Surveying, Layout, & Technical Mapping Requirements for Plats & CSM's

SURVEYING REQUIREMENTS

s. 236.15, Wis. Stats.

[monumentation requirements differ for CSMs, see s. 236.15 (1) (c & d) of the statute]

s. 236.15 (1) (a-d), Wis. Stats.

MONUMENTS

PLACEMENT

Monuments must be placed flush with the ground at all:

- Exterior boundary corners and angle points, meander corners and angle points, and curve PCs and PTs;
- Interior block, street right-of-way, curve PCs and PTs and angle points;
- Lot and outlot corners, angle points, and curve PCs and PTs;
- Meander corners and angle points, and at the intersections of lot lines and meander lines (set back 20 feet or more from the ordinary high water mark).

On subdivision plats and CSM's, if a monument falls within a street, the monument is set along the right-of-way line. (see s. 236.15 (1) (ac), Wis. Stats.)

STANDARDS

Exterior boundary, interior block/ROW corner monuments (plats only):

Minimum:	Length: 18" Weight: 3.65 lbs./lin.ft
Typical:	2" o.d. x 18" iron pipe, 3.65 lbs/lin ft
	1 1/4" x 18" iron bar, 4.17 lbs/lin ft
	1 1/4" x 18" iron re-bar, 4.30 lbs/lin ft

All exterior monuments must be set prior to submittal of the final plat. Placement of the interior monuments may be waived per s. 236.15 (1) (h), Wis. Stats.

Surveying, Layout, & Technical Mapping Requirements for Plats & CSM's

s. 236.15, Wis. Stats.

SURVEYING REQUIREMENTS

s. 236.15 (1) (a-d), Wis. Stats

MONUMENTS

STANDARDS (continued)

Lot/outlot, public dedication, meander corner monuments (plats and CSMs):

Minimum: Length: 18" Weight: 1.13 lbs/lin ft
Typical: 1" o.d x 18" iron pipe, 1.13 lbs/lin ft
3/4" x 18" iron bar/rebar, 1.50 lbs/lin ft

These are minimum requirements. Use your professional judgment. Set a longer monument if need be to insure that it's archival.

MONUMENT WAIVERS

When strict compliance with the monumentation requirements is unduly difficult on a plat or CSM, Plat Review may make other reasonable requirements. The alternative must be sufficient for the exact retracement of the boundaries affected.

Some examples are:

Condition:	Alternative Monumentation:
Corner falls in sidewalk, curb, or pavement.	Chiseled "X", Magnetic or P.K. nail, Drill Hole
Corner falls in bedrock or rock outcropping.	Chiseled "X" or drill hole.
Corner occupied by tree or other feature	Standard monuments, offset from corner on each line.
Corner occupied by building.	Standard monuments, set off line as witness corners. In some cases, the building corner is used to mark the boundary corner.

Surveying, Layout, & Technical Mapping Requirements for Plats & CSM's

s. 236.15, Wis. Stats.

SURVEYING REQUIREMENTS

s. 236.15 (2), Wis. Stats.

ACCURACY OF SURVEY

CLOSURE

The ratio of error in the latitude and departure closure of the survey of a subdivision or CSM or any part of their survey, must be within 1'/3000'.

> *The dimensions shown on your plat or CSM are used to compute the latitude and departure closure.*

s. 236.16, Wis. Stats.

LAYOUT REQUIREMENTS (This section does not apply to CSMs)

s. 236.16 (1), Wis. Stats.

MINIMUM LOT WIDTH

STANDARD LOTS

In counties with a population of 40,000 or more, lots must have an average width of 50 feet or more and contain 6,000 square feet or more of area.

In counties with a population of less than 40,000, lots must have an average width of 60 feet or more and contain 7,200 square feet or more of area.

NON - STANDARD LOTS

Minimum lot width and area requirements may be reduced ONLY by local subdivision control ordinances when lots are served by public sewer.

> *If the subdivision contains non-standard lots, you must include or make reference to the ordinance with the plat submittal, or provide certification from the approving authority that the lots comply with local ordinance.*

Surveying, Layout, & Technical Mapping Requirements for Plats & CSM's

s. 236.16, Wis. Stats.

LAYOUT REQUIREMENTS (This section does not apply to CSMs)

MINIMUM STREET WIDTH

s. 236.16 (2), Wis. Stats.

CITY OR VILLAGE STREETS
Streets within the subdivision must be at least 60 feet wide unless otherwise provided for by local ordinance.

> *If the subdivision contains streets less than 60' wide, you must include or make reference to the ordinance with the plat submittal, or provide verification from the approving authority that the street widths comply with local ordinance.*

TOWN ROADS
Right-of-way widths of town roads must comply with the Minimum Design Standards prescribed in s.82.50, Wis. Stats.

In general, based upon Annual Average 24-Hour Traffic (ADT) projections, the minimum width requirement is:

- 49.5 feet when under 100 ADT
- 66 feet when 100 to 250 ADT

> *The department of transportation may grant a deviation from minimum town road standards when it is not contrary to the public interest and safety.*

s. 236.16, Wis. Stats.

LAYOUT REQUIREMENTS (This section does not apply to CSMs)

LAKE & STREAM PLATS.

ACCESS TO WATER

s. 236.16 (3), Wis. Stats.

Subdivisions abutting a navigable lake or stream (perennial stream) must provide a 60 foot wide public access to the lake or stream, at half mile intervals as measured along the shoreline, unless there is an existing public access at least 60 feet wide, within 1/2 mile of the subdivision. This public access must extend to the low watermark (water's edge) and be connected to public roads.

The half mile interval for public access is measured along the shoreline from the farthest point of the plat. (In other words, no point along the shore within the subdivision may be more than 1/2 mile from a public access.)

Access areas on either shore of a stream are acceptable for the requirements of this section

Exceptions. Public access points may be further apart than ½ mile provided the access is greater than 60 feet. Such exceptions are evaluated on a case by case basis with input from the Department of Natural Resources.

On the final plat the existing public access must be identified by noting the width of such access and the shoreline measurement to the access.

Public access created under this section may be vacated by circuit court action, as provided for by s. 236.43, Wis. Stats. or by NR 1.92.

s. 236.16 (4), Wis. Stats.

