

## CSM CHECKLIST

### **§236.15 Monuments**

For every CSM there shall be a survey where monuments are placed flush to the ground at:

- \_\_\_\_\_ (c) Lot, outlot, park, and public access corners. [Iron pipes 18" long by 1" diameter, or solid square or round iron bars less in diameter, min wt. 1.13 lb./linear ft. required]
- \_\_\_\_\_ (d) Intersection of lot, outlot, park, and public access line with meander line. [Iron pipes 18" long by 1" diameter, or solid square or round iron bars less in diameter, min wt. 1.13 lb./linear ft. required]  
Monuments shall be not less than 20' back from the OHWM.

### **§236.20(2) Map and Engineering Information**

The map shall show correctly:

- \_\_\_\_\_ (a) All exterior boundaries.
- \_\_\_\_\_ (b) All monuments, corners, and other points established in the field.
- \_\_\_\_\_ (c) Exact length and bearing of all exterior boundaries, public grounds, streets, alleys, and lot lines. Easements not parallel to any survey line by center line distance, bearing, and width or by easement boundary bearings and distances. Show "Recorded as" distances from previous surveys.
- \_\_\_\_\_ (e) All lots and outlots in each block consecutively numbered.
- \_\_\_\_\_ (f) Exact width of all easements, streets, and alleys.
- \_\_\_\_\_ (g) All meander lines with bearings and distances and distance between meander line and OHWM.
- \_\_\_\_\_ (h) The center line of all streets.
- \_\_\_\_\_ (i) North point properly located, referenced to magnetic, true, or other identifiable direction related to the boundary line of quarter section, private claim, or federal reservation in which map lies.
- \_\_\_\_\_ (j) Lot or outlot area in square feet= #1 #2 #3 #4
- \_\_\_\_\_ (k) When street is on a curve, show main chords as dotted or dashed lines. All curves show radius, central angle, chord bearing, chord length, arc length, and tangent bearing (for nontangent lines). Circular curve of less than 30' radius must be tangent to street lines and show at a minimum the radius and tangent length.

### **§236.20(3) Name, Location, and Position**

The following location information shall be shown:

- \_\_\_\_\_ (b) Tie by bearing and distance to a boundary line of the quarter section in which the map lies. Description of monuments at the ends of the boundary line and the bearing and distance between them.
- \_\_\_\_\_ (d) & (e) Names of abutting streets, state highways, and plats shown by dotted or dashed lines. Show street widths.

### **§236.20(6) Public Trust Information**

If lots/outlots extend to the water's edge, include the following statement: "Any land below the ordinary high water mark of a lake or a navigable stream is subject to the public trust in navigable waters that is established under article IX, section 1, of the state constitution".

### **§236.34(1) CSM Not More Than 4 Parcels**

(am) Total number of parcels/lots/outlots does not exceed 4.

### **§236.34(1m) Preparation**

- \_\_\_\_\_ (a) Surveyed by WI Registered Land Surveyor. Error in closure not to exceed 1'/3000'. Total error distance = \_\_\_\_\_.
- \_\_\_\_\_ (c) Scale is not more than 500' to an inch. 1.5" binding margin with 0.5" margins on all other sides on 8.5" x 14" paper. Label consecutive sheets. Labeled "CERTIFIED SURVEY MAP" in prominent letters & location by government lot, private claim, quarter-quarter section, section, township, range, and county.

### **§236.34(1m)(d) Surveyor Certificate of Compliance**

- \_\_\_\_\_ (1) By whose direction survey, division, and map made.
- \_\_\_\_\_ (2) A clear, concise description by government lot, recorded private claim, quarter-quarter section, section, township, range, and county. Metes and bounds description required, or, if located in a subdivision plat or CSM, by lot and block number of subdivision. Commencing with a section or quarter section corner (not center of section).  
Quarter-quarter, section, township, range: \_\_\_\_\_  
Parcel number(s): \_\_\_\_\_
- \_\_\_\_\_ (3) Statement that map is a correct representation of all the exterior boundaries of the land surveyed and division of it.
- \_\_\_\_\_ (4) Statement that the surveyor has fully complied with §236.34.

### **MCC 12.07(2) Minor Subdivision Information**

Correctly show the following:

- \_\_\_\_\_ 1. Existing buildings, drainage ditches, watercourses, and other pertinent features.
- \_\_\_\_\_ 2. Required setbacks (principal & accessory) and building lines.
- \_\_\_\_\_ 3. Lands being dedicated or reserved for future acquisition.
- \_\_\_\_\_ 4. Roads not dedicated to the public marked as "easement", "private road", or "private street".
- \_\_\_\_\_ 5. Cemeteries, flowages, highways, lakes, parks, ponds, streams, and subdivisions.
- \_\_\_\_\_ 6. Existing zoning on and adjacent to the proposed division.
- \_\_\_\_\_ 7. Water elevations of adjoining lakes or streams with approximate high and low elevations.
- \_\_\_\_\_ 8. Approximate 100-year floodplain boundary.
- \_\_\_\_\_ 9. Bearings referenced to the Manitowoc County Coordinate System per the published Section Summary.

### **MCC 12.07(4)(b)3. Owner's Certificate**

Include the following statement: "As owner, I hereby certify that I caused the land described on this map to be surveyed, divided, mapped, and dedicated as represented on this map".

## CSM CHECKLIST

### **General Review**

- \_\_\_\_\_ All sub-distances add up to overall distances.
- \_\_\_\_\_ All symbols shown on map are described in legend and vice versa.
- \_\_\_\_\_ Show  $\frac{1}{4}$   $\frac{1}{4}$  section labels if in multiple quarter quarters.
- \_\_\_\_\_ Break lines used where needed.
- \_\_\_\_\_ Bearings and distances in description match bearings and distances on map.
- \_\_\_\_\_ Areas in description match areas on map.
- \_\_\_\_\_ Areas in square feet equal the listed acreage.
- \_\_\_\_\_ Partial areas add up to total area.
- \_\_\_\_\_ CSM does not create a multipart parcel.
- \_\_\_\_\_ CSM does not create a landlocked parcel.
- \_\_\_\_\_ CSM does not create split zoning.
- \_\_\_\_\_ CSM does not drop any parcels below the minimum lot size.
- \_\_\_\_\_ CSM does not span across multiple taxing jurisdictions.
- \_\_\_\_\_ CSM parcel(s) do not have delinquent taxes.
- \_\_\_\_\_ CSM properly includes/excludes ROW.

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Reviewed by: \_\_\_\_\_

Review date: \_\_\_\_\_

Comments: \_\_\_\_\_

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