

Certificates

A wide variety of certificates are used on subdivision plats. The examples in this section are for general use, and may not cover all circumstances. Plat Review recommends that you consult with local review agencies to determine if specific certificate language is required.

All subdivision plats require:

- Surveyor's Certificate;
- Owner's Certificate, duly notarized;
- Approval Certificate*;
- Treasurer's Certificates (municipal and county).

*Note: Plat approval may be delegated to a planning committee or commission; however, if public dedications are included, the governing body of the Town, Village, or City in which the subdivision lies must execute an approval certificate. (ref: s. 236.10 (3), Wis. Stats.)

In addition, subdivision plats may include, among others:

- Mortgagee or Vendor Certificate, duly notarized;
- County Approval Certificate;
- Extraterritorial Plat Approval Certificate;
- Multiple Owner's Certificates;
- Corporate or Municipal Owner's Certificate;
- Planning Agency Certificate;
- County Highway Acceptance Certificate;
- Grant or Release of Easement/Restriction Certificate.

Certificates

The following list shows approval certificate requirements for specific review circumstances; local units of government may have additional certificate requirements.

1) Subdivision is in a Town, NOT abutting a State Highway, NOT WITHIN a Village or City E.T. (extra-territorial plat approval jurisdiction)

-The review authorities listed in Owner's Certificate(s) are:

- Town
- Department of Administration
- County Planning Agency

-The Approval Certificates required on the plat are:

- Town
- County Planning Agency

2) Subdivision is in a Town, NOT abutting a State Highway, WITHIN a Village or City E.T.

-The Review authorities listed in Owner's Certificate(s) are:

- Town
- Village or City with E.T.
- Department of Administration
- County Planning Agency

-The Approval Certificates required on plat are:

- Town
- Village or City with E.T.
- County Planning Agency

3) Subdivision is in a Town, ABUTTING a State Highway, NOT within a Village or City E.T.

-The review authorities listed in Owner's Certificate(s) are:

- Town
- Department of Administration
- Department of Transportation
- County Planning Agency

-The Approval Certificates required on plat are:

- Town
- County Planning Agency

Certificates

The following list shows approval certificate requirements for specific review circumstances; local units of government may have additional certificate requirements.

4) Subdivision is in a Town, ABUTTING a State Highway, WITHIN a Village or City E.T.

-The review authorities listed in Owner's Certificate(s) are:

- Town
- Village or City with E.T
- Department of Administration
- Department of Transportation
- County Planning Agency

-The Approval Certificates required on plat are:

- Town
- County Planning Agency
- Village or City with E.T.

5) Subdivision is in a City or Village in a county WITHOUT objecting authority, NOT abutting a State Highway.

-The review authorities listed in Owner's Certificate(s) are:

- City or Village
- Department of Administration

-The Approval Certificates required on plat are:

- City or Village

6) Subdivision is in a City or Village in a county WITHOUT objecting authority, ABUTTING a State Highway.

-The review authorities listed in Owner's Certificate(s) are:

- City or Village
- Department of Administration
- Department of Transportation

-The Approval Certificates required on plat are:

- City or Village

Certificates

The following list shows approval certificate requirements for specific review circumstances; local units of government may have additional certificate requirements.

7) Subdivision is in a City or Village in a county WITH objecting authority, NOT abutting a State Highway.

-The review authorities listed in Owner's Certificate(s) are:

- City or Village
- Department of Administration
- County Planning Agency

-The Approval Certificates required on plat are:

- City or Village

8) Subdivision is in a City or Village in a county WITH objecting authority, ABUTTING a State Highway.

-The review authorities listed in Owner's Certificate(s) are:

- City or Village
- Department of Administration
- Department of Transportation
- County Planning Agency

-The Approval Certificates required on plat are:

- City or Village

Note: Some counties with objecting authority have exceptions; see list in the *Plat Review Process* section of this manual.

Note: E.T. = Extraterritorial plat approval jurisdiction as defined in s. 63.02 (5), Wis. Stats.