LAND BETWEEN MEANDER LINE AND WATERS EDGE

On subdivision plats, the land lying between the meander line and the water's edge, and any other 'unplattable' land must be included as part of the lots, outlots or public dedications.

Parcel boundaries along lakes extend and must be shown to the water's edge of public lakes, and to the thread or center of navigable streams, dependent upon the deed description.

Surveying, Layout, & Technical Mapping Requirements for Plats & CSM's

s. 236.20, Wis. Stats.

MAPPING REQUIREMENTS

GENERAL REQUIREMENTS (This section does not apply to CSM's)

s. 236.20 (1) (a, b, c), Wis. Stats.

- The plat shall have a binding margin of 1 inch on all sides.
- A plat submitted for review can be drafted on any material that is capable of being legibly reproduced. [Digital submittals in pdf format are accepted; contact Plat Review for specific information.]
- A graphic scale of not more than 100 feet to one inch shall be shown on each sheet showing layout features.
- When more than one sheet is used for any plat, each sheet shall be numbered consecutively and shall contain a notation giving the total number of sheets in the plat.
- Each sheet shall bear the subdivision and county name.

The required margins leave an available drawing area of 28" x 20". Drafting tips:
-The drawing should be oriented so that it is readable from the bottom and right edges of the sheet.
-When viewing the plat with north at the top, text should not be upside down.

MAP & ENGINEERING INFORMATION

BOUNDARIES (applies to plats & CSMs)

s. 236.20 (2) (a-k), Wis. Stats.

The plat shall correctly show the boundaries of the land surveyed and divided. This includes exterior, lot and outlot and public dedications boundaries.

s. 236.20 (2)(a), Wis. Stats.

Effective use of line weights and font selection make the drawing legible. The exterior boundary should be drawn with a heavy solid line. It should be the heaviest line on the drawing.

MAPPING REQUIREMENTS

s. 236.20, Wis. Stats.

MAP & ENGINEERING INFORMATION

s. 236.20 (2) (a-k), Wis. Stats.

s. 236.20 (2) (b), Wis. Stats.

MONUMENTS (applies to plats & CSMs)
Monuments set as required by s. 236.15 (1) (a,ac,ag,b), Wis. Stats. must be graphically shown on the drawing. Park, public access, and public dedication corner monuments required by s.236.15 (1) (c, d & f), Wis. Stats must also be shown.

- Exterior boundary corners, curve PC & PT.
- Block corners, curve PC & PT along streets.
- Meander line start, end, angle points.

All monuments must be described, by legend or on the drawing:

- Material (iron, steel, concrete w/magnet).
- Type (pipe, rebar, square/round bar).
- Length and diameter (O.D. / nominal for pipe).
- Weight per lineal foot (use AISC standards).

All other lot, outlot, and lot and outlot meander corners, not described above, do not need to be graphically shown on the drawing, but must be described in the Legend.

- Example: "Set 1" o.d. x 24" iron pipe, 1.13lb/ft at all other (lot, outlot, meander) corners."

Found monuments must be identified as "found" and described by type, material and diameter.

-Symbols shown in the Legend must match those shown on the drawing (size, style & shape).
-Be sure to trim line work from "open" symbols.
-Avoid need to trim by using solid symbols.
-Size symbols to avoid being "run over" by line work.

Surveying, Layout, & Technical Mapping Requirements for Plats & CSM's

MAPPING REQUIREMENTS

s. 236.20, Wis. Stats.

MAP & ENGINEERING INFORMATION

s. 236.20 (2) (a-k), Wis. Stats.

s. 236.20 (2)(c), Wis. Stats.

BEARINGS AND DISTANCES (applies to plats & CSMs)
Bearings and distances must be shown for exterior boundaries, blocks, lots, outlots and public dedications. In addition:

- Overall lot lengths must be shown.
- Incremental lot lengths must total overall block lengths.
- Block lengths and street right-of-way cut-off lengths must total overall boundary lengths.
- Previously recorded bearings and lengths must be shown on plat and map drawings.

Easements not parallel to a boundary or lot line must show centerline or boundary bearing and distance and a tie to an adjacent lot corner.

> *When drafting and delineating easements and other boundaries that carry restrictions with them (ex. Environmentally Restricted Area), show additional ties to lot corners so the public can easily determine the limits of easements on each individual lot.*

s. 236.20 (2)(d), Wis. Stats.

BLOCK DESIGNATION (does not apply to CSMs)
Blocks, if designated, shall be consecutively numbered, or lettered in alphabetical order. The blocks in numbered additions to subdivisions bearing the same name shall be numbered or lettered consecutively through the several additions.

All plats contain blocks. Blocks do not have to be designated as such to be a block.

Block boundaries may be defined by:

- Public street right-of-way lines.
- Exterior subdivision boundaries.
- Navigable waters.
- Public dedications.

MAPPING REQUIREMENTS

s. 236.20, Wis. Stats.

MAP & ENGINEERING INFORMATION

s. 236.20 (2) (a-k), Wis. Stats.

LOT AND OUTLOT DESIGNATIONS (applies to plats & CSMs)

All parcels within a plat or CSM must be designated as a lot, outlot, street, or public dedication.

s. 236.20 (2)(e), Wis. Stats.

All lots and outlots in each block must be consecutively numbered. In addition:

- Lots must be numbered, not lettered and they must be 'whole' numbers.
- Outlot numbering must follow pattern established by lot numbering
- Numbering need not start with one; however, lot numbers in any numbered addition may not precede those already established.

Lot and outlot numbering in numbered additions to a subdivision must pick up where the prior subdivision left off, and must be consecutive throughout the addition.

Example: *If Plat X contains lots 1-25 and outlots 1-3, then lot numbering for First Addition to Plat X must start with lot 26 and outlot 4, and be consecutively numbered thereafter.*

66 O.A.G. (2) (1977) provides that lots and outlots may not extend across public highways (whether dedicated, or by easement or use). Non-buildable parcels separated by a public highway should be shown as consecutively numbered outlots.

Outlots created this way may be conveyed to an adjacent lot by a restriction placed on the plat or CSM.

Surveying, Layout, & Technical Mapping Requirements for Plats & CSM's

s. 236.20, Wis. Stats.

