

Town of Eagle
820 E. Main Street
Eagle, WI 53119
262-594-5800
262-594-5820 Fax

**CERTIFIED SURVEY MAP
REVIEW APPLICATION**

Name _____

Address _____

Phone # (daytime) _____ Evening _____

Tax Parcel # _____

Name of Surveyor _____

Address of Surveyor _____

Phone # of Surveyor _____

Twelve (12) copies of the following items **must be** submitted to the Clerk's office:

- This completed form
- Certified survey map containing all the items asked for per Section 7 of the Town of Eagle Land Division Ordinance as specified on the attached document

Submit the above material and:

- Check payable to the **Town of Eagle** in the amount of **\$1,100.00** to be applied to any Staff fees

By signing and submitting these documents, the applicant agrees to comply with Wis. Stat. §236.34 and Section 7 of the Town of Eagle Land Division Ordinance and also agrees to pay all staff fees.

Signature of applicant

Date application filed

Office Use:

Date Received _____

Amount Received _____

Check # _____

TOWN OF EAGLE
SUBMITTAL REQUIREMENTS FOR CERTIFIED SURVEY MAPS

The Plan Commission normally meets the first Monday of each month at 7:30 p.m. All applications must be submitted at least 30 days prior to the meeting date.

1. Applicant may be required to meet with the Town Planner to discuss the proposal prior to submitting application.
2. Fees:
 - a. If conceptual approval is requested, Planner's fees are as follows:
For a minor CSM (single lot split into two lots or less) \$75.00. All other Certified Survey Maps are \$195.00 plus \$17.00 per lot. *Additional fire, park and engineering fees must be paid prior to the Town Signature on the final CSM. Checks payable to the Town of Eagle.

3. Information Required:

- a. The Certified Survey Map shall comply with the requirements of Section 236.34 of the Wisconsin Statutes and the Town Subdivision Ordinance.

The following additional information shall be required on the face of the CSM:

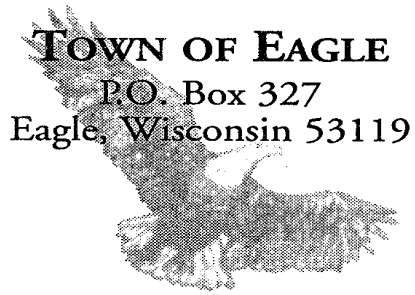
- b. All existing building, watercourses, drainage ditches, and other features pertinent to proper division.
- c. Current zoning of the property, setbacks and/or buildings lines as required by the ordinance in effect in the area.
- d. All lines being dedicated and/or reserved for future acquisition.
- e. Date, scale, names and address of surveyor, owner and subdivider.
- f. Names of adjoining street, highways, parks, cemeteries, subdivisions, ponds, streams, lakes, flowages and wetlands.
- g. Floodland and shoreland boundaries and the contour line at a vertical distance of two (2) feet above the elevation of the one hundred (100) year recurrence interval flood or where such data is not available, at a vertical distance of five (5) feet above the elevation of the maximum flood of record.
- h. Any additional information as may be required by the Planning & Zoning Commission, Town Board or Town Engineer.

4. Certificates:

The surveyor shall certify on the face of the map that he has fully complied with all the provisions of this ordinance. The town and the County shall also certify their approval on the face of the map. Dedication of streets and other public areas shall require the owner's certificate and the mortgagee's certificate in substantially the same form as required by Section 236.21(a) Stats.

*Impact Fees:

Fire Department	\$325.00
Park	\$500.00
Engineering Fees:	Amount will vary, depending on the complexity and completeness of the CSM.



TOWN OF EAGLE PROFESSIONAL SERVICES REIMBURSEMENT NOTICE

PLEASE READ AND SIGN THE FOLLOWING NOTICE:

Pursuant to the Town of Eagle Ordinance, the Town of Eagle Town Board has made a determination that whenever the services of the Town Planner, Town Engineer, Town Attorney, Town Building Inspector or any other of the Town's professional staff results in a charge to the Town for that professional's time and services, and such services is not a service supplied to the Town as a whole, the Town Clerk shall charge that service for the fees incurred by the Town to the property owner incurring those fees even if the request is not approved. Also, pursuant to the Town of Eagle Ordinance, certain other fees, costs, and charges are the responsibility of the property owner even if the request is not approved.

