

CHECKLIST FOR A CERTIFIED SURVEY MAP

Drafting of Map

1. Title: CERTIFIED SURVEY MAP NO. _____.
2. General location. (1/4 Section, Government lot, etc.)
3. Statement that bearings are referenced to Grid North of the Wisconsin State Plane coordinate system, South Zone Grid.
4. North arrow
5. Ties to U. S. Public Land System corner by bearing and distance.
6. Identify U. S. Public Land System lines. (Section, forty, etc.)
7. Identify all placed or found monuments. (Can use symbols and legend.)
8. Identify all adjoining lands (unplatted, CSM, subdivision, etc.)
9. Show "recorded as" bearings and distances if different.
10. Show 100 year recurrence flood line.
11. Show high water mark of any water body.
12. Distance and bearing from meander line to high water line.
13. Meander line, length and bearing.
14. Show wetlands boundaries with bearing and distances tied to property lines.
15. Identify type of easement, show width.
16. Length and bearing of external boundary lines.
17. Length and bearing of interior lot lines.
18. Lot number and lot area including outlots.
19. Legend.
20. Show adjacent rights-of-way, and right angle widths.
21. Curve information, on curve or in a table.

a. radius	b. chord length	c. chord bearing
d. central angle	e. arc length	f. tangent bearing
22. Curve identifier.
23. Building locations and distances of buildings from lot lines.
24. Scale: Ratio and graphic, not to exceed 200 feet to an inch.
25. All electric, telephone, and communication distribution lines and laterals including CATV cables, constructed after the recording of this Certified Survey Map shall be placed underground.
26. Page numbering i.e. Page 1 of 3, Page 2 of 3, Page 3 of 3.
27. Public dedication of parcels and rights-of-way.
28. Historic or cultural features (i.e. Indian mounds)
29. Wells (on site and within 100 feet of septic or stormwater facilities or as required by DNR Well Code).

IN GENERAL: Use different line widths to achieve contrast. Use various dashed lines to indicate different types of lines. The map should be complete and concise, but don't clutter it up with too much unnecessary detail.

(over)

Certificates and Approvals

30. Surveyor's Certificate including legal description with total area of parcel.
31. Seal of land surveyor responsible for the survey and map, with signature and date.
32. Owner's Certificate of Dedication with signatures, and notarized.
33. Consent of Mortgagee (if any), use appropriate form for individual or corporate mortgage notarized.
34. Menomonee Falls Plan Commission Approvals:

Preliminary Approval _____ Secretary

Final Approval _____ Secretary

35. Village Board Approval:

RESOLVED that the Certified Survey Map of _____, owner of said lands, being a part of the _____ 1/4 of Section _____, T8N, R20E, Village of Menomonee Falls, Waukesha County, Wisconsin, having been approved by the Plan Commission and the same is hereby approved and the dedication contained herein accepted by the Village Board of Trustees of the Village of Menomonee Falls on _____, 20_____.

RANDALL R. NEWMAN
VILLAGE PRESIDENT

CLERK

Note: If there are no dedications, reservations or easements, Village Board approval is not necessary.

36. Blanks for Recording Data:

Certified Survey Map No. _____ Document No. _____

Date _____ Volume _____ Pages _____

37. This instrument was drafted by _____.