MAPPING REQUIREMENTS

MAP & ENGINEERING INFORMATION

s. 236.20 (2) (a-k), Wis. Stats.

s. 236.20 (2)(f), Wis. Stats.

EASEMENTS & RIGHT OF WAYS (applies to plats & CSMs)
The exact width of all easements must be delineated on the drawing.

- Easement widths may be dimensioned on the plat drawing or;
- Easement widths can be delineated using a "typical" detail showing all necessary features.
- Existing easements must be shown and labeled as such.

The exact width of street right-of-ways must be shown on the drawing.

- Show partial and overall right-of-way widths.
- Right-of-way widths shown perpendicular to reference line/centerline.
- Show minimum widths for variable width right-of-way and dimensions at angle points.

s. 236.20 (2)(g), Wis. Stats.

DISTANCE FROM MEANDER LINE TO OHWM (applies to plats & CSMs)
The distance between the point of intersection of a meander lines with lot lines to the ordinary high water mark (OHWM) must be shown on the drawing. This distance is shown along the lot line.

In addition:

- All meander lines must be shown, drafted with a broken line type and clearly labeled 'meander line'.
- The bearing and total distance between angle points must be shown along the meander line.
- The perpendicular distance (at least 20') from the meander corner to the ordinary high water mark must be shown.
- If this distance is 20', show it as "20'+" on the plat and not "20'+/-".

s. 236.20 (2)(h), Wis. Stats.

STREET CENTERLINE (applies to plats & CSMs)
The center line of all streets included within the plat or CSM must be shown on the drawing.

s. 236.20, Wis. Stats.

MAPPING REQUIREMENTS

s. 236.20 (2) (a-k), Wis. Stats.

s. 236.20 (2)(i), Wis. Stats.

MAP & ENGINEERING INFORMATION

NORTH POINT (applies to plats & CSMs)

A north point properly identified and referenced to a magnetic, true or other identifiable direction must be shown on the drawing. It must also be related to a boundary line of a quarter section, recorded private claim or federal reservation in which the land division is located.

- Statement or notation near the north arrow indicating basis of bearings.
- Assumed, magnetic, true, grid.
- Include bearing of reference line (line plat tied to) "North line NE 1/4 assumed to bear East".
- Grid, show zone (north, central, south) and datum NAD 1927, NAD 1983(86), NAD 1983(91).

s. 236.20 (2)(i), Wis. Stats.

AREA (applies to plats & CSMs)

The area, in square feet, must be shown for each lot, outlot and public dedication shown included in the plat or CSM.

Drafting tips:

For lots bounded by water --- in addition to the overall area to the water's edge, include area to meander line.

If the lots are cluttered, show the areas in a table.

s. 236.20, Wis. Stats.

MAPPING REQUIREMENTS

s. 236.20 (2) (a-k), Wis. Stats.

s. 236.20 (2)(k), Wis. Stats.

MAP & ENGINEERING INFORMATION

CURVE DATA (applies to plats & CSMs)

When a street is on a circular curve, curve data must be shown, either on the drawing or in an adjoining table.

When a circular curve of 30-foot radius or less is used to round off the intersection between 2 straight lines, it shall be tangent to both straight lines. It is sufficient to show on the plat the radius of the curve and the tangent distances from the points of curvature to the point of intersection of the straight lines.

Data for main curves must be shown on the drawing or in a curve table:

- Radius
- Chord bearing and length
- Central angle
- Arc length
- Tangent bearings at the PC and PT for non-tangent curves

Straight lines at the PC and PT are assumed tangent unless shown otherwise.

Chords for main curves and block curves, must be shown as dashed or dotted lines on the drawing.

Data for sub-curves (lot curves) must be shown on the drawing or in a curve table:

- Radius
- Chord bearing and length
- Central angle
- Arc length

Central angle and arc lengths of sub curves must total that shown for the main curve.

Surveying, Layout, & Technical Mapping Requirements for Plats & CSM's

CURVE DATA

(refer to curve components drawing following page)

Per s. 236.20 (2) (k), Wis. Stats., the following curve data must be shown on the plat. The data may be shown in a table, or noted on the drawing, or a combination of both.

Main Curve Data
-Radius Length
-Tangent bearing at the PC (if non-tangent)
-Tangent bearing at the PT (if non-tangent)
-Chord bearing
-Chord length
-Central angle
-Arc Length

Sub Curve Data
-Radius Length
-Chord bearing
-Chord length
-Arc Length
-Central angle

Main curves are curves along the exterior boundary, or interior block boundaries, usually along street or highway right-of-ways. Sub curves are segments of the main curve that form lot, outlot, or other parcel boundaries, or separate curves that form easement or other boundaries within a parcel.

For curves of 30' radius of less that are tangent to and used to round off the intersection of two straight lines, it is sufficient to show only the radius and the tangent lengths.

CURVE COMPUTATIONS

Plat Review computes main curves based upon data provided on the plat for the Tangent Bearing In at the PC (heading clockwise), the Radius, and the Chord Bearing. From this data we derive the Chord Length, the Arc Length, the Central Angle, the Central Angle Subtended, the Tangent Bearing Out at the PT (heading clockwise), and the Tangent Length. Data that exceeds rounding differences is flagged for adjustment.

Similarly, sub curves are computed from the main Tangent Bearing In at the PC (heading clockwise), the Radius, and the Sub Chord Bearings, all as shown on the plat. The output data consists of the Sub Chord Length, the Sub Arc Length, the Sub Central Angle, and the Sub Tangent Bearing Out.

