

## Article C: Survey and Recording Requirements

### Sec. 14-1-40 Survey Requirements.

- (a) Prior to the final approval of land divisions to which this Chapter applies, the owner of the land shall have the parcels surveyed by a registered land surveyor. The surveyor shall create a certified survey map or plat, in the manner prescribed in Ch. 236.34, Wis. Stats.; unless exempt under the provisions of Section 14-1-22 or unless waived in writing by the Planning and Zoning Committee. (A)3/13/2002; (A)7/30/2013)
- (b) A certified survey map shall be prepared and recorded for all land divisions resulting in the creation of 1, 2, 3, or 4 lots of less than five (5) acres, or of less than nineteen (19) acres on a parcel of land which has frontage on navigable waters. (A)12/15/2009; (A)12/10/2013
- (c) Subdivisions created under Ch. 236.03, Wis. Stats., shall be subject to all applicable provisions of this Chapter C.S.M. checklist
- (d) Checklist is as follows: (©3/13/2002)

**s.236.34(1) CERTIFIED SURVEY MAP OF NOT MORE THAN 4 PARCELS OF LAND** (©3/13/2002)

- 1.\_\_\_\_\_ Total number of parcels, including lots and outlots, cannot exceed 4. (Public dedications such as right-of-ways and parks do not count as parcels.) (©3/13/2002)

**s.236.34(1)(a) THE SURVEY** (©3/13/2002)

- 2.\_\_\_\_\_ Survey performed and map prepared by WI Registered Land Surveyor. (Each sheet (single-sided) must be signed, sealed and dated by the Surveyor.) (©3/13/2002)
- 3.\_\_\_\_\_ Ratio or error in latitude and departure closure may not exceed 1'/3000'. (©3/13/2002)

**s.236.34(1)(b) MONUMENTS** (cross-referenced to s.236.15 Wis. Stats. Shown below) (©3/13/2002)

- 4.\_\_\_\_\_ (b) All corners shall be monumented in accordance with s.236.15 (1), (c), (d), & (g). (©3/13/2002)
- 5.\_\_\_\_\_ (c) All lot, outlot, park and public access corners and the corners of land dedicated to the public shall be monumented by iron pipes at least 18" long and 1" outside diameter, weighing not less than 1.13 pounds per lineal foot, or by round or square iron bars at least 18" long and weighing not less than 1.13 pounds per lineal foot. (©3/13/2002)
- 6.\_\_\_\_\_ (d) The lines that extend to lakes or streams shall be monumented. These shall be at the point of intersection of the lake or stream lot line with a meander line established not less than 20 feet back from the ordinary high water mark of the lake or from the bank of the stream. (©3/13/2002)
- 7.\_\_\_\_\_ (g) In cases where strict compliance with this subsection would be unduly difficult or would not provide adequate monuments, the county surveyor may make other reasonable requirements. (Existing accepted and archival monuments should not be removed or reset. They should be noted as existing or found and described by type, material, diameter, and shape.) (©3/13/2002)

**s.236.34(1)(c) PREPARATION** (cross-referenced to s.236.20 Wis. Stats. Shown below) (©3/13/2002)

- 8.\_\_\_\_\_ The map shall be prepared in accordance with s.236.20 (2) (a), (b), (c), (e), (f), (g), (h), (l), (j), (k), and (L) and (3)(b), (d), and (e) and must be clearly legible. (Additional features may be shown such as wetland, building and driveways, environmental corridors, and floodplain boundaries.) (©3/13/2002)

- 9.\_\_\_\_\_ At a **graphic scale** of not more than 500 feet to an inch, which shall be shown on each sheet showing layout features. (©3/13/2002)
- 10.\_\_\_\_\_ Binding margin 1.5” wide and a 0.5-inch margin on all other sides on durable white paper 8 ½” wide by 14” long. (©3/13/2002)
- 11.\_\_\_\_\_ It must be created on survey map sheets (30 to 36 pound such as white Byron Weston Record linen ledger). (©3/13/2002)
- 12.\_\_\_\_\_ When more than one sheet is used for any map, each sheet number shall be labeled as (**Sheet 1 of 3 sheets, etc.**). (©3/13/2002)
- 13.\_\_\_\_\_ “**BAYFIELD COUNTY CERTIFIED SURVEY MAP**” shall be printed on the map in prominent letters with the location of the land by government lot, recorded private claim, quarter-quarter section, section, township, range and county noted on all sheets. (©3/13/2002)
- 14.\_\_\_\_\_ Seals or signatures reproduced on images complying with this paragraph shall be given the force and effect of original signatures and seals. (©3/13/2002)

