 1/4 and SE 1/4 of the NW 1/4 of Section 16, Township 9 North,  
Range 20 East, Village of Germantown, Washington County, Wisconsin

The 66' strip / right-of-way for S.T.H.  
"145" / Fond du Lac Ave. (formerly  
STH 155 has been conveyed by Doc.  
135751 recorded in Volume 101 page  
105. Said 66' strip appears to be an  
easement. This map is hereby  
dedicating said 50' right-of-way to  
clear up any ambiguities. 0.430 acre  
(18,750 sq.ft.)

Subdivider:

Mary G. Best  
N181W12556 Fond du Lac Ave.  
Germantown, WI 53022

Surveyor:

Donald J. Thoma  
Accurate Surveying & Engineering, LLP  
2911 Wildlife Lane  
Richfield, WI 53076

unplatted lands  
A-1 zoning

Sheet 1 of 3

Rs-4 zoning min. setbacks (subject to change)

Front - 40'  
Side - 20'  
Rear - 35'

A-1 zoning  
unplatted lands  
Doc. 1277220

(r.a. N 87°23'21" E)  
N 87°23'23" E 446.58'

Doc. 1557791

Lot 1  
1.084 Acres  
47,209 Sq. Ft.

existing  
Rs-4 zoning

Existing House

A-2 zoning

North quarter corner  
Sec. 16-9-20  
brass cap found  
N:461,194.33  
E:2,465,830.38  
(State Plane Coordinates  
South Zone NAD83/2011)

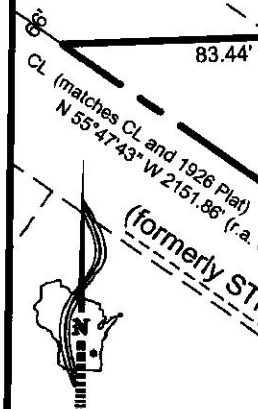
unplatted lands

A-2 zoning

south line NE 1/4 of the NW 1/4  
S 88°32'58" W 640.06'  
monumented  
(r.a. S 88°32'56" W)

unplatted lands  
A-2 zoning

Center  
Sec. 16-9-20  
brass cap found  
N:458,530.77  
E:2,465,903.17  
(State Plane Coordinates  
South Zone NAD83/2011)



(r.a.) - means "recorded as"

(meas.) - means "measured as"

P.O.B. - indicates "Point of Beginning".

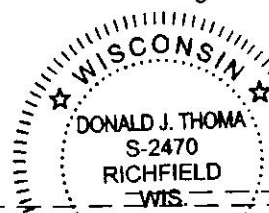
○ - indicates 1.6" od x 18" iron  
pipe weighing 1.68 lbs./ft. found.

● - indicates 1" iron rebar found unless noted.

○ - indicates 1.3" od x 18" iron  
pipe weighing 1.68 lbs./ft. set.

Bearings are referenced to the  
Wisconsin State Plane Coordinate Grid  
System, South Zone (NAD83/2011).

The east line of the NW 1/4 of Sec.  
16-9-20 has a grid bearing of N  
01°33'55" W.



Donald J. Thoma, S-2470

Dated this 5th day of June, 2022.

This instrument was drafted by Donald J. Thoma, S-2470

# Washington County Certified Survey Map

Sheet 2 of 3

Part of the NE 1/4 and SE 1/4 of the NW 1/4 of Section 16, Township 9 North,  
Range 20 East, Village of Germantown, Washington County, Wisconsin

## Surveyor's Certificate:


I, Donald J. Thoma, Professional Land Surveyor, hereby certify that by the direction of Mary G. Best, I have surveyed, divided, mapped and dedicated the land shown and described hereon, being part of the NE 1/4 and SE 1/4 of the NW 1/4 of Section 16, Township 9 North, Range 20 East, Village of Germantown, Washington County, Wisconsin, which is bounded and described as follows:

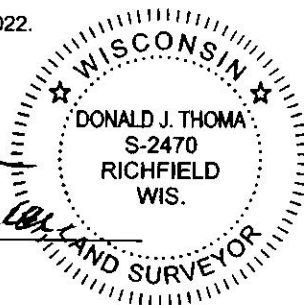
Commencing at the North Quarter corner of said Section 16; thence S 01°33'55" E, along the east line of said NW 1/4, 1332.38 feet, to the monumented south line of said NE 1/4 of the NW 1/4; thence S 88°32'58" W, along said monumented south line of the NE 1/4 of the NW 1/4, 640.06 feet, to a point in the east line of lands described in Document No. 1540238 as recorded in the Washington County Registry; thence S 01°18'31" E, along said est line, 3.87 feet, to the point of beginning on lands herein described; thence S 87°06'40" W, along the south line of said Document No. 1540238, 140.90 feet, to the centerline of S.T.H. 145 / Fond du Lac Ave.; thence N 55°57'43" W, along said centerline, 119.31 feet; thence N 55°47'43" W, continuing along said centerline, 255.91 feet, thence N 87°23'23" E, along the north line of lands described in Document No. 1557791 as recorded in the Washington County Registry, 446.58 feet; thence S 01°18'31" E, along said east line of Document No. 1540238, 223.94 feet, to the point of beginning.

Containing 1.514 acres (65,959 square feet) more or less.

I further certify that I have fully complied with the provisions of sec. 236.34 of Wisconsin Statutes and Chapter 18 of the Village of Germantown Subdivision Control Ordinance in surveying, dividing, mapping and dedicating said lands, and that this map is a correct representation of the exterior boundaries of the land surveyed and the division of said lands.

Dated this 8th day of JUNE, 2022.

  
Donald J. Thoma, S-2470



## Owner's Certificate:

As owner of Lot 1, I hereby dedicate that part of S.T.H. "145" / Fond du Lac Ave. to the Village of Germantown for public road purposes as represented on Sheet 1 of 3 of this Certified Survey Map.

As owner of Lot 1, I hereby certify that we caused the land shown and described herein to be surveyed, divided, mapped and dedicated as represented on this Certified Survey Map. I also certify that this Certified Survey Map is required to be submitted to the following for approval:

Village of Germantown Plan Commission

Village of Germantown Village Board

-----  
Mary G. Best - Owner

STATE OF WISCONSIN)  
WASHINGTON COUNTY)s.s

Personally came before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, the above named owner is to me known to be the same person who executed the foregoing instrument and acknowledge the same.

(Notary Seal) \_\_\_\_\_, Notary Public, \_\_\_\_\_, Wisconsin.

My commission expires \_\_\_\_\_



# Washington County Certified Survey Map

Sheet 3 of 3

Part of the NE 1/4 and SE 1/4 of the NW 1/4 of Section 16, Township 9 North,  
Range 20 East, Village of Germantown, Washington County, Wisconsin

## Village of Germantown Plan Commission Approval:

This Certified Survey Map is hereby approved by the Planning Commission of the Village  
of Germantown on this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Dean Wolter - Chairperson

\_\_\_\_\_  
Laura A. Johnson - Secretary

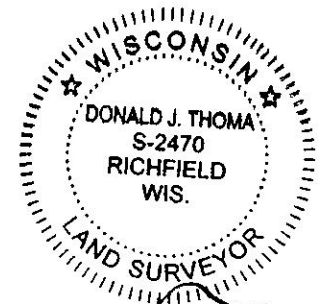
## Village of Germantown, Village Board Approval:

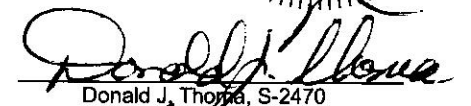
This Certified Survey Map, Part of the NE 1/4 and SE 1/4 of the NW 1/4 of Section 16, Township 9  
North, Range 20 East, Village of Germantown, Washington County, Wisconsin, having been approved  
by the Planning Commission being the same, is hereby approved and (the dedication of that part of  
S.T.H. "145 / Fond du Lac Ave. for public road purposes as shown on Sheet 1 of 3) is hereby  
accepted by the Village Board of Trustees of the Village of Germantown on

this \_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Dean Wolter - Village President

\_\_\_\_\_  
Deanna Braunschweig - Village Clerk



  
Donald J. Thoma, S-2470

Dated this 5th day of June, 2022.