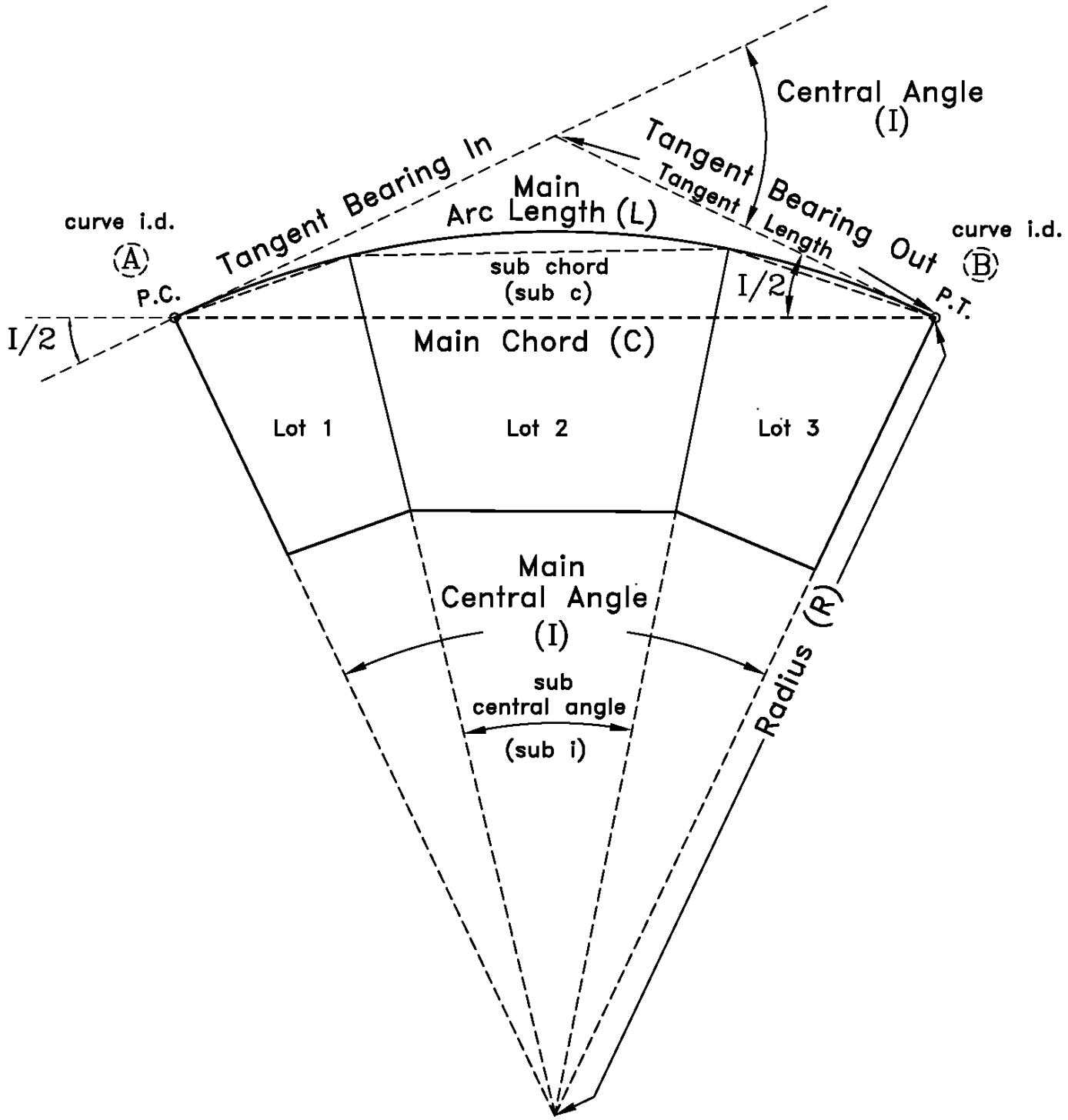
SAMPLE CURVE TABLE

(refer to curve components drawing and curve calculations on following pages)

Curve ID	Radius	Chord Bearing	Chord length	Arc Length	Central Angle	Tangent Bearings
A-B	470.00'	N 89° 59' 20 "E	405.20'	418.93'	51° 04' 12"	N 64° 27' 14" E S 64° 28' 34" E
Lot 1	470.00'	N 70° 29' 10" E	98.78'	98.97'	12° 03' 52"	
Lot 2	470.00'	N 88° 55' 38" E	201.99'	203.58'	24° 49' 04"	
Lot 3	470.00'	S 71° 34' 12" E	116.09'	116.38'	14° 11' 16"	

Surveying, Layout, & Technical Mapping Requirements for Plats & CSM's

CURVE COMPONENTS



CURVE COMPUTATION EXAMPLE

(refer to curve components drawing previous page)

Variables

R = Radius length
C = Chord length
L = Arc Length
T = Tangent length
I = Central angle
TB = Tangent bearing
CB = Chord bearing

Formulas

C = 2R sin I/2
L = R * I (I in radians)
OR
L = R * I (I in decimal degrees/57.2958)
(approximate value)
T = R tan I/2
I/2 = (CB - TB in)
(clockwise azimuth, north = 0°)
TB out = TB in + I
(clockwise azimuth, north = 0°)

Given Data

TB in = N 64° 27' 14" E
R = 470.00'
CB (main) = N 89° 59' 20" E
CB (lot 1) = N 70° 29' 10" E
CB (lot 2) = N 88° 55' 38" E
CB (lot 3) = S 71° 34' 12" E

Main Curve Computed Data

I/2 = 89° 59' 20" - 64° 27' 14"
= 25° 32' 06"
I = 51° 04' 12"
C = 2*470.00'*(sin 25° 32' 06")
= 405.198'
TB out = 64° 27' 14" + 51° 04' 12"
= 115° 31' 26" (S 64° 28' 34" E)
L = 470.00'*(51° 04' 12"/57.2958)
= 470.00'*(51.07/57.2958)
= 418.929'
T = 470'*(tan 25° 32' 06")
= 224.531'

Sub Curve Computed Data

Lot 1

I/2 = 70° 29' 10" - 64° 27' 14"
= 6° 01' 56"
I = 12° 03' 52"
C = 2*470'*(sin 6° 01' 56")
= 98.782'
L = 470'*(12.06444/57.2958)
= 98.965'
TB out = 64° 27' 14" + 12° 03' 52"
= N 76° 31' 06" E

Lot 2

I/2 = 88° 55' 38" - 76° 31' 06"
= 12° 24' 32"
I = 24° 49' 04"
C = 2*470'*(sin 12° 24' 32")
= 201.993'
L = 470'*(24.81778/57.2958)
= 203.581'
TB out = 76° 31' 06" + 24° 49' 04"
= 101° 20' 10" (S 78° 39' 50" E)

Lot 3

I/2 = 108° 25' 48" - 101° 20' 10"
= 07° 05' 38"
I = 14° 11' 16"
C = 2*470'*(sin 07° 05' 38")
= 116.085'
L = 470'*(14.187778/57.2958)
= 116.382'
TB out = 101° 20' 10" + 14° 11' 16"
= 115° 31' 26" (S 64° 28' 34" E)

Blank Page

s. 236.20, Wis. Stats.