Certificates

Surveyor's Certificate (Example A)

I, (Surveyor's Name) , professional land surveyor, hereby certify: That in full compliance with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the (City) (Village) (Town) (County) of (Name) , and under the direction of (Name)¹ , I have surveyed, divided and mapped (Name of the Plat) ; that such plat correctly represents all exterior boundaries and the subdivision of the land surveyed; and that this land is located in the 1/4, 1/4² Sec.?, Town?N, Range??, (City) (Village) (Town) of (Name) , (Name) , County, Wisconsin, containing (# acres of land and described as follows: *(Metes and bounds description)³*

Dated this _____ day of (month), (yr.). (Surveyor's Signature)

Revised this _____ day of (month), (yr.)⁴.

PLS No. _____
Seal

¹ It is necessary to show only the name of the party who ordered the survey and plat. If several owners joined in ordering the survey and plat, this certificate may be amended as follows "...under the direction of the owners listed below....".

² Show 1/4, 1/4 Section, Government Lot number or private claim number.

³ A complete metes and bounds description must be included unless the land is located within a recorded Ch. 236 subdivision, addition or C.S.M. The land must then be described by the lot number and the name of the recorded subdivision or Lot #, C.S.M. #, Volume #, Page# not by metes and bounds.

⁴ To be provided each time the plat is altered after the Surveyor's Certificate is signed, sealed and dated.

Certificates

Surveyor's Certificate

(Example B)

I, (Surveyor's Name), professional land surveyor, hereby certify:

That I have surveyed, divided and mapped (Name of the Plat), located in the 1/4, 1/4, Sec?, Town ?N, Range ??² (City) (Village) (Town) of (Name), County of (Name) and State of Wisconsin.

That I have made such survey, land-division and plat by the direction of (Name)¹, containing (#) acres and described as follows: (Metes and bounds description)³

That such plat is a correct representation of all of the exterior boundaries of the land surveyed and the subdivision thereof made.

That I have fully complied with the provisions of Chapter 236 of the Wisconsin Statutes and the subdivision regulations of the (City) (Village) (Town) (County) of (Name), in surveying, dividing, and mapping the same.

Dated this _____ day of (month), (yr.). _____ (Surveyor's Signature)

Revised this _____ day of (month), (yr.)⁴.

PLS No. _____

Seal

¹ It is necessary to show only the name of the party who ordered the survey and plat. If several owners joined in ordering the survey and plat, this certificate may be amended as follows "...under the direction of the owners listed below....".

² Show 1/4, 1/4 Section, Government Lot number or private claim number.

³ A complete metes and bounds description must be included unless the land is located within a recorded Ch. 236 subdivision, , addition or C.S.M. The land must then be described by the lot number and the name of the recorded subdivision or Lot #, C.S.M. #, Volume #, Page# not by metes and bounds.

⁴ To be provided each time the plat is altered after the Surveyor's Certificate is signed, sealed and dated

Certificates

Owner's Certificate of Dedication

As owner(s), I (we) hereby certify that I (we) caused the land described on this plat to be surveyed, divided, mapped and dedicated as represented on the plat. I (we) also certify that this plat is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection: (list of governing bodies required to approve or who may object to the plat).

WITNESS the hand and seal of said owner(s) this _____ day of _____, 20____.

In presence of:

(Seal)

Owner's Name

(Seal)

Owner's Name

(Owner's Notary Certificate)

STATE OF WISCONSIN)
_____ COUNTY) ^{SS}

Personally came before me this _____ day of _____, 20____, the above named _____ to me known to be the same person who executed the foregoing instrument and acknowledged the same.

(Notary Seal) _____
Notary Public, _____,
Wisconsin

My commission expires _____.

Certificates

Corporate Owner's Certificate of Dedication

_____ (*Corporate Name*), a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said corporation caused the land described on this plat to be surveyed, divided, mapped, and dedicated as represented on this plat.

_____ (*Corporate Name*), does further certify that this plat is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection: (list governing bodies required to approve or who may object to the plat).

