

# Application Packet for Certified Survey Map Review

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*Town of Pacific, Columbia County, WI*

W7530 HWY 16, Pardeeville, WI 53954

[www.tn.pacific.wi.gov](http://www.tn.pacific.wi.gov)

**Included in this Packet:**

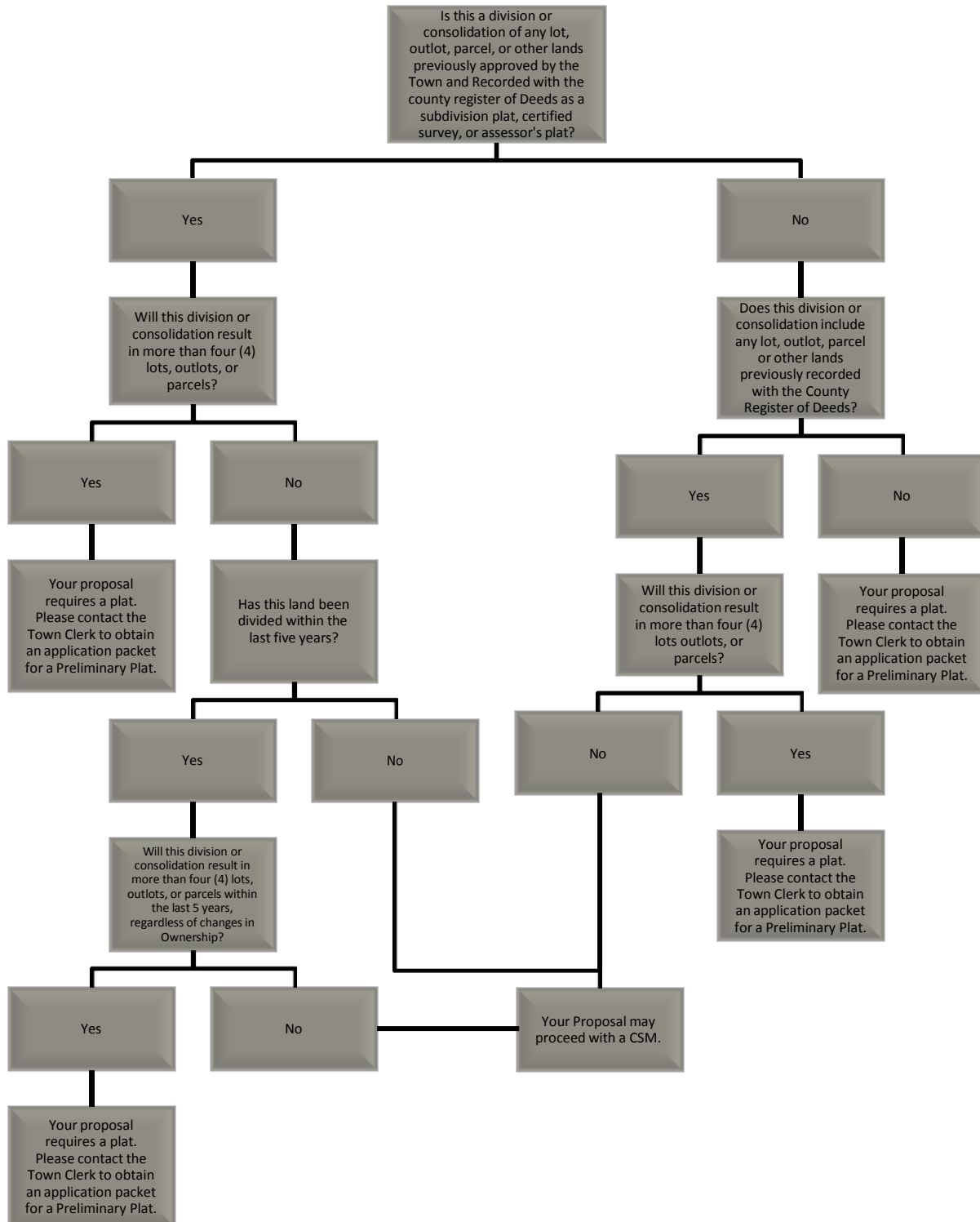
- Applicability of Ordinance Flow Chart
- Summary of Application Process
- Agreement for Reimbursable Services
- Application For CSM Review
- Statement of Understanding
- Submittal Checklist for CSM Review
- Environmental Assessment Checklist

The purpose of this document is to provide guidance in applying for a CSM Review in the Town of Pacific. The documents contained in this packet will help guide individuals or organizations as they plan and prepare submittal documents, providing for increased efficiency and a streamlined approval process.

