



Engineering Department

Certified Survey Map Review Checklist

This checklist has been compiled from the requirements of Chapter 236 of the Wisconsin Statutes and Chapter 17 and 18 of the Village of Germantown Zoning and Land Division Ordinances.

Mapping Requirements (for Sheet 1 and/or all needed mapping sheets)

- Map Scale: 1"=___ Ft. (1'=500' max per Ch.236.34 (c) **Only** recognized engineering scales (1=10 - 60, 100, 200, 300, 400, 500) will be approved.
- Minimum text height = 100 Leroy or a 12 pt. font.

Should the lettering on the document be too small to read or scan and reproduce, the Washington County Register of Deed can reject the document and not record it at her discretion.

- Graphic Scale.
- North Arrow.
- Sheet size is 8 ½" x 14" with borders as described by Chapter 236
- A 3"x 3" square in the upper right-hand corner of Sheet 1 is to be left blank for the County recording information. This reserved area is in addition to the areas needed for sheet borders. (per Washington County Register of Deeds Office)
- Bearing basis noting the grid bearing of a designated USPLSS line. Per Chapter 18 of the Village Land Division Ordinance, all subdivision and Certified Survey Maps will be referenced to the Wisconsin State Plane Coordinate System, South Zone (NAD 1983-2011 datum) grid bearings for a bearing basis.
- Mapping will be provided using the Wisconsin State Plane Coordinate System, South Zone (NAD 1983 datum).
- Legend denoting: found or set boundary markers, their size and weight and other symbols, linetypes and hatching being used on the map.
- Direct bearing and distance tie to two (2) USPLSS corner monuments (excluding center of section)
- Coordinates (NAD 1983 Grid) of point of commencement monument.
- Point of Beginning noted if a metes and bounds description format used in Surveyor's Certificate.
- Bearing and distance annotation for all exterior lot lines.
- Does exterior boundary form a mathematically closed figure?
- A small drawing of the section or governmental subdivision of the section in which the subdivision lies
- Parcels annotated as "Lot #" or Outlot per 236.34(1).

- ❑ Street name
- ❑ Existing right of way width noted.
- ❑ Proposed street right of way dedication shall include the following statement
“Dedicated to the Village of Germantown for Public Road Purposes”.
- ❑ Existing structures shown.
- ❑ Existing well to be shown.
- ❑ Existing septic cover and/or septic vent to be shown.
- ❑ Current building setback lines mapped, dimensioned and date stamped.
- ❑ Status of abutting lands, including dashed underscore. (236.20 (3)(d&e))
- ❑ Total gross and net lot area shown.
- ❑ Easements:

All proposed easements, public or private, will be created either;

1. As a separate legal document with exhibit and recorded prior to the approval of the Certified Survey Map. The recording information for the proposed easements will be included on the new Certified Survey Map.

If the easement document has not been recorded before the CSM has been submitted for recording, the proposed easement lines will be defined on the map as either a “Future” or “Proposed” easement with dimensions.

OR

2. If the intent is to create the easement with the same instrument (CSM or subdivision plat) the easement terms and conditions are to be included in the document as a separate page in the set as in the use for a CSM. Easement terms and conditions in the case of a subdivision plat can be included as one of the sheets of the subdivision plat.

- ❑ All existing utility and drainage easements with recording information will be shown and dimensioned.
- ❑ All wetlands will be delineated by an approved and certified wetland specialist.
- ❑ All wetland mapping will be done by a Professional Land Surveyor registered in the State of Wisconsin.
- ❑ A wetland line table is no longer required as long as the mapping is included as part of the required CD provided to the Village prior to recording of the CSM or subdivision plat.
- ❑ The 25’ setback line for all delineated wetlands.
- ❑ All existing streams, creeks, lakes and ponds.
- ❑ The 75’ setback line for all streams and creeks.
- ❑ Should Stream and Wetland setback lines be shown on the Certified Survey Map document, the following note will be added:

“Development within these setback areas is prohibited unless otherwise allowed pursuant to the provisions of Chapter 24 (Shoreland-Wetland Zoning Code) in the Germantown Municipal Code”.