IN WITNESS WHEREOF, the said _____ (*Corporate Name*) has caused these presents to be signed by _____, its president, and countersigned by _____, its secretary (cashier), at _____ Wisconsin, and its corporate seal to be hereunto affixed on this _____, day of _____, 20____. In the presence of:

Corporate Name

(Corporate Seal) President

Countersigned: _____
Secretary or Cashier

(Corporate Owner's Notary Certificate)

STATE OF WISCONSIN)
_____ COUNTY) SS
Personally came before me this _____ day of _____, 20____, _____, President, and _____, Secretary (cashier) of the above named corporation, to me known to be the persons who executed the foregoing instrument, and to me known to be such President and Secretary (cashier) of said corporation, and acknowledged that they executed the foregoing instrument as such officers as the deed of said corporation, by its authority.
(Notary Seal) _____ Notary Public, _____, Wisconsin
My commission expires _____.

Certificates

Land Contract Vendor Certificate

The "**Land Contract Vendor Certificate**" shall be identified as an "Owner's Certificate." Statute 236.21 (2) (a) provides for no alternatives. The land contract vendor and vendee should be clearly identified and each should sign the Owner's Certificate. They should not be shown in separate certificates. The following illustrates the usual format:

Owner's Certificate of Dedication

As owners, we hereby certify that we caused the land described on this plat to be surveyed, divided, mapped and dedicated as represented on the plat. We also certify that this plat is required by s.236.10 or s.236.12 to be submitted to the following for approval or objection: (list of governing bodies required to approve or who may object to the plat)

WITNESS the hand and seal of said owners this _____ day of _____, 20____.

In presence of:

Land Contract Vendor

_____ (Seal)

Owner's Name

Land Contract Vendee

_____ (Seal)

Owner's Name

(Land Contract Notary Certificate)

STATE OF WISCONSIN)

_____ COUNTY) SS

Personally came before me this _____ day of _____, 20____, the above named _____ to me known to be the persons who executed the foregoing instrument and acknowledged the same.

(Notary Seal) _____ Notary Public,
_____, Wisconsin

My commission expires _____.

Certificates

Consent of Personal Mortgagee Certificate

I, _____, mortgagee of the above described land, do hereby consent to the surveying, dividing, mapping and dedication of the land described on this plat, and I do hereby consent to the above certificate of _____, owner.

WITNESS the hand and seal of _____, mortgagee, this _____ day of _____, 20____.

In the presence of:

(Seal)
Mortgagee

(Personal Mortgagee Notary Certificate)

STATE OF WISCONSIN)
_____ COUNTY) SS

Personally came before me this _____ day of _____, 20____, the above named _____, to me known to be the person who executed the foregoing instrument and acknowledged the same.

(Notary Seal)

Notary Public, _____, Wisconsin

My commission expires _____.

Certificates

County Board or Planning Agency Approval Certificate

Resolved, that the plat of _____
in the Town of _____,
_____, owner, is hereby approved by the
(County Board) (County Zoning Administrator/Planning Agent).

Date _____

Approved _____
(County Board Chair) (County Zoning Administrator/Planning Agent)

(Clerk's Certificate if required by County Board)

I hereby certify that the foregoing is a copy of a resolution adopted
by the (County Board) of the County of _____.

County Clerk

Date

Certificates

(Common Council) (Village Board) (Town Board) Approval Certificate

Resolved, that the plat of _____
in the (city) (village) (town) of _____,
_____, owner, is hereby approved by the
(common council) (village board) (town board).

Date _____

Approved _____
(Mayor) (Village President) (Town Chair)

Date _____

Signed _____
(Mayor) (Village President) (Town Chair)

(Clerk's Certificate, if required)

I hereby certify that the foregoing is a copy of a resolution adopted
by the (common council)(village board)(town board) of the
(city)(village)(town) of _____.
_____(City) (Village) (Town) Clerk

(Optional Clerk's Certificate, if required)

STATE OF WISCONSIN)
_____ COUNTY)SS

I, _____, being the duly elected,
qualified and acting clerk of the (City) (Village) (Town) of
_____, (County) do hereby certify that the
(common council)(village board)(town board) of the (City) (Village)
(Town) of _____ passed Resolution Number
_____ on (Date), authorizing me to issue a certificate
of approval of the final plat of (Plat Name), (owner), upon satisfaction
of certain conditions, and I do hereby certify that all conditions were
satisfied and the APPROVAL WAS GRANTED AND EFFECTIVE
ON THE _____ day of _____, 20_____.

