

## Waukesha County Certified Survey Map Data Sheet & Submittal Form

Owner Name \_\_\_\_\_ Surveyor Name \_\_\_\_\_  
 Owner Address \_\_\_\_\_ Surveyor Company \_\_\_\_\_  
 \_\_\_\_\_ Surveyor Phone No. \_\_\_\_\_  
 Owner Phone No. \_\_\_\_\_ E-mail Address \_\_\_\_\_  
 Email Address \_\_\_\_\_

Town \_\_\_\_\_ Section \_\_\_\_\_  
 Property Address \_\_\_\_\_  
 Tax Key No. \_\_\_\_\_  
 REASON FOR CSM: \_\_\_\_\_

**Please submit electronic version of CSM to [pod@waukeshacounty.gov](mailto:pod@waukeshacounty.gov)  
 The enclosed submittal checklist must be completed prior to CSM review**

**For Office Use Only:**

FORMAL SUBMITTAL				SIGNATURE SUBMITTAL		
Date Received	90 day Due Date	Date of Approval	Date of Denial	Date Received	Date of Approval	Date of Denial

File No. \_\_\_\_\_ Review Fee: \_\_\_\_\_ Date Paid: \_\_\_\_\_ Receipt Number: \_\_\_\_\_

Notes:

**Cross references to other files (RZ, CU (esp. a PUD), BOA, WCDP amendment, etc.):**

## CSM SUBMITTAL CHECKLIST

### PLEASE CHECK THE APPROPRIATE BOX

YES      NO      NA

Is the Certified Survey Map **to scale**, signed, sealed, and dated by the Surveyor with the same revision dates on all pages?

Do you have a copy of the CSM Land Division Review Checklist indicating that all appropriate items have been completed by the Surveyor?

Has the local municipality (Town) been contacted regarding their CSM submittal process?

Do any villages or cities have extraterritorial review authority? If so, have they been contacted regarding their CSM submittal process?

Are there any utilities required? If so, plan accordingly and communicate with the utilities **early** in the process. Existing and proposed easements must be identified on the CSM.

Does the property contain wetlands that have been field verified? If yes, please submit a copy of the report and indicate the source and date of the delineation on the CSM. Written documentation of DNR concurrence shall also be submitted.

Does the property contain Primary Environmental Corridor, Secondary Environmental Corridor, or Isolated Natural Resource Area that have been field verified? If yes, please submit a copy of the report and indicate the source and date of the delineation on the CSM.

Does the property contain floodplain? Please indicate the elevation, boundary, source, and whether the boundary was field delineated.

Has the Waukesha County Department of Public Works or the State Department of Transportation completed a review of the proposed highway accesses, *if applicable*?

Is the property to be served by a private sewage system? If so, has the Waukesha County Environmental Health Division been contacted for review of all lots proposed to be served by septic systems? A soil test must be completed on every new lot created to ensure septic suitability, unless the lot will be served by sewer.

If there are any existing septic systems or wells, have you completed a Preliminary Site Evaluation (PSE) form or submitted abandonment reports to EHD?

Has the Waukesha County Land Resources Division completed a review to determine if a Stormwater Permit is required? A Stormwater Permit is required if you create 3 new lots; disturb 1 acre or more of land; propose at least ½ acre of new impervious surface; or propose a road that will serve more than 2 homes. A County Stormwater Permit is not required in the Towns of Eagle or Brookfield; please coordinate with Eagle and Brookfield directly regarding stormwater management.

**The County has 90 days to review the CSM per Chapter 236 Wisconsin State Statutes.**

**Please contact the Planning and Zoning Division at (262) 548-7790 or go to [www.waukeshacounty.gov/planningandzoning](http://www.waukeshacounty.gov/planningandzoning) to determine review fees.**