



## **CITY OF CUDAHY – CSM (Certified Survey Map) APPROVAL PROCESS AND PROCEDURES**

CSM Process - Requires not less than 30 days - \$200.00 fee plus \$300.00 for each additional buildable lot. Timing: Plan Commission meets the second Tuesday of every month at 7 p.m. Common Council meets the first and third Tuesdays of the month, except in August, at 7 p.m.

Application/Plan Conference. Prior to the formal submission of Certified Survey Map (CSM), the applicant or a representative shall confer with the Department of Economic Development (414) 769-2215, and other Departments as may be necessary to obtain information and direction on zoning/development requirements and procedures.

Plan Submission/Deadline. The application, fee, project description, an original and 10 sets of scaled CSM map and documents, and 1 electronic copy (PDF format) of the plans should be submitted to the Department of Economic Development for review no later than the Friday ten days prior to a regularly scheduled Plan Commission meeting. The Certified Survey Map shall be prepared by a registered land surveyor and shall comply in all respects with the requirements of sec. 236.34 of the Wisconsin Statutes. The CSM map/document shall also be prepared in accordance with Chapter 18 of the City of Cudahy Municipal Code. ***Recordable format - 8"x14" durable white media with non-fading black image with 1-1/2" binding margin along the top of the plat and 1" margins on the other side. Examples of "durable white media" are CSM paper—minimum 24 lb. paper with 25% ragstock, acid free. "Copy-tuff" white 4 mil. Polyester film. Muslin backed white paper.***

Plan Commission Review. Following staff vetting of the proposed CSM, the map and its documents shall be reviewed by the Plan Commission for conformity with Chapter 17 - Zoning Ordinance of the City of Cudahy Municipal Code, and all ordinances, rules, regulations, comprehensive plans and comprehensive plan components which affect it. Minor revisions may be approved as contingent conditions at the discretion of the Plan Commission.

Council Introduction. Upon receipt of recommendation from Plan Commission, the CSM will be placed on the Common Council agenda for introduction. The application deadline for introduction is five days prior (Thursday at 5:00 p.m.) to the scheduled Common Council meeting. **Prior to recording the CSM, the City will verify that property taxes have been paid, ensure there are no outstanding special**

**assessments, verify existing and/or recommend easements and confirm correct names on signature pages.**

The State of Wisconsin Department of Administration offers a land surveyors' resource which includes Wisconsin Statutes and a CSM checklist. This resource is available using the following link:

<http://www.doa.state.wi.us/section.asp?linkid=131&locid=9>

Recording. Upon Common Council approval, the Department shall record the map with the Milwaukee County Register of Deeds and shall obtain a certified copy of the recorded map and documents. If you have any questions, please contact the Department of Economic Development at (414) 769-2215.