



CSM Review Application
City of Wisconsin Rapids, Wisconsin

Community Development Department
444 West Grand Avenue
Wisconsin Rapids, WI 54495-2780
Ph: (715) 421-8228

Overview: All certified survey maps shall be prepared in accordance with Sections 236.34 and 236.20(5)(a) of the Wisconsin Statutes, and Chapter 12 of the Municipal Code of the City of Wisconsin Rapids. Certified survey maps shall be reviewed by the Zoning Administrator within 40 days as described below. Certified survey maps that contain dedications to the public shall be reviewed by Common Council after recommendation by the Plan Commission.

(2) Any division of land other than a subdivision within the city or its extraterritorial plat approval jurisdiction, or which a plat has not been approved and recorded, shall be surveyed and a certified survey map of such division approved and recorded as required by Section 12.09 of this Municipal Code and the Wood County Land Subdivision Ordinance and Chapter 236, Wisconsin Statutes. (MC#1000)

The provisions of this section shall not apply to:

- (a) Transfers of interests in land by will or pursuant to court order.
(b) Leases for a term not to exceed 10 years, mortgages or easements.
(c) The sale or exchange of parcels of land between owners of adjoining property if additional lots are not thereby created and the lots resulting are not reduced below the minimum sizes required by the Zoning Ordinance or other applicable laws or ordinances. (MC1330)

When it is proposed to divide land into two or more parcels, lots, outlots or building sites, or any combination thereof (not requiring a subdivision plat) any of which is five acres or less in size, or when it is proposed to divide a block, lot or outlot into more than two parcels or building sites within a recorded plat, or when it is proposed to combine previously surveyed and recorded parcels with other surveyed or unsurveyed parcels, the subdivider shall utilize a Certified Survey Map prepared in accordance with Section 236.34, Wisconsin Statutes, and this ordinance. In cases where lots are being created from a large tract of land, tracts over twenty acres in size need not be mapped. However, tracts of lands of five acres or less in size shall not be left as unplatted lands. Creation of land-locked parcels shall not be allowed.

General instructions: Complete this application and submit one copy along with the proposed Certified Survey Map to the Zoning Administrator for review. Alternatively, you can submit your application online at https://wisconsinrapids.zoninghub.com/.

Application fee: \$75 (1-4 new lots) \$25 (sale or transfer)

Application submittal deadline: Applications may be submitted at any time. Lots requiring dedication to the public are recommended to be submitted two weeks prior to a Plan Commission Meeting. The City Plan Commission meets regularly the first Monday of the month.

OFFICE USE ONLY

Application Number: Fee Paid: \$ Fee Received By: Date Received:

Parcel Number: Property Address:

Property Owner / Applicant (circle) Agent, if any
Name
Street address
City, state, zip code
Daytime telephone
E-mail address

CSM Number (if any):

Description and reason for the proposed Certified Survey Map:

[Blank lines for description and reason for the proposed Certified Survey Map]

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**Zoning information** (refer to <https://wisconsinrapids.zoninghub.com/zoningmap.aspx>)

- RR Rural Residential
- R-1 Single family Residential
- R-2 Mixed Residential
- R-3 Multi-family Medium Density Residential
- R-4 Multi-family High Density Residential

- R-8 Manufactured Home Park
- B-1 Downtown Commercial
- B-2 General Commercial
- B-3 Neighborhood Commercial
- B-5 Mixed Use Commercial

- M-1 General Industrial
- M-2 Heavy Industrial
- I-1 Institutional
- P-1 Park and Recreation
- C-1 Conservancy

**Applicant certification**

- I certify that all of the information in this application, along with any attachments, is true and correct to the best of my knowledge and belief.
- I understand that submission of this application authorizes City officials and employees, and other designated agents, including those retained by the City, 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 this application and related materials or view it online.
- I understand that the zoning administrator 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.

Property Owner and/or Applicant:

\_\_\_\_\_  
Name – print

\_\_\_\_\_  
Name – Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name – print

\_\_\_\_\_  
Name – Signature

\_\_\_\_\_  
Date