Dated _____

Clerk _____

Certificates

Certificate of (City) (Village) (Town) Treasurer

STATE OF WISCONSIN)
_____ COUNTY) SS

I, _____, being the duly (elected) (appointed) qualified and acting (city) (village) (town) treasurer of the (city) (village) (town) of _____, do hereby certify that in accordance with the records in my office, there are no unpaid taxes or unpaid special assessments as of _____ (date) _____ on any of the land included in the plat of _____.

(Date) (City) (Village) (Town) Treasurer

County Treasurer's Certificate

STATE OF WISCONSIN)
_____ COUNTY) SS

I, _____, being the duly elected, qualified and acting treasurer of the county of _____, do hereby certify that the records in my office show no unredeemed tax sales and no unpaid taxes or special assessments as of _____ (date) _____ affecting the lands included in the plat of _____.

(Date) Treasurer

Certificates

These restrictions are generally required by the Department of Transportation on plats that abut State or Federal highways.

Access Restriction Clause

"All lots and blocks are hereby restricted so that no owner, possessor, user, licensee or other person may have any right of direct vehicular ingress from or egress to any highway lying within the right-of-way of (U.S.H.) (I.H.)(S.T.H.) _____ or _____ Street; it is expressly intended that this restriction constitute a restriction for the benefit of the public as provided in s. 236.293, Stats., and shall be enforceable by the department or its assigns. Any access shall be allowed only by special exception. Any access allowed by special exception shall be confirmed and granted only through the driveway permitting process and all permits are revocable."

Highway Setback Restriction

"No improvements or structures are allowed between the right-of-way line and the highway setback line. Improvements and structures include, but are not limited to signs, parking areas, driveways, wells, septic systems, drainage facilities, buildings and retaining walls. It is expressly intended that this restriction is for the benefit of the public as provided in section 236.293, Wisconsin Statutes, and shall be enforceable by the Wisconsin Department of Transportation or its assigns. Contact the Wisconsin Department of Transportation for more information. The phone number may be obtained by contacting the County Highway Department."

Noise Notation

"The lots of this land division may experience noise at levels exceeding the levels in s. Trans 405.04, Table I. These levels are based on federal standards. The department of transportation is not responsible for abating noise from existing state trunk highways or connecting highways, in the absence of any increase by the department to the highway's through-lane capacity."

Certificates

MISCELLANEOUS RESTRICTION LANGUAGE

Vision Corner Restriction

"No structure or improvement of any kind is permitted within the vision corner. No vegetation within the vision corner may exceed 30 inches in height."

Temporary Connection Restriction

"The temporary connection(s) shown on this plat shall be used under a temporary connection permit which may be canceled at such time as a feasible alternate means of access to a highway is provided."

Outlot Restriction

The construction of buildings for human habitation or the installation of soil absorption systems on the outlots in this plat is prohibited.

Mound Restriction

(All lots) or (Lots ___ thru ___) are restricted to the use of mound type private onsite wastewater treatment systems only.

Combined Conveyance Restriction

The following parcels are consolidated for all purposes, including those of assessment, taxation, and conveyance:

- Lot 173 is combined with outlot 1;
- Lot 174 is combined with outlot 2;
- Lot 175 is combined with outlot 3; and
- Lot 176 is combined with outlot 4.

Utility Easement Restriction

Utility easements set forth herein are for the use of public bodies and private public utilities having the right to serve this subdivision.

No utility pole, pedestal or cable shall be placed so as to disturb any survey monument or obstruct vision along any lot or street line. The unauthorized disturbance of a survey monument is a violation of s.236.32 of Wisconsin Statutes.

Certificates

Easement/Restriction Release by Approval Authority

The following may be added to an Approval Certificate to release an easement/restriction with a plat:

By approval of this plat, the (Town/Village/City) of _____ hereby releases its rights to the _____ easement over part of Lot 4, as described in Vol. 999 (Deeds), P. 99, and as also shown on Lot 5, (plat name). The (Town/Village/City) of _____ also releases its rights to a sanitary sewer easement over part of Lots 1 and 2, as described in Volume 999, P. 999.