## Applicability of Ordinance

*Do I need a CSM or a Plat for my Project?*

The purpose of this flow chart is to guide you through the process of making sure that a CSM is the correct land division document for your project. Please follow the chart through to confirm that a CSM is correct.



## Summary of Application Process

1. Contact the Town Clerk to obtain an application packet for Certified Survey Map (CSM) Review in electronic form or visit the Town's website at [www.tn.pacific.wi.gov](http://www.tn.pacific.wi.gov).
2. Fill out all forms in the packet completely. You are encouraged to contact the Town Engineer at this time to hear the scope of your proposal. Depending on your project, the Town Engineer may have valuable input and guidance that will help you as you complete the application packet and draft the CSM. You may obtain the Town Engineer's contact information on the Town's website at [www.tn.pacific.wi.gov](http://www.tn.pacific.wi.gov) or from the Town Clerk.
3. The Applicant shall prepare a Certified Survey Map (CSM) in accordance with Sec. 236.34, Wis. Stats, the Town of Pacific Land Division Ordinance (2012-6), and the "Submittal Checklist" as found on the last two pages of this packet. If the Application includes public improvements, then the Applicant shall also submit public improvement plans.
4. Submit 2 copies of the following items, assembled in packet form, to the Town Clerk (*The Town Clerk will forward the information on to the proper Town Representatives for review*):

<b>EACH PACKET SHALL CONTAIN THE FOLLOWING:</b>	
<input type="checkbox"/>	Letter of Intent
<input type="checkbox"/>	Completed Reimbursable Services Agreement or Pre-Development Agreement (whichever is designated by the Town Engineer for this project).
<input type="checkbox"/>	Completed Application For CSM Review Form
<input type="checkbox"/>	Certified Survey Map adhering to the criteria found in the Submittal Checklist
<input type="checkbox"/>	Statement of Understanding
<input type="checkbox"/>	Environmental Assessment Checklist
<input type="checkbox"/>	Appropriate Fee (See Associated Fees section on next page)

5. The Town Engineer (and other Town representatives as appropriate) shall review all of the submitted documents and determine the completeness of the application and CSM. The Town engineer will work with you to make sure that you have all of the appropriate information for your submittal.
6. Once the Town Engineer has indicated that you have submitted all of the required information, you will need to provide one comprehensive electronic copy of the completed packet and CSM to the Town Clerk marked "1<sup>st</sup> Draft" in PDF format and four (4) comprehensive copies in printed format identical to the electronic copy in all respects for distribution to the Town Plan Commission.

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*If the documentation is found to be incomplete or inaccurate, your project will not be added to the Plan Commission Meeting agenda and will not be discussed until all of the appropriate documentation has been submitted.*

7. After the submittal has been deemed complete, and the completed application packet and CSM have been submitted as provided above, the Town clerk will distribute the packet to the Town Plan Commission. It shall have 45 days to submit a recommendation to the Town Board.
8. The Town Board shall take all of the recommendations into consideration and shall approve, approve conditionally, or reject the CSM and inform the applicant in writing of the decision within 60 days of the original filing date. If rejected and further consideration is requested, the CSM is to be revised and re-submitted within 60 days from the date of the Board's action on the application.

## **ASSOCIATED FEES**

The application fee, escrow fee and review fees are set forth on the Town's Fee Schedule, which is on file with the Clerk and is also available on the Town's website. No approvals will be executed while review fees, that have been billed, remain unpaid.

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## Agreement for Reimbursable Services

In the Review of Certified Survey Map Applications  
Town of Pacific, Columbia County, WI

In accordance with the Town of Pacific Land Division Ordinance, Section 1-1-90, the cost of application review for all Certified Survey Maps (CSMs) shall be borne by the Applicant. The Applicant shall pay all reasonable Town of Pacific incurred expenses relating to a particular CSM review request. This may include meeting charges, professional consultants, or other relevant Town expenses incurred in connection to the CSM review request. The Town reserves the right to apply the charges for these services as well as for staff time, mileage, and Town equipment usage expended in the administration, investigation and processing of applications to the Applicant.