**s.236.20(2) MAP AND ENGINEERING INFORMATION** The final plat shall show correctly on its face: (©3/13/2002)

- 15.\_\_\_\_\_ (a) The exterior boundaries of the land surveyed and divided must be clearly shown by solid heavy line. (©3/13/2002)
- 16.\_\_\_\_\_ (b) All monuments erected, corners, and other points established in the field in their proper places. (©3/13/2002)
- 17.\_\_\_\_\_ The material of which the monuments, corners, or other points are made shall be noted at the representation thereof, or by Legend. (©3/13/2002)
- 18.\_\_\_\_\_ The Legend for monuments shall indicate the type, outside diameter, length and weight per lineal foot of the monuments. (©3/13/2002)
- 19.\_\_\_\_\_ (c) The length and bearing of the exterior boundaries, the boundary lines of all blocks, public grounds, streets and alleys, and all lot lines. When the lines in any tier of lots are parallel, the bearings of the outer lines on one tier may be sufficient. (©3/13/2002)
- 20.\_\_\_\_\_ Easements not parallel to a boundary or lot line shall be shown by centerline distance, bearing and width or by easement boundary bearings and distances. (©3/13/2002)
- 21.\_\_\_\_\_ Where easement lines are parallel to boundary or lot lines, the boundary or lot line distances and bearings are controlling. (©3/13/2002)

- 22.\_\_\_\_\_ Where the exterior boundary lines shown bearings or lengths which vary from those recorded in abutting plats or certified surveys, “recorded as” bearings and distances shall be shown. (©3/13/2002)
- 23.\_\_\_\_\_ (e) All lots and outlots must be consecutively numbered. (©3/13/2002)
- 24.\_\_\_\_\_ (f) The exact width of all easements, streets and alleys. (©3/13/2002)
- 25.\_\_\_\_\_ (g) The distances and bearings along all meander lines, and the distance to the ordinary high water mark from the meander line corner on each lot line (must be greater than 20’). (©3/13/2002)
- 26.\_\_\_\_\_ (h) The centerline of all streets. (©3/13/2002)
- 27.\_\_\_\_\_ (I) North referenced to a magnetic, true or other identifiable direction. Related to a boundary line of a quarter section, recorded private claim or federal reservation in which the subdivision is located. Include a north arrow on each sheet with details. (©3/13/2002)
- 28.\_\_\_\_\_ (j) The area in square feet and acres of each lot and outlot, excluding public (but not private) road right-of-ways and navigable water. (©3/13/2002)
- 29.\_\_\_\_\_ (k) When a street is on a circular curve, the main chords of the right-of-way lines shall be drawn as dotted or dashed lines in their proper places. (©3/13/2002)
- 30.\_\_\_\_\_ Curves shall show the radius, central angle, chord bearing, the chord length and arc length for each segment. (©3/13/2002)
- 31.\_\_\_\_\_ The tangent bearing shall be shown for each end of the main curve. (©3/13/2002)
- 32.\_\_\_\_\_ When a circular curve of 30-foot radius or less is used to round off the intersection between two straight lines, it shall be tangent to both straight lines. It is sufficient to shown on the plat the radius of the curve and the tangent distances. (©3/13/2002)
- 33.\_\_\_\_\_ (L) When strict compliance with a provision of this section will entail undue or unnecessary difficulty or tend to render the certified survey map more difficult to read, and when the information on the certified survey map is sufficient for the exact retracement of the measurements and bearings or other necessary dimensions, the department may waive such strict compliance. (©3/13/2002)

**236.20(3) NAME, LOCATION AND POSITION** (©3/13/2002)

- 34.\_\_\_\_\_ (b) The location of the CSM shall be indicated by bearing and distance from a boundary line of a quarter section, recorded private claim or federal reservation in which the subdivision is located. (©3/13/2002)