MAPPING REQUIREMENTS

s. 236.20 (2)(L)

WAIVER (applies to plats & CSMs)
When strict compliance with a provision of this section will entail undue or unnecessary difficulty or tend to render the plat or certified survey map more difficult to read, and when the information on the plat or 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.

Plat Review may waive:

- Scale requirements, if the plat or map is legible at smaller scale.
- Monumentation requirements, provided witness corners are used for accurate retracement.
- Lot numbering when lot number is consistent with development style and remains consecutive throughout the plat.

s. 236.20 (3) (a-e), Wis. Stats.

s. 236.20 (3) (a), Wis. Stats.

NAME, LOCATION & POSITION
PLAT NAME
The name of the plat shall be printed on each sheet, in prominent letters, and can not be a duplicate of the name of any plat previously recorded in the same county or municipality.

- The following are considered duplicate plat names: Yokum Cove, Yokum Cove Plat, Yokum Cove Subdivision and Yokum Cove Addition
- Contact Plat Review to verify if your plat name will be a duplicate.
- If the subdivision is redividing part of a recorded subdivision or CSM, the blocks and lots being redivided should be referred to in the description under the plat name.
- If the subdivision contains vacated streets, the date and method of the street vacation should be referred to in the description under the plat name.

s. 236.20, Wis. Stats.

MAPPING REQUIREMENTS

s. 236.20 (3) (a-e), Wis. Stats.

s. 236.20 (3) (a), Wis. Stats.

NAME, LOCATION & POSITION

LOCATION (applies to plats & CSMs)
The location of the land division by government lot, recorded private claim, quarter-quarter section, section, township, range and county noted immediately under the name given the subdivision.

> *The County must be included in the location description on every sheet. Although not required, we recommend showing the city, village or town as well as the county.*

s. 236.20 (3) (b), Wis. Stats.

TIE TO USPLS (applies to plats & CSMs)
The location of the land division 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. The monumentation at the ends of the boundary line shall be described and the bearing and distance between them shown.

- Subdivision and CSM are tied by bearing and distance to two monumented USPLS corners marking a boundary line of the 1/4 section that the land division is located in.

It is acceptable to tie to established and monumented:

- Private Claim or Federal Reservation corners.
- USPLS meander corners.
- Center of section (although, you cannot 'commence' your description from the center of section.)

On the map, show:

- Description of the corners used (E 1/4 corner section 12, SW corner P.C. 31, etc.).
- Monument symbols at both ends of the boundary line that the subdivision is tied to.
- Type of monument (concrete w/brass cap, 2" o.d. iron pipe, Berntsen, etc.).
- Bearing & distance between the monuments.

s. 236.20, Wis. Stats.

MAPPING REQUIREMENTS

s. 236.20 (3) (a-e), Wis. Stats.

s. 236.20 (3) (c), Wis. Stats.

NAME, LOCATION & POSITION

LOCATION SKETCH (does not apply to CSM's)

A small drawing of the section or governmental subdivision of the section in which the subdivision lies with the location of the subdivision indicated on the sketch.

It is helpful if the location sketch shows the relationship of the subdivision to existing streets as well as the 1/4 section in which the plat is located.

The drawing or sketch shall be oriented on the sheet in the same direction as the main drawing.

Location Sketch should provide:
-Quick easy determination of plat location
-Footprint of plat and be oriented same as main drawing.
-the entire quarter section or gov't lot in which plat is located or;
-the location of plat relative to surrounding streets and other features

s. 236.20 (3) (d & e), Wis. Stats.

ADJOINING STREETS AND SUBDIVISIONS

The names of adjoining streets, state highways and subdivisions shown in their proper location underscored by a dotted or dashed line.

- Show both Right Of Way lines of adjoining and adjacent streets and highways.
- R.O.W. lines should extend beyond the subdivision.
- R.O.W. does not have to be to scale if space prohibits.
- Dashed / dotted lines used to indicate existing features.
- Show overall R.O.W. width of adjoining streets and highways.
- Show R.O.W. width of any partial street along subdivision boundaries.
- Show overall R.O.W. width of streets adjoining subdivision
- Show status beyond adjacent right-of-ways.

s. 236.20, Wis. Stats.

MAPPING REQUIREMENTS

s. 236.20 (4) (a-d), Wis. Stats.

ROADS & PUBLIC SPACES

s. 236.20 (4) (a), Wis. Stats.

STREET NAME
The name of each road or street in the plat shall be printed on the plat.

> *-For partial street dedications the street name may be arrowed into the street right-of-way.*
> *-Show the street names using a bold font.*
> *-Do not underscore street names within subdivision boundaries.*

s. 236.20 (4) (b), Wis. Stats.

DEDICATED LANDS
All lands dedicated to public use including roads and streets shall be clearly marked "Dedicated to the Public".

> *Show purpose for dedication on the plat drawing.*
> *Examples: "Dedicated to the public for parklands".*
> *"Dedicated to the public for access to creek".*
> *Purpose of dedication will determine the discontinuance or vacation procedure required.*

s. 236.20 (4) (c), Wis. Stats.

PRIVATE STREET/ROADS
All roads or streets shown on the plat which are not dedicated to public use shall be clearly marked *"Private Road"* or *"Private Street"* or *"Private Way"*, and designated as an outlot.

Surveying, Layout, & Technical Mapping Requirements for Plats & CSM's

s. 236.20, Wis. Stats.

MAPPING REQUIREMENTS

s. 236.20 (4) (a-d), Wis. Stats.

s. 236.20 (4) (d), Wis. Stats.

ROADS & PUBLIC SPACES

STREET ACCESS (does not apply to CSM's)
Each lot within the plat must have direct access to a public street unless otherwise provided by local ordinance.

- Local ordinance can allow lot access to a public street via ingress / egress easement or private road.
- Submittal must include certification from the municipality that local ordinance allows such access.

s. 236.20 (5) (a-c), Wis. Stats.

SITE CONDITIONS & TOPOGRAPHY (applies to plats only)

All existing buildings identified and shown using dashed or dotted line types.