The Applicant is required to provide the Town with an executed copy of this agreement as a prerequisite to the processing of the CSM review application. The submittal of a CSM review application shall be construed as an agreement to pay for such professional review services applicable to the proposal. Review fees which are applied to an Applicant, but which are not paid within 30 days of the issuance of a bill by the Town will accrue interest at a rate of 1.5% per month. Bills outstanding more than 90 days will be forwarded to the Applicant's surety agency for payment.

\_\_\_\_\_ for  
*Applicant and/or Property Owner(s)*

\_\_\_\_\_, agrees to reimburse the Town of Pacific for  
*(Project Name)*

all review costs associated with, but not limited to, the Town Engineer and Town Attorney, in connection with the CSM review and, further, agrees to reimburse the Town for other administrative staff review if, in the judgment of the Town Board, such reimbursement is warranted.

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Property Owner  
*(If Different From Applicant)*

\_\_\_\_\_  
Printed Name

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## Application for Certified Survey Map (CSM) Review

GENERAL INFORMATION				
Applicant(s)/Subdivider(s):				
Mailing Address:		City:	State:	Zip Code:
Phone Number (Days):		Phone Number (Cell):	Email:	
Property Owner(s):				
Mailing Address:		City:	State:	Zip Code:
Phone Number (Days):		Phone Number (Cell):	Email:	
Address of Subject Property:		City:	State:	Zip Code:
Lot #:	Block:	Subdivision:	Tax Parcel #:	Acreage:
Predevelopment Agreement Signed? <input type="checkbox"/> YES <input type="checkbox"/> NO If Yes, Date? _____				

DESCRIPTION OF EXISTING PROPERTY	
Existing Zoning:	Proposed Zoning:
Existing Future Land Use Designation:	Proposed Future Land Use Designation:
Flood Plain Status:	Division or Land Consolidation (CIRCLE one)
Shore Land Status:	How many lots (Including outlots) are being created by this CSM? _____
Is this Agricultural Land? Yes ___ No ___	Mapped wetlands on site? Yes ___ No ___
Has the property ever been in the Farmland Preservation Program? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Intended Land/Parcel Use(s):	

\_\_\_\_\_  
Signature of Person Preparing this Form

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Land Owner (If Different)

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

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## Statement of Understanding

By signing below, I, \_\_\_\_\_, certify that the information contained in this application is true and accurate to the best of my knowledge, and understand that a deliberate misrepresentation of information may be grounds for denial or reversal of this application, and/or revocation of any approval already awarded based on this application.  
(Print Applicant Name)

I also authorize Town of Pacific staff permission to view and enter the subject property for the purpose of reviewing and investigating this request.

I understand that submittal of this application and payment of the proper fees does not mean that approval of the CSM is imminent or guaranteed.

I understand that approval of this CSM does not qualify as, nor replace the necessity for proper permitting for the proposed project.

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

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature of Property Owner  
*(If Different From Applicant)*

\_\_\_\_\_  
Printed Name

## Submittal Checklist for CSM Review

- The survey shall be performed and the map prepared by a land surveyor registered in the State of Wisconsin.
- All corners shall be monumented in accordance with State Statutes, with the location of the CSM referenced off of bearings and distances therefrom.
- Exterior boundaries of the land surveyed and divided in accordance with State Statutes.
- All monuments erected, corners and other points established in the field in their proper places and noted by legend in accordance with State Statutes.
- The length and bearing of the exterior boundaries, the boundary lines of all blocks, public grounds, streets and alleys, and all lot lines.
- All lots and outlots in each block consecutively numbered in accordance with State Statutes.
- Exact width of all easements, streets, and alleys shall be shown in accordance with State Statutes.
- All lake or stream shore meander lines established by the surveyor in accordance with State Statutes, the distances and bearings thereof, and the distance between the point of intersection of such meander lines with lot lines and ordinary high water mark.
- Existing or proposed right-of-ways shall have the main chords shown as dashed or dotted lines. All curved lines shall show, either on the lines or in an adjoining table, the radius of the circle, the central angle subtended, the chord bearing, the chord length and the arc length for each segment.
- Appropriate map sizes, margins, formats consistent with State Statutes.
- The Certified Survey Map shall show correctly on its face, in addition to the information required by Section 236.34, Wis. Stats., the following:
  - All existing buildings, watercourses, drainage ditches and other features pertinent to proper division. Any building or structure and its location on the lot and setback lines shall be shown on the map and dimensioned to the nearest 0.1 foot where the location of such building or structure will be critical in relation to proposed property boundaries or to the zoning yard requirements.
  - Setbacks or building lines required by the Town Board and the Town Zoning Code.
  - All lands reserved for future acquisition.
  - Date of the map.
  - Revision list for all alterations or corrections, from initial CSM submittal up to and including the final submittal date, as necessary. The revision list may be included on the face of the document or in a cover letter attached with the CSM document(s), as necessary. Dates shall be included with the revision list.
  - Graphic scale.



