

Town of Red Cedar
Submittal Requirements for Certified Survey Maps

The Plan Commission normally meets the 3rd Tuesday of the month at 6:30 p.m. Please confirm available meeting date with the Town Clerk. All applications must be submitted at least three (3) weeks prior to the meeting date. At its discretion, the Plan Commission may choose to make a final decision on a Plat or CSM which does not dedicate roads or lands to the Town or refer the matter to the Town Board with a recommendation for final decision. The Town Board must make the final decision on a Plat or CSM which dedicates roads or lands to the Township.

1. Applicant may be required to meet with the Town Planner to discuss the proposal prior to submitting application.
2. Fees: SEE CURRENT FEE SCHEDULE.
3. Information Requested:
 - (a) The Certified Survey Map shall comply with the requirements of Section 236.34 of the Wisconsin Statutes and the Town Subdivision Ordinance.
 - (b) The following additional information shall be required on the face of the CSM:
 - (1) All existing building, watercourses, drainage ditches, and other features pertinent to proper division.
 - (2) Current zoning of the property, setbacks and/or building lines as required by the ordinance in effect in the area.
 - (3) All lands being dedicated and/or reserved for future acquisition.
 - (4) Date, scale, names, and addresses of the surveyor, owner, and subdivider.
 - (5) Names of adjoining street, highways, parks, cemeteries, subdivisions, ponds, streams, lakes, flowages, and wetlands.
 - (6) Floodland and shoreland boundaries and the contour line at a vertical distance of two (2) feet above the elevation of the one hundred (100) year recurrent interval flood or where such data is not available, at a vertical distance of five (5) feet above the elevation of the maximum flood of record.
 - (7) Any additional information as may be required by the Planning Commission, Town Board, or Town Engineer.
4. Certificates:

The surveyor shall certify on the face of the map that he has fully complied with all the provisions of the town's subdivision ordinance. The town and the county shall also certify their approval on the face of the map. Dedication of streets and other public areas shall require the owner's certificate and the mortgagee's certificate in substantially the same form as required by Section 236.21(a) Wis. Stats.

Town of Red Cedar
Cheryl Miller, Clerk
E6990 720th Avenue
Menomonie, WI 54751
clerktownofredcedar@gmail.com
(715) 556-5034
(877) 353-4976 (fax)

**CERTIFIED SURVEY MAP
REVIEW APPLICATION**

Name: _____
Address: _____
Phone: (daytime) _____ (evening) _____
Tax Parcel #: _____
Name of Surveyor: _____
Address of Surveyor: _____
Phone No. of Surveyor: _____
Email Address of Surveyor: _____

Six (6) hard copies and one (1) digital copy of the following items must be submitted to the Clerk's office at least three (3) weeks prior to the Planning Commission meeting date:

- ✓ This completed form.
- ✓ Certified survey map containing all the items indicated on the attached Submittal Requirements Form.
- ✓ A check payable to the Town of Red Cedar (see current fee schedule).

By signing and submitting these documents, the applicant agrees to comply with Section 236.34 Wis. Stats. and the Town's Subdivision Ordinance.

(Signature of Applicant)

(Date)

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Office Use:
Date Received _____
Amount Received _____
Check No. _____