



MISHICOT *Wisconsin*

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Hours: Mon., Wed. & Thur.: 9:00am - 4:30pm. Tue. & Fri.: 9:00am – 12:00pm

CERTIFIED SURVEY MAP (CSM) APPLICATION INSTRUCTIONS

The Village of Mishicot requires the review of all divisions of land, replats and condominium plats for potential development according to Chapter 377 of the Village of Mishicot Municipal Code. Applicants are encouraged to review this portion of the Code before submitting an application due to the detailed requirements set forth by the Code. A meeting with the Village Clerk or the designee is also required prior to submittal of the application to discuss the nature of the proposed development.

Once deemed complete, your land division application, along with Village Staff comments, will be forwarded to the Village of Mishicot Planning Commission (PC) for review and recommendation. The Village of Mishicot PC meets “as needed” so the application will trigger the scheduling of that meeting. The PC’s recommendation is forwarded to the Village Board for final review.

The Village Board meets the first and third Tuesday of each month. The Village Board makes the final decision relative to the approval or denial of the CSM.

A timeline for application review by the Village will be set by the Village Clerk during the initial application consultation with the applicant or their designated agent.

Final Certified Survey Map Requirements

- A. General requirements. A final certified survey map shall be prepared by a professional land surveyor and comply with the requirements of Ch. 236, Wis. Stats., and Chapter 377-10 of the Village of Mishicot Code.
- B. Specifications for preparation. A final certified survey map shall be prepared on durable white paper 8 1/2 inches wide by 14 inches long. The scale shall not be more than 500 feet to the inch. When more than one sheet is used, each sheet shall be numbered consecutively and shall contain a notation giving the total number of sheets and showing the relation of that sheet to the other sheets.
- C. Content. A final certified survey map shall include the information listed and sub-section C (Requirements) of Chapter 377-10 of the Village of Mishicot Code.
- D. State plane coordinate system. Where the certified survey map is located within a quarter section, the corners of which have been located, monumented, and placed on the Wisconsin State Plane Coordinate System, the certified survey map shall be tied directly to one of the section or quarter corners so coordinated. The exact grid bearings and distance of such tie shall be determined by field measurements, and the material and Wisconsin State Plane Coordinates of the monument marking the section of quarter corner to which the map is tied shall be indicated on the map. All distances and bearings shall be referenced to the Wisconsin State Plane Coordinate System.
- E. Application Fees are non-refundable.