

**FORM 4: CERTIFIED SURVEY MAP REVIEW**  
**(Minor Subdivision)**

To be submitted with Standard Application Form

**SUPPLEMENTAL REQUIREMENTS**

Please carefully read the General Instructions of Form 1 for submitted information and process. In addition to Form 1, **the following must be submitted for a Certified Survey Map Review:**

1. This Form 4 with required information (#3 through 10 below) and completed checklist (page 2).
2. Proper fees as described on Form 1.
3. Written Proposal Description: a statement detailing the reasons and background for this request, legal description of property, and any special site and/or project matters the Town must be made aware of.
4. A list of all property owners and addresses within 500 feet of the proposal.
5. Ten (10) copies of the Certified Survey Map, and /or electronic copy.
6. Three (3) copies of site engineering, if public improvements are required or site conditions require additional review, such as provisions to conform with storm water management/water quality rules.
7. Any other information or studies particular to the site, such as up-to-date wetland delineation, shoreland zoning approval for Ozaukee County, access approval if adjacent to a State or County Highway, and extraterritorial approval from incorporated municipalities..
8. An extended action form may be needed to allow for a positive action on the Certified Survey Map (please discuss with Town Clerk or Town Planner if needed).
9. A list of provisions to be included in a Developer Agreement if needed with public improvements (to be drafted by the Town and approved with the Certified Survey Map).
10. Any deed restrictions and Home Association documents (12 copies).

Submitted materials must be consistent with the Town of Port Washington Zoning and Subdivision Ordinance, particularly Section 340-122 and 340-123, and all other pertinent sections of Town Ordinances, State Statutes, Ozaukee County shoreland rules, the Town Land Use Plan and proper planning and land division practices. If public improvements are required, see Section 340-124 and 340-130. The Town will strive to provide pre-application review as outlined with Form 1; however, the Town shall not place any items on the agenda for Plan Commission first or second consideration until it has been verified that the application is complete in accordance with all requirements of Town ordinances and those specified in this and other application forms. In the case of a Certified Survey Map the submitted date, for the purposes of WI Statutes, Chapter 236, is the date that the entire application packet is completed (as dated by Town official on page 2).

The complete application packet, including the entire required number of copies, must be submitted at least 14 days prior to the Plan Commission meeting, at which the item will be heard. Resubmittal of revised plans may constitute a new submittal for timeframe purposes.

I understand the Town policies as stated herein.

Date	Signature of Applicant(s)
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**Completed by Applicant**

Date Submitted	Date of Plan Commission	Signature of Staff Member
<p><b>SUBMITTED: (To be completed by applicant: Check each individual blank as information is confirmed. If not applicable, mark N/A.)</b></p> <p><input type="checkbox"/> <b>Standard Application and Additional Required Information sheet (Forms 1 and 4)</b></p> <p><input type="checkbox"/> <b>Preliminary Map or drawing submitted and received preliminary approval from Plan Commission</b></p> <p><input type="checkbox"/> <b>Certified Survey Map prepared in compliance with WI Stats. 236 and showing all of the following:</b></p> <p><b>General Information</b></p> <p><input type="checkbox"/> Surveyor's certificate and date, including statement of compliance with all provisions of Town Ordinances and WI Stats. 236</p> <p><input type="checkbox"/> Preliminary Map submitted for review</p> <p><input type="checkbox"/> Location of proposed subdivision by government lot, quarter section, township, range, county and state</p> <p><input type="checkbox"/> Graphic scale (not more than 500 feet to an inch)</p> <p><input type="checkbox"/> North arrow</p> <p><input type="checkbox"/> Entire area owned or controlled by the subdivider which is contiguous to the proposed plat, even when only a portion of that area is proposed for immediate development</p> <p><input type="checkbox"/> The radii of all curves</p> <p><b>Lines and Details</b></p> <p><input type="checkbox"/> For all lots: the dimensions, square footage, and proposed lot and block numbers</p> <p><input type="checkbox"/> Location and dimensions of any sites to be reserved or dedicated for parks, playgrounds, drainageways, or other public use.</p> <p><input type="checkbox"/> The location and dimensions of any sites to be reserved or dedicated for group housing, shopping centers, church sites or other nonpublic uses which do not require lotting</p> <p><input type="checkbox"/> All section and quarter section lines within the exterior boundaries of the plat or immediately adjacent</p> <p><input type="checkbox"/> Easements: dimensions, purpose(s)</p> <p><input type="checkbox"/> Location and names of any adjacent subdivisions, parks and cemeteries</p> <p><input type="checkbox"/> Street centerlines: bearings, distances, and curve data</p> <p><b>Streets and Utilities</b></p> <p><input type="checkbox"/> Location, right-of-way width, and names of all existing and proposed streets, alleys or other public ways, easements (recorded and apparent), railroad and utility rights-of-way on the property and within its influence</p> <p><b>Miscellaneous</b></p> <p><input type="checkbox"/> Any other features pertinent to proper division</p> <p><input type="checkbox"/> All existing buildings and appurtenances (i.e. fences, hydrants, septic, well, utilities, etc.) located on the property and within its influence to the centerline of adjoining streets</p> <p><input type="checkbox"/> Setback or building lines required by the Planning Commission</p> <p><input type="checkbox"/> Additional yards required by the Planning Commission</p> <p><input type="checkbox"/> The type, width, and elevation of any existing street pavements within the exterior boundaries of the plat or immediately adjacent, together with any legally established centerline elevations, all to mean sea level datum</p> <p><input type="checkbox"/> The location, size, and invert elevation of any existing sanitary or storm sewers, culverts and drain pipes, the location of manholes, catchbasins, hydrants, power and telephone poles, and the location and size of any existing water and gas mains within the exterior boundaries of the plat or immediately adjacent. If no sewers or water mains are located immediately on or adjacent to the tract, this information should be provided for the nearest lines which might be extended to serve it, as well as indicating their direction and distance</p> <p><input type="checkbox"/> Statement indicating whether or not municipal sanitary sewer will be used and, if not, provide the location, area, depth, and type of soil absorption waste disposal system for each building site</p> <p><input type="checkbox"/> Soil type, slope, and boundaries, as shown on the operation soil survey maps prepared by the USDA Soil Conservation Service for SEWRPC</p> <p><input type="checkbox"/> Location and results of soil boring tests, made to a depth of eight feet, or five feet below the bottom of a proposed deep absorption system, whichever is greater</p> <p><input type="checkbox"/> Location and results of at least three percolation tests per disposal area taken at the location and depth in which the soil absorption waste disposal system is to be installed</p>		

<b>Architect</b>			
<b>Name</b>			
<b>Company</b>			
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Daytime Phone (    )</b>	<b>Fax (    )</b>		
<b>Cell</b>	<b>Email</b>		

<b>Professional Engineer</b>			
<b>Name</b>			
<b>Company</b>			
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Daytime Phone (    )</b>	<b>Fax (    )</b>		
<b>Cell</b>	<b>Email</b>		

<b>Registered Surveyor</b>			
<b>Name</b>			
<b>Company</b>			
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Daytime Phone (    )</b>	<b>Fax (    )</b>		
<b>Cell</b>	<b>Email</b>		

<b>Contractor</b>			
<b>Name</b>			
<b>Company</b>			
<b>Address</b>	<b>City</b>	<b>State</b>	<b>Zip</b>
<b>Daytime Phone (    )</b>	<b>Fax (    )</b>		
<b>Cell</b>	<b>Email</b>		