- Solid lines are reserved for lot, outlot and plat boundaries.
- Hatching of building footprints helps show locations.

Show all watercourses, drainage ditches and other existing features pertinent to proper subdivision.

- Include wetlands and intermittent streams.

The water elevations of adjoining lakes or streams at the date of the survey and the approximate high water elevation of those lakes or streams. All elevations shall be referred to some permanent established datum plane.

- Elevations should be referenced to U.S.G.S. datum.
- Local datum acceptable, if related to U.S.G.S
- The bench mark used should be identified/described on the drawing.

Surveying, Layout, & Technical Mapping Requirements for Plats & CSM's

EXAMPLES RELATED TO THIS SECTION

Scale Waiver request form
Grant of Scale Waiver
Final Plat Checklist

Surveying, Layout, & Technical Mapping Requirements for Plats & CSM's

Request for Scale Waiver

Plat Review
Department of Administration

Plat Review – DOA
Shipping Address: 101 E Wilson St FL 9
Madison WI 53703
Mailing Address: PO Box 1645
Madison WI 53701
Phone: 608-266-3200 **Fax:** 608-264-6104
Email: plat.review@wi.gov
Web: http://doa.wi.gov/platreview

Subdivision Name or other map reference:

County:

Surveyor, Company & Shipping Address:

Name:

Company:

Shipping Address:

Phone:

Fax:

Email:

Date:

1. Proposed scale greater than 1" = 100' (1" = 500' for CSM's) :
2. Identify portions of map with proposed scale (or "all"):
3. **Include full size copy of map drawn at proposed scale.**

SCALE WAIVERS

When strict compliance with the scale requirements of s. 236.20 (1) (a), Wis. Stats., will render the plat or CSM difficult to read, Plat Review may waive such strict compliance as allowed for by s. 236.20 (2) (L), Wis. Stats. Plat Review will determine that all boundary and other data shown on the plat or CSM is legible at the proposed scale, and may require the use of detail drawings or other methods to ensure legibility prior to granting a waiver.

Receipt & Transmittal Record	Shaded Area for Office Use Only
Date Received: Date of reply:	☐ Filed with plat DOA file #
Copies Sent: ☐ Municipality ☐ County	☐ Filed in Counties
	By: Date:
	o:\platting manual\wi_platting_manual_source_documents\mapping requirements_wi_platting_manual-mapping_requirements.docx

Blank Page

Surveying, Layout, & Technical Mapping Requirements for Plats & CSM's

SAMPLE GRANT OF SCALE WAIVER

This letter is sent by Plat Review to the Surveyor that submitted the plat for review, to grant a request for a waiver of the requirements of s. 236.20 (1) (a).

WISCONSIN DEPARTMENT OF ADMINISTRATION

JAMES E. DOYLE
GOVERNOR
MICHAEL L. MORGAN
SECRETARY
Plat **R**eview
101 E. Wilson St FL 9, Madison, Wisconsin 53703
P.O. Box 1645, Madison, Wisconsin 53701
(608) 266-3200 Fax: (608) 264-6104
E-mail: plat.review@wi.gov
http://doa.wi.gov/platreview

January 30, 2006

Mark. E. Krause, RLS
Wagner Surveying
23745 Lakeland Ave N
PO Box 89
Webster, WI 54893
Phone:715-866-4295
Fax:715-866-4206
E-mail:wagnersurveying@centurytel.net

Subject: Pleasant Acres First Addition
A Burnett County Plat
Section 30, T40N, R15W
Town of Swiss
Burnett County, WI

Dear Mr. Krause:

You have requested a waiver of the requirements of s. 236.20 (1) (a) that plats be drawn at a scale of not more than 100 feet to one inch for the above referenced County Plat.

Because of the overall size of the parcels, we agree with the 150' to 1" scale as drawn, and waive strict compliance with the scale requirement as allowed by s. 236.20 (2) (L), Stats. Boundaries, lettering, line data and other information on the plat drawing is clearly legible as shown.

If there are any questions concerning preparation of this plat, please contact our office at the number listed below.

Sincerely,

Don Sime
Plat Review
Phone: (608) 266-3200

cc: Clerk, Town of Swiss
Burnett County

Blank Page

WISCONSIN FINAL SUBDIVISION PLAT CHECKLIST

(This form is NOT the statute. It is a guide to the statute)

SURVEYING REQUIREMENTS

s. 236.15 (1) MONUMENTS [show outside diameter of pipes]

☐ (ac) Monuments required by this section are placed flush with the ground.
-Where corners fall within a street or proposed future street, the monuments are placed on the side line of the street where practical.

☐ (ag) External boundaries of the subdivision shall be monumented by 2.375"O.D x 18" iron pipes or permitted equivalents with a minimum weight of 3.65 lbs./lin. ft.
-Common permitted equivalents are: No. 10 rebar, 1-1/4" round iron bar.
-Monuments are required at all corners, the ends of curves and points where a curve changes its radius, at all angle points of the external boundary line and at all angle points along a meander line.
-Monuments set along meander lines must be set back 20' or more from the top of bank or ordinary high water mark.

☐ (b) Internal boundaries shall be monumented by 2.375" O.D. x 18" iron pipes or permitted equivalents with a minimum weight of 3.65 lbs./lin. ft.
-Common permitted equivalents are: No. 10 rebar, 1-1/4" round iron bar.
-Monuments are required at all block corners, the end of curves and points where a curve changes its radius, all angle points along public street right-of-ways and at all angle points along a meander line.
-Monuments set along meander lines must be set back 20' or more from the top of bank or ordinary high water mark.
-Blocks are defined by public street right-of-ways, external subdivision boundaries, public, and dedications.

☐ (c) All other lot, outlot, park and public dedication corners not monumented as above shall be monumented by 1" O.D. x 18" iron pipe or permitted equivalents with a minimum weight of 1.13 lbs./lin.ft.
-Common permitted equivalents are: No. 6 rebar, 3/4" round iron bar.

☐ (d) Lot, outlot, park and public dedication boundaries that intersect meander lines shall be monumented at the intersection by 1" O.D. x 18" iron pipe or permitted equivalents with a minimum weight of 1.13 lbs./lin.ft.
-Common permitted equivalents are: No. 6 rebar, 3/4" round iron bar.
-Monuments must be set back 20' or more from the top of bank or ordinary high water mark.