- 35.\_\_\_\_\_ The monuments at the ends of the boundary line shall be described and the bearing and distance between them shown and have recorded tie sheets on file. If the tie sheets are not on file or changes have occurred, new tie sheets must be submitted with the proposed CSM. (©3/13/2002)
- 36.\_\_\_\_\_ (d) The names of adjoining streets, state highways and subdivisions shown in their proper location underscored by a dotted or dashed line. (©3/13/2002)
- 37.\_\_\_\_\_ (e) Abutting street and state highway lines of adjoining plats shown in their proper location by dotted or dashed lines. The width of these streets and highways shall be given also. (©3/13/2002)

**236.34(1)(d) SURVEYOR'S CERTIFICATE OF COMPLIANCE** The map shall include a certificate of the surveyor who surveyed, divided and mapped the land which has the same force and effect as an affidavit and which gives all of the following information: (©3/13/2002)

- 38.\_\_\_\_\_ (1) State who directed the surveyor to make the survey, division and map of the land described on the CSM. (©3/13/2002)
- 39.\_\_\_\_\_ (2) A clear and concise description of the land surveyed by government lot, recorded private claim, quarter-quarter section, Section Township, Range and County, and by metes and bounds. (©3/13/2002)
- 40.\_\_\_\_\_ Commencing with a monument at a section or quarter section corner of the quarter section that is not the center of a section, or commencing with a monument at the end of a boundary line of a recorded private claim or federal reservation in which the land is located. (©3/13/2002)
- 41.\_\_\_\_\_ If the land is located in a **recorded subdivision** or **recorded addition to a recorded subdivision**, then by the number or other description of the lot, block or subdivision, which has previously been tied to a corner marked and established by the U.S. public land survey. (©3/13/2002)
- 42.\_\_\_\_\_ A statement that the map is a correct representation of all of the exterior boundaries of the land surveyed and the division of that land. (©3/13/2002)
- 43.\_\_\_\_\_ A statement that the surveyor has fully complied with the provisions of s.236.34 (1) (d) in surveying, dividing the land. (©3/13/2002)
- 44.\_\_\_\_\_ Is the shoreline measurement shown on the drawing as defined by Bayfield County Subdivision Control Sec. 14-1-5 (n)? (©3/13/2002)
- 45.\_\_\_\_\_ Check math and add all parts to be sure totals are correct. (©3/13/2002)
- 46.\_\_\_\_\_ Are names of adjoining or a parcel number shown? (©3/13/2002)

- 47.\_\_\_\_\_ Has U.S. Public Land Survey Monument Record been filed for section corners shown on survey map, if so are the reference objects in good condition? (©3/13/2002)
- 48.\_\_\_\_\_ Access for lots to public or private road shown and described by metes and bounds? (©3/13/2002)
- 49.\_\_\_\_\_ P.O.B. shown? (©3/13/2002)
- 50.\_\_\_\_\_ Leave a mandatory 3x3 blank recording space in upper right hand corner of Page 1 of CSM and corner tie sheets.
- 51.\_\_\_\_\_ Leave a space for Planning and Zoning Director's signature (a signature line).
- 52.\_\_\_\_\_ Where it is questionable that a 3,000 sq. ft. buildable core or dry land access exists, this note must be added to the CSM:  
"CAUTION: There may not be a 3,000 sq. ft. buildable core on this lot nor dry land access to it." (see Section 13-1-32(b)(1) & (d)). (A)12/15/2009
- 53.\_\_\_\_\_ It shall be the responsibility of the Owner/Agent to provide a street name compatible with the Bayfield County Street Sign and Emergency Number Ordinance, when a public or private road serves 4 or more parcels.
- 54.\_\_\_\_\_ If the survey map contains a resurvey of a pre-existing non-conforming parcel the following note must appear on one of the sheets (see note below).
- Note: This is a resurvey of a pre-existing non-conforming parcel created on \_\_\_\_\_ and described in Vol. \_\_\_\_\_ Page \_\_\_\_\_.

**Sec. 14-1-41 Recording Requirements.**

All certified survey maps and subdivision plats shall be recorded at the office of the Bayfield County Register of Deeds, in the manner described in Chs. 59.51 and 236, Wis. Stats.

**Sec. 14-1-42 Fees.**

- (a) The applicant shall pay the fee specified in Section 13-1-21(e)(1) for each lot created.
- (b) A Class B Special Use fee shall be required prior to any review of subdivision plats. (©10/26/2010)
- (c) The applicant shall also pay the recording fee as determined by the Register of Deeds prior to recording a certified survey map or plat. (A)10/26/2010)

**Sec. 14-1-43 through Sec. 14-1-59 Reserved for Future Use.**