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- A north point properly located and identified as reference to magnetic, true or other identifiable direction and related to a boundary line of a quarter section, recorded private claim or federal reservation in which the subdivision is located, in accordance with State Statutes.
- Name and address of the owner, subdivider and surveyor.
- Name and address of owner of adjacent parcels.
- Square footage of each parcel.
- Present zoning for the parcels. Proposed zoning if applicable.
- Easements of record, if available.
- Names of adjoining streets, highways, subdivisions, and bodies of water, if available.
- Wetlands within and adjoining the parcel, if available.
- All distances and bearings shall be referenced to the Wisconsin Coordinate System, South Zone, and adjusted to the Town's control survey.
- The surveyor shall certify on the face of the certified survey map that he/she has fully complied with all the provisions of the Town of Pacific's subdivision ordinance.
- The map shall include a certificate of the surveyor who surveyed, divided, and mapped the land which has the same force and effect as an affidavit and which gives all of the following information:
  - By whose direction the surveyor made the survey, division and map of the land described on the certified survey map.
  - A clear and concise description of the land surveyed, divided and mapped by government lot, recorded private claim, quarter-quarter section, section, township, range and county; and by metes and bounds commencing with a monument at a section or quarter section corner of the quarter section or at the end of a boundary line of a recorded private claim or federal reservation in which the certified survey map is located; or if the land is located in a recorded subdivision or recorded addition to a recorded subdivision, then by the number or other description of the lot, block or subdivision, which has previously been tied to a corner marked and established by the U.S. public land survey.
  - Certification by the surveyor that he or she has fully complied with all the provisions of the Town's Land Division Ordinance.
  - Certification by the surveyor that he or she has fully complied with all provisions of State Statutes regarding surveying, dividing, and mapping the land.
- Dedication of streets and other public areas shall require, in addition, the owner's certificate and the mortgagee's certificate in substantially the same form as required by Section 236.21(2)(a) of the Wisconsin Statutes.

**Incomplete, inaccurate, or non-submittal of any of the above items may be grounds for rejection of the application, or denial of the request.**

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## Environmental Assessment Checklist

For Subdivisions and Land Divisions by Certified Survey

ITEMS	YES	NO
<b>Land Resources - Does the project site involve:</b>		
Changes in relief and drainage patterns (attach a topographic map showing, at a minimum, two (2) foot contour intervals)?		
A floodplain? (If yes, attach two (2) copies of a typical stream valley cross-section showing the channel of the stream, the 100-year floodplains limits and the floodway limits (if officially adopted), of each side of the channel and a cross-section of area to be developed)		
An area of soil instability — greater than 20% slope and/or organic soils, peats, or mucks at or near the surface?		
Prime agricultural land (Class I or II soils)?		
Wetlands and/or mapped environmental corridors?		
<b>Water Resources - Does the proposed project involve:</b>		
Location within the area traversed by a navigable stream or dry run?		
Lake Frontage?		
<b>Human and Scientific Interest - Does the project site involve:</b>		
An area of archeological or geological interest?		
An area of historical interest?		
An area of buildings or monuments with unique architecture?		
<b>Energy, Transportation, and Communications</b>		
Does the development encompass any future street appearing on the Town of Pacific Official Map?		
Is the development traversed by an existing or planned utility corridor (gas, electricity, water, sewer interceptor, communications, storm sewer)?		

All "YES" answers must be explained in detail by attaching maps and supportive documentation describing the impacts of the proposed development.

By signing below, you verify that you have completed all necessary research to ensure the accuracy and truthfulness of your statements.

\_\_\_\_\_  
Signature of Person Preparing this Form

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title