☐ (f) In lieu of par. (c) and (d) above, any durable metal, stone or concrete monuments may be used if they are uniform throughout the plat and have a permanent magnet embedded near top of the monument.

NOTE: Existing monuments found and accepted as archival should not be replaced to comply with the requirements of this section.

WISCONSIN FINAL SUBDIVISION PLAT CHECKLIST

s. 236.15 (1) MONUMENTS (continued)

☐ (g) Plat Review may waive strict adherence to the requirements of (a), (b), (c) and (d) above provided:
-The Surveyor submits a written waiver request that describes conditions that prevent adherence to the monumentation requirements.
-The request must outline an alternative to the monumentation requirements.
-The alternate monumentation must provide for accurate retracement.
-Plat Review commonly grants waiver requests for:
Corners occupied by trees or buildings; Corners that fall in wetlands, bedrock, concrete sidewalks and drives.
-Common alternate monumentation: Offset monuments on line, witness monuments, chiseled marks (X) in concrete or bedrock.
-Plat Review may make other reasonable monumentation requirements to accommodate unusual circumstances.

☐ (h) The primary approving authority may temporarily waive placing of interior monuments under par. (b), (c), and (d). A surety bond will be required.

A-E 7.05 (4) PARCEL LOCATION

☐ Describe all monuments used for determining the location of the parcel and show by bearing and distance their relationship to the surveyed parcel and indicate whether such monuments were found or placed. (Including monuments from adjoiners and section split.)

s. 236.15 (2) ACCURACY OF SURVEY

☐ The ratio of error in latitude and departure closure of any part of the survey shall not exceed 1'/3000'.
-The survey shall be performed by a Wisconsin Professional Land Surveyor.

A-E 7.03 RESEARCH

☐ Every property survey shall be made in accordance with the records of the register of deeds as nearly as is practicable. The surveyor shall acquire data necessary to retrace record title boundaries such as deeds, maps, certificates of title and centerline and other boundary line locations…

s. 236.16 LAYOUT REQUIREMENTS

☐ (1) MINIMUM LOT WIDTH AND AREA
-In counties of 40,000 or more, lots shall have a min. average width of 50' and a min. area of 6,000 sq. ft.
-In counties of less than 40,000 lots shall have a min. average width of 60' and a min. area of 7,200 sq. ft.
-Lot width and area may be reduced by local authority IF:
-The Municipality or Town or County has enacted a subdivision control ordinance under s. 236.45.
-The ordinance specifically allows for reduced width and area, allows developments (such as PUD's, Cluster, Conservancy Districts, etc.) that incorporate reduced lot width and area, or permits waiving the above requirements.
-The lots are served by public sewer.
-Plat review must be provided with verification that local ordinance allows for reduced lot widths and areas (copy of ordinance, or letter from approving authority that cites ordinance).

WISCONSIN FINAL SUBDIVISION PLAT CHECKLIST

s. 236.16 LAYOUT REQUIREMENTS (continued)

☐ (2) MINIMUM STREET WIDTH
-If the width is specified on a Master Plan or Official Map, the streets within the subdivision must be the width specified in the map or plan.
-If there is no Official Map or Master Plan, the streets within the subdivision must be at least as great as existing connecting streets but no less than 60' wide unless permitted by local ordinance.
-Plat review must be provided with verification that local ordinance allows for reduced street widths (copy of ordinance, or letter from approving authority that cites ordinance).
-Town road widths shall comply with minimum standards prescribed by s. 82.50.
-The Town board may request from Department of Transportation a waiver of the minimum standards; Plat review must be provided with verification that said waiver has been granted prior to our certification of any plat containing non standard town roads.
-Frontage and service roads may not be less than 49.5' in width.
-Partial street dedications along a subdivision boundary may be less than 60' wide, provided a restriction is placed within the partial streetthat specifies the width of the full dedication (e.g. "Future 60' public street").
-Partial street dedications less than 60' wide to the centerline of an existing street are permitted.

☐ **(3) LAKE OR STREAM SHORE PLATS.**
-A subdivision must provide a 60' wide public access at 1/2 mile intervals, as measured along the shore, to all navigable lakes and streams (i.e. no part of the subdivision along the shore may be more than 1/2 mile from a public access point).
-The public access must be to the low water mark and connected to a public road.
-The access must be dedicated to the public (easements, connections to private roads do not satisfy the requirements of this section).
-A subdivision may forego providing access if there is existing access that complies with the above requirements.
-A subdivision may forego providing access if there is existing access greater than 60' wide at more than a 1/2 mile interval as agreed upon by the DNR and Plat Review.
-Public access can only be vacated by circuit court action and DNR approval. (see NR 1.92)

☐ (4) LAKE OR STREAM SHORE PLATS.
-If the subdivider has any interest in the land between the meander line and the water's edge or in lands between the subdivision and the water's edge, such lands must be included in the plat or must be otherwise plattable.
-Lands of the subdivider cannot be excluded from a plat to circumvent the requirements of (3), above.

s. 236.20 (1) GENERAL REQUIREMENTS

☐ (a) & (c) Plats shall be prepared with a 1" binding margin on all sides; Drawing area is 20" x 28".

☐ Plats will be drawn at a graphic scale not over 100' to 1" on each sheet showing layout features.
-A graphic scale greater than 100' to 1" may be used IF:
-The Surveyor submits a written scale waiver request.
-All data is legible and clearly presented.
-Plat Review may require detail drawings or other features to ensure the legibility of the plat.

☐ All sheets must be numbered as sheet ____ of ____ sheets if more than one sheet.
☐ The subdivision and county name must appear on each sheet.

☐ Submit Acrobat PDF created from CAD (please no scans) or paper copy of drawing on any material that is capable of legible reproduction.

☐ The recordable document shall be durable white media, 22" wide x 30" long, with a nonfading black image.

WISCONSIN FINAL SUBDIVISION PLAT CHECKLIST

s. 236.20 (2) MAP AND ENGINEERING INFORMATION

The following information must be legibly shown:

☐ (a) All exterior boundaries.