IN WITNESS WHEREOF, the said (Town/Village/City) of _____ has caused these presents to be signed by _____, it's Mayor, and _____, its City Clerk, at _____, Wisconsin on this ____ day of _____, _____.

County Acceptance of Highway Certificate

Counties are not approval agencies within Cities and Villages; Ch. 236 does not provide a means for acceptance by the County of dedicated county highways within a City or Village (ref: s. 236.29).

The following language has been used by several Counties to accept the dedication of a county highway within a City or Village. We suggest that you contact your County to verify that this language is acceptable.

(County name) County Highway Acceptance Certificate:

Resolved, that the County Highway being dedicated to the public as shown on this plat of _____ in the (Village/City) of _____, (owner's name) owner, is hereby approved and accepted by action of the (County name) County board.

Date _____ Approved _____

Date _____ Signed _____

Certificates

Assessor's Plat Surveyor's Certificate

I, (Surveyor's Name), professional land surveyor, hereby certify: That I have surveyed, divided and mapped (Name of the Assessor's Plat) by the direction of the (City) (Village) (Town) of (Name), (County Name), per Resolution # _____, dated _____; that such plat correctly represents all exterior boundaries and each parcel therein; and that this land is located in the (1/4, 1/4) (Sec.), (Town), (Range), (City) (Village) (Town) of (Name), (County Name), Wisconsin, containing (#) acres of land and described as follows: *(Metes and bounds description)*...

Dated this _____ day of (month), (yr.). (Surveyor's Signature)

Revised this _____ day of (month), (yr.).

PLS No. _____
Seal

Certificates

Assessor's Plat Approval Certificate

Resolved, that the Assessor's Plat _____
in the (city) (village) (town) of _____, Having been
ordered by the (common council) (village board) (town board) and all
notices required by s. 70.27 Wis. Stats. having been sent, and said
plat having been on file in the office of the (city) (village) (town) Clerk
for 30 days, and no suit for correction of said plat having been
commenced, (plat name) _____, is hereby
approved by the (common council) (village board) (town board).

Date _____

Approved _____
(Mayor) (Village President) (Town Chair)

Date _____

Signed _____
(Mayor) (Village President) (Town Chair)

(Clerk's Certificate, if required)

I hereby certify that the foregoing is a copy of a resolution adopted
by the (common council)(village board)(town board) of the
(city)(village)(town) of _____.
_____(City) (Village) (Town) Clerk

(Optional Clerk's Certificate, if required)

STATE OF WISCONSIN)

_____ COUNTY)SS

I, _____, being the duly elected,
qualified and acting clerk of the (City) (Village) (Town) of
_____, (County) do hereby certify that the
(common council)(village board)(town board) of the (City) (Village)
(Town) of _____ passed Resolution Number
_____ on (Date), authorizing me to issue a certificate of
approval of the Assessor's Plat (Plat Name), upon satisfaction of
certain conditions, and I do hereby certify that all conditions were
satisfied and the APPROVAL WAS GRANTED AND EFFECTIVE
ON THE _____ day of _____, 20_____.

Dated _____

Clerk _____

Certificates

Consent of Interest Holder's Certificate

This certificate is used when a person or entity has an interest in lands being platted, but does not have title to the land. In this example, outlots of an existing subdivision in which the lot owners of the subdivision have an undivided interest are being re-divided, so the lot owners must consent to the re-division.

CONSENT OF INTEREST HOLDER'S CERTIFICATE

As owner of Lot 16 of Northport Commons, a subdivision plat of record, and holding an undivided fractional interest in outlots 2, 3, and 5 of said subdivision, I hereby consent to the surveying, dividing, mapping, and dedication of said outlots as represented on this plat. I also consent to the certificate of Northport Commons, LLC, as owner of said lands.

WITNESS the hand and seal of said owner this _____ day of _____, 20____.

In the presence of: _____

Owner's Name (Seal)

Owner's Name (Seal)

(Owner's Notary Certificate)

STATE OF WISCONSIN)
_____ COUNTY) ^{SS}

Personally came before me this _____ day of _____, 20____, the above named _____ to me known to be the same person who executed the foregoing instrument and acknowledged the same.

(Notary Seal) _____
Notary Public, _____,
Wisconsin

My commission expires _____.