This note will apply to Certified Survey Maps, Condominium and Subdivision Plats.

- ❑ Limits and elevation of 100-year flood plain line based on the North American Vertical Datum of 1988.
- ❑ Owner’s name, address and telephone number.
- ❑ Professional Land surveyor’s name, address and telephone number.
- ❑ Professional Land Surveyor’s seal and signature **in contrasting color per A-E 2.02(7)(b)(1) for all sheets of the document.**

Expanded Use Certified Survey Maps

The Village passed an ordinance in 2014 allowing the use of expanded use Certified Survey Maps in the TIF 6 area (Section 32) having a B-1 Zoning and up to 10 new lots

Non-Sewered Properties

- ❑ All properties located **outside** of the Village’s delineated sanitary sewer service area will provide a passing soil test report and the location of a minimum of three (3) soil borings and the proposed septic or mound system will be shown on the face of the map.

Surveyor’s Certificate

- ❑ Written boundary description of parcel.
- ❑ Does description coincide with map?
- ❑ Complete statements per Chapter 236.34
- ❑ Include the following statement in the last section of the Surveyor’s Certificate

“That I have fully complied with the provisions of Chapter 236.34 of the Wisconsin Statutes and Chapter 18 of the Village of Germantown Subdivision Control Ordinance in surveying, dividing and mapping the same.”

Owner’s Certificate

- ❑ Complete statements per Chapter 236.34.
- ❑ Date and signature of all owners and all parties with an interest in the property.
- ❑ Notary statement, seal, signature and date.

The Village of Germantown requires all lands abutting a public road be dedicated to the ultimate right of way. If a road right of way dedication is required as part of the survey, include the following paragraph in the Owner’s Certificate:

“As Owners, we hereby dedicate that part of (*street name*) to the Village of Germantown for public road purposes as represented on Sheet ____ of ____ of this Certified Survey Map.”

Mortgagee’s Certificate (Required if land is mortgaged)

- ❑ Complete statements per Chapter 236.21(2)(a)
- ❑ Lending institution name, signature of bank officer and date.
- ❑ Notary statement, seal, signature and date.

Mortgage certificate requirement is waived if owner can provide written proof of ownership that the property is free of mortgage from the lending institution.

Village of Germantown Approval and Signature Blocks:

Village of Germantown Planning Commission Approval

This Certified Survey Map is hereby approved by the Planning Commission of the Village of Germantown on this ____ day of _____, 2025.

Robert A. Soderberg, Chairman

Date

Deborah J. Remich, Secretary

Date

Village of Germantown Board Approval

This Certified Survey Map, being a division of (¼ ¼ Section __, Township 9 North, Range 20 East, Village of Germantown, Washington County, Wisconsin, having been approved by the Planning Commission being the same, is hereby approved and *(the dedication of that part of (insert street name) for public road purposes as shown on Sheet __ of __ is hereby)* accepted by the Village Board of Trustees of the Village of Germantown on this __ day of _____, 2025.

Robert A. Soderberg, Village President

Date

Donna Ott, Village Clerk

Date

- ❑ Include text in red italics for Certified Survey Maps which require road right of way dedication to the Village.

These approval blocks can be obtained in Microsoft Word format via email.

Document Submittals and Data Conversion

As of October, 2005, the Village of Germantown requires a digital copy of all Certified Survey Maps, Condominium Plats and Subdivision Plats in addition to the documents as required by Wisconsin Statute and Village Ordinances as part of the land division approval requirements.

The professional land surveyor shall submit an electronic drawing file (.dwg) of the CSM document in the current version via email to the Village Engineer.

Any digital professional land surveyor seals will be purged from the digital copy prior to submittal.

The model space of the drawing will be done in Wisconsin State Plane Coordinate System, South Zone (NAD 1983 datum) and the Grid Bearing basis.

The Engineering Department will be verifying that all boundary monumentation has been set as stated on the map prior to recording of the document. The Department will not be re-measuring platted lines or angles between monuments.