

CHAPTER 23
Subdivision and Platting

23.051 Subdivision of Lands by Certified Survey Map

(Cr. #29-80) (Rep. & recr. #10-15)

- (1) **Use of Certified Survey Map Allowed.** Subdivision of lands may be done by certified survey map in certain zoning districts and under specified circumstances, provided the requirements of this Section 23.051 are met. Whenever the term “maps” is used in this Section, it refers to certified survey maps.
- (2) **Zoning District Limitations.** Certified survey maps may be used to subdivide lands in the following zoning districts, subject to the specified limitations:
 - (a) **Commercial, Industrial and Mixed-Use.** Commercial, industrial and mixed-use zoning districts, if the division will result in eight or fewer lots.
 - (b) **All Other Zoning Districts.** Zoning districts other than commercial, industrial or mixed-use, if the division will result in four or fewer lots.
- (3) **Residual Parcels.** If land subdivision by use of a certified survey map results in a residual parcel of greater than 10 acres, which is not intended to be sold or conveyed immediately, then the Plan Commission may elect not to require the residual parcel to be included in the map. If the Plan Commission so elects, then a supplementary, uncertified survey map of reasonable accuracy shall be attached to the certified survey map showing the relationship of the residual parcel to the lands divided by the certified survey map.
- (4) **Certified Survey Map Format Requirements.** Certified survey maps shall comply with all requirements of Wis. Stats. §236.34, and Municipal Code §23.04 subsections (c), (d), (f), (h), (j), (k), and (l).
- (5) **Plan Commission and Common Council Approval.** Certified survey maps must be approved by the Plan Commission and Common Council before they are recorded. Four paper, and one digital, copies of the map shall be submitted to the Plan Commission for approval, no later than 30 days before any meeting at which the Plan Commission may act on the map. The Plan Commission shall approve or reject the map, and shall state all reasons for rejection on the record. The subdivider may revise the map to correct the reasons

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for rejection and re-submit the map to the Plan Commission. The Plan Commission shall recommend to the Common Council the approval or rejection of maps. The Common Council shall approve or reject maps no later than 90 days after the maps are submitted to the Plan Commission, unless the time is extended at the written request of the subdivider. If a map is rejected, the reasons for the rejection shall be stated on the record and communicated to the subdivider. If a map is approved, the City Clerk shall certify the approval on the face of the original map, and return the map to the subdivider.

- (6) **Recording.** The subdivider shall deliver the approved map to the County Register of Deeds for recording, and pay all fees for recording, no later than 30 days after its approval by the Common Council.
- (7) **No Building Permits Issued before Recording.** No building permits shall be issued for construction on any parcels created by certified survey map until the map has been recorded by the Register of Deeds.
- (8) **Subdivision Design.** Subdivisions created by certified survey maps under this Section shall comply with the requirements of Municipal Code §23.06.
- (9) **Applicability of Other Subdivision Ordinances.** Municipal Code §23.07, §23.08, and §23.10 shall apply to subdivisions created by certified survey map pursuant to this Section only when the division results in one or more building sites, unless specifically provided otherwise in those Municipal Code sections.
- (10) **Fees.** A fee shall be paid by the subdivider pursuant to Municipal Code §22.66 for each review of a certified survey map. (Cr. #31-82) (Am. #11-97)
- (11) **Prairie Home Cemetery.** Any subdivision of lands within Prairie Home Cemetery shall be done by certified survey map according to this Section. (Cr. #36-09)