I/we, the undersigned, have been advised that, pursuant to the Town of Eagle, if the Town Planner, Town Engineer, Town Attorney, Town Building Inspector or any other Town professional provides services to the Town because of my/our activities, whether at my/our request or at the request of the Town, I/we shall be responsible for the fees incurred by the Town even if my/our request is not approved. In addition, I/we have been advised that pursuant to the Town of Eagle, certain other fees, costs, and charges are my/our responsibility even if my/our request is not approved.

You will receive your first bill once charges are incurred or your issue is closed. Bills will be sent as charges become available so you are kept up to date regarding your current charges.

PLEASE PRINT LEGIBLY

Name & Mailing Address of the Property Owner:

Phone _____

Name & Address of Petitioner/Responsible Party for Billing (if different from above):

Phone _____

Tax Key No. of the Property Involved in the Request: EGLT _____

Request for: _____

Name of Business: _____

Signature of Property Owner and/or Responsible Party:

Owner

Petitioner

Phone _____ Date _____

Phone _____ Date _____

Signature of Witness and Date

Signature of Town Official and Date

A copy of this completed form shall be provided to the Town Clerk for billing purposes.

SECTION 7. REQUIREMENTS FOR MINOR LAND DIVISIONS

(1) CERTIFIED SURVEY MAP

A Certified Survey Map prepared by a Registered Surveyor or Engineer shall be required for all minor subdivisions. It shall comply in all respects with the requirements of Section 236.34 of the Wis. Stats. and this ordinance.

(2) ADDITIONAL INFORMATION

The map shall show correctly on its face, in addition to the information required by Section 236.34 Wis. Stats., the following:

- A. All existing buildings, watercourses, drainage ditches, and other features pertinent to proper division.
- B. Setbacks or buildings lines as required by the ordinance in effect in the area.
- C. All lines being dedicated and/or reserved for future acquisition.
- D. Date, scale, names, and address of surveyor, owner, and subdivider.
- E. Names of adjoining streets, highways, parks, cemeteries, subdivisions, ponds, streams, lakes, flowages, and wetlands.
- F. Floodland and Shoreland boundaries and the contour line at a vertical distance of two (2) feet above the elevation of the one-hundred (100) year recurrence interval flood or where such data is not available, at a vertical distance of five (5) feet above the elevation of the maximum flood of record.
- G. Any additional information as may be required by the Town Board or Town Engineer.

(3) The surveyor shall certify on the face of the map that he has fully complied with all the provisions of this ordinance. The Town and the County shall also certify their approval on the face of the map. Dedication of streets and other public areas shall require the owner's certificate and the mortgagee's certificate in substantially the same form as required by Section 236.21(a) Wis. Stats.

SECTION 8. PROCEDURE

(1) PRE-APPLICATION

Prior to filing wither a preliminary plat or a certified survey map, the developer shall consult with the Town Engineer, and Town Attorney to obtain recommendations for fees and costs and consult with the Town Plan Commission.

(2) PRELIMINARY PLAT REVIEW FOR SUBDIVISIONS

Before submitting a final plat for approval, the subdivider shall prepare a preliminary plat complying with this ordinance and a letter of application. The subdivider shall file 20 blue-line copies of the plat, 6 copies of supplementary data required in accord with this ordinance, and the application with the Town Clerk at least 25 days prior to the meeting of the Plan Commission which action is desired.

In addition to other charges, a fee of \$40.00 to defray postage and copying costs shall accompany the application. Within one week of receipt of the preliminary plat, the Town Clerk shall mail notice of the application to each person owning property within 300 feet from the boundaries of the preliminary plat.

The Town Clerk shall, within 2 days after filing, transmit copies to such agencies as required by Chapter 236 Wis. Stats., and to all affected local utilities for their review.

The Town Board is the approving authority for all plats, and shall receive a recommendation on each plat or map from the Plan Commission. The preliminary plat shall then be reviewed by the Plan Commission for conformance with this and all ordinances, rules, regulations, master plans and master plan components which affect it.