



VILLAGE OF ELM GROVE PROCESS FOR CERTIFIED SURVEY MAP APPROVAL

All certified survey maps must be reviewed and approved by the Village before being recorded with the Waukesha County Register of Deeds. The process for review can be found under Chapter 305, Article III: Review and Approval of Plats and Certified Survey Maps. Certified Survey Maps can be utilized for the following items:

- Division or combination of land
- Clarification of metes and bounds descriptions
- Reconfiguration of parcels within a recorded subdivision plat, assessor's plat or certified survey map
- Define and convey interest in lands dedicated to the public

All certified survey maps must be reviewed by the Plan Commission and reviewed and approved by the Board of Trustees. The process for submittal and review is listed below.

1. Prior to filing a certified survey map, the applicant may consult with Village Staff and the Plan Commission for advice and assistance. (See Village Code of Ordinances § 305-6) Existing Building Plans and Specifications
2. Submits the certified survey map, with the necessary to the Zoning Administrator, who forwards the certified survey map application to the Plan Commission for initial consideration. The Plan Commission meets the first Monday of every month. The submittal deadline is Twenty (20) Business Day prior to the desired Plan Commission meeting. See attached list of required submittal information and applicable fees.
3. The Plan Commission provides initial review of the certified survey map and confers with the applicant on changes deemed advisable and the kind and extent of public improvements which the Village will require.
4. The Plan Commission refers the certified survey map to the Board of Trustees, together with its recommendation concerning approval or objection.
5. Within 90 days of submission of the certified survey map to the Zoning Administrator, the Board of Trustees approves, approves conditionally or rejects the certified survey map.
6. The Board of Trustees notifies the applicant in writing of any conditions of approval or the reasons for rejection of the certified survey map.
7. The certified survey map is recorded with the Waukesha County Register of Deeds.

Data Necessary for Certified Survey Map (See Village Code of Ordinances § 305-10).

The applicant must provide twenty copies of the certified survey map on a scale not exceeding 100 feet to an inch. The applicant must provide the following information on the certified survey map:

1. Date, scale and north arrow.
2. Proposed land division name, which shall not duplicate the name of any plat previously recorded in Waukesha County
3. Name and address of the owner, the subdivider and the engineer or surveyor preparing the plat.
4. Description of the location of the land division by government lot, quarter-quarter section, section, township, range and county.

5. Small scale drawing of the section or government subdivision of the section in which the land division lies, with the location of the subdivision indicated thereon.
6. Exact length and bearing of the exterior boundaries of the subdivision.
7. Location and names of adjacent subdivisions and the owners of adjoining parcels of unsubdivided land.
8. Zoning on and adjacent to the land division.
9. Location, widths and names of all existing and platted streets, alleys or other public ways and easements, railroad and utility rights-of-way, parks, cemeteries, watercourses, drainage ditches, permanent structures, bridges and other pertinent data as determined by the Plan Commission.
10. Water elevations of adjoining lakes or streams at the date of the survey and the approximate high-water and low-water elevations of such lakes or streams. All elevations shall be referred to some permanent established datum plane.
11. In cases where the land division borders a lake or stream, the distances and bearings of a meander line established not less than 20 feet back from the ordinary high-water mark of the lake or stream.
12. Layout, width and approximate grades of all new streets and rights-of-way, such as alleys, highways, easements for sewers, water mains, and other public utilities.
13. Direction and distance to nearest sewer mains.
14. Approximate dimensions of all lots, together with proposed lot and block numbers.
15. Proposed building lines.
16. Approximate radii of all curves and length of tangents.
17. Approximate location and area of property proposed to be dedicated for public use or to be reserved by deed covenant for use of all property owners in the land division with the conditions, if any, of such dedication or reservation.
18. Contours at vertical intervals of not more than two feet or at more frequent intervals, if required by the Plan Commission for land of unusual topography.
19. Affidavit. Certification provided by the registered land surveyor preparing the certified survey map on the face of the certified survey map that it is a correct representation of all existing land divisions and features and that he/she has fully complied with the provisions of Elm Grove Village Code of Ordinances Chapter 305.
20. Statement. A supplementary written statement submitted by the subdivider along with the certified survey map briefly describing improvements, which the subdivider proposes to make and when he/she intends to make them, such as: Grading, Paving, Tree planting, Installation of utilities, Improvements to park and recreation areas.

Testing

The Village Engineer may require that borings and soundings be made in specified areas to ascertain subsurface soil, rock and water conditions, including depth to bedrock and depth to groundwater table

Certified Survey Map in a Floodplain Area

When receiving a certified survey map, all or part of which lies in any floodplain area, the Board of Trustees, after review and recommendation by the Plan Commission, may, prior to rendering a decision thereon:

- Require the applicant to submit two copies of an aerial photograph, or a plan certified by a competent technician, which accurately locates the floodplain proposal with respect to the floodplain district limits, channel of stream, existing floodplain developments, together with all pertinent information such as the nature of the proposal; fill limits and elevations; building flood elevations; and floodproofing measures.
- Transmit one copy of the information which may be required herein to the Department of Natural Resources with a request, where deemed necessary, to have that agency provide expert technical assistance in evaluating the effects of the proposed project upon flood heights, velocities, and floodplain storage areas and the determination of flood protection levels.
- Require the applicant to furnish such of the following additional information as is deemed necessary by the Board of Trustees, after review and recommendation by the Plan Commission, for the evaluation of the effects of the proposal upon flood flows and floodplain storage and to render a decision on the proposed floodplain use:

- A typical valley cross-section showing the channel of the stream, the floodplain adjoining each side of the channel, cross-sectional area to be occupied by the proposed development, and high-water information.
- Plan (surface view) showing elevations or contours of the ground; pertinent structure, fill or storage elevations; size, location and spatial arrangement of all proposed and existing structures on the site; location and elevations of streets, water supply, sanitary facilities, and soil types and other pertinent information.
- Profile showing the slope of the bottom of the channel or flow line of the stream.
- Specifications for structure construction and materials, filling, dredging, grading, channel improvement, storage of materials, water supply and sanitary facilities.

Submission Fees (see Village Code of Ordinances §305-23)

There are two sets of fees that will be incurred for the submittal of the Certified Survey Map.

Fees Due at Time of Submittal:

- Plan Commission Application: \$50
- Register of Deeds Recording Fee: \$30

Fees that will be incurred for any professional services that require to finalize the project, per §30-3 of the Village Code:

- Sign the Attached Waiver for Special Contract Fees
 - Planning and engineering review fee, based upon actual Village costs
 - Additional administrative or legal fees, based upon actual Village costs

Questions:

Zoning & Planning Administrator – M-Th 8:00 AM to 4:30 PM, Fridays 8:00 AM to 12:30 PM, 262-782-6700

Building Inspector (SafeBuilt) – Mondays and Wednesdays 12:00 PM to 1:00 PM, 262-782-6700

Director of Public Works – M-F 7:30 AM to 3:30 PM, 262-782-6700