☐ (b) All monuments, corners, and other points established in the field (Lot, outlot and meander corners need not be shown).
-A description of the monuments, including the type of material, the size or diameter (outside diameter for pipe monuments); The length and weight per linear foot of set pipe or bar monuments.
-Monuments must be described as found (existing) or set (placed) per A-E 7.05 (4).
-Monument symbols shown in a LEGEND must match the corresponding symbol on the drawing (size, lineweight, etc.)

☐ (c) The exact length and bearing of all exterior boundaries, blocks, public grounds, streets, alleys, and lot lines. (Blocks are defined by public street right-of-ways, external subdivision boundaries, public dedications, and navigable waters.)
-A tier or row of lots with parallel lines or equidistant lengths may show only the outer bearings and/or lengths; The interior bearings and/or lengths may be represented by "ditto" marks.
-Incremental lengths shown along a common line must sum to the total line length shown.
-Incremental lengths shown on either side of a common line must sum the same.
-Easements must be described by boundary or center line distance and bearing and widths, or by widths when parallel to other survey lines.
-Easements that do not parallel other survey lines must be tied by bearing and distance to an adjacent monumented corner.
-Easements or restrictions created by the plat must be field retraceable as shown by the plat.
-Existing easements or restrictions affecting the subdivision must be described as above, or by reference to the record document.
-Easements or restrictions shown affecting lands beyond the subdivision boundary must be marked "existing" or "by other instrument".
-Previously recorded bearings and lengths must be shown "Recorded as _____".

☐ (d) Blocks, if designated, must be consecutively numbered or lettered in alphabetical order.
-Lot numbering may start with "1" within each *designated* block.

☐ (e) Lots and outlots must be consecutively *numbered* within each block **and** throughout the subdivision **and** throughout numbered additions to a subdivision where blocks are not designated.
-Blocks are defined by public street right-of-ways, external subdivision boundaries, and public dedications. (A block exists even if it is not designated as a block per (d), above.)
-Outlot numbering should follow the lot numbering pattern (i.e. lowest numbered outlot should be in the same block with lowest numbered lot) throughout the subdivision.

☐ (f) The Exact width of all easements, streets, alleys.

☐ (g) Lengths and bearings of all meander lines, with distances between intersections of meander lines and lot lines and ordinary high water mark or top of bank or thread of stream.
-Monuments must be set back 20' or more from the top of bank or ordinary high water mark.

☐ (h) The center line of all streets included within the plat.
-The center lines need not be dimensioned unless required by local ordinance.

WISCONSIN FINAL SUBDIVISION PLAT CHECKLIST

s. 236.20 (2) MAP AND ENGINEERING INFORMATION (continued)

☐ (i) The North point properly oriented; Bearings referenced to an identifiable direction (assumed, recorded, coordinates, etc.) and related to a boundary line of a quarter section, government lot, private claim or federal reservation in which the subdivision lies. (e.g. "The north line of the NE 1/4 Sec. 3, T14N, R23 E, assumed N 89d 15' 23" E".)
-Bearings referenced to state plane coordinates must identify the datum on which the coordinates are based.
-Bearings referenced only to "County coordinates", "recorded subdivision plat" or similar do not meet the requirements of this section.

☐ (j) The lot and outlot area in square feet.
-Meandered parcels must show approximate total area, and may also show area to meander line.

☐ (k) **CURVES**
-Main curve chords drawn as dotted or dashed lines.
-Both tangent bearings must be shown for all non-tangent main curves, either on drawing or in curve table. (Lines into and out of a curve are assumed tangent unless shown otherwise.)
-Arc length, chord bearing and length, radius, and central angle shown for main and sub (lot) curves.
  -Data may be shown on the drawing, in a curve table, or a combination of both.
  -Tangent bearings of sub (lot) curves need not be shown.
-Curves with a radius less than 30' must be tangent to street right-of-way lines; Only the radius and tangent length need be shown.

☐ (l) Strict compliance with the requirements of this section may be waived by Plat Review.

s. 236.20 (3) SUBDIVISION NAME IN PROMINENT LETTERS, NOT A DUPLICATE WITHIN COUNTY OR MUNICIPALITY

☐ (a) Immediately under the plat name, show location of subdivision by government lot, recorded private claim, 1/4 - 1/4 section, section, township, range and county. (Note: private claims are land grants existing prior to the USPLS surveys.)
-If the subdivision contains all or part of a recorded plat or CSM, or vacated portion thereof, reference to such plat, CSM, or vacation should be included in the location description.

☐ (b) The subdivision must be tied by bearing(s) and length(s) to a boundary line of a 1/4 section, private claim, government lot or Federal Reservation in which the subdivision lies; The monuments at the ends of the line must be described by material, size, etc; The bearing and distance between those monuments must be shown.
-Plat review may accept ties to other established monuments if 1/4 section, p.c., gov't lot or reservation monuments **can not** be recovered.

☐ (c) A small drawing showing the location of the subdivision by complete 1/4 section(s), gov't lot(s) or private claim(s), oriented same as main drawing.
-Plat Review may accept drawing that shows the location of the subdivision in relation to existing streets in lieu of above.
-The location drawing need not be to scale.

☐ (d) The names of adjoining streets, state or county highways, subdivisions drawn in their proper location, underscored by dotted or dashed lines.
-Adjoining unplatted lands must be so labeled, and underscored by dotted or dashed lines

WISCONSIN FINAL SUBDIVISION PLAT CHECKLIST

s. 236.20 (3) SUBDIVISION NAME IN PROMINENT LETTERS, NOT A DUPLICATE WITHIN COUNTY OR MUNICIPALITY (continued)

☐ (e) Adjoining street and state or county highway right-of-way widths and boundaries must be drawn with dotted or dashed lines in their proper location.
-Adjoining right-of-way widths that vary may be so marked; The minimum width adjoining the subdivision should then be shown.
-The boundaries of large width right-of-ways (such as Interstate Highways) need not be shown to scale.

s. 236.20 (4) ROADS AND PUBLIC SPACES

☐ (a) The name of each road and street within the subdivision.
-Unnamed public streets must be marked "public street" or "public road".
-Right-of-way islands shown as separate parcels must be labeled as outlots and dimensioned on the plat drawing.

☐ (b) ALL Lands dedicated to the public, including streets, roads, alleys, parks, trails, access to waters, greenspace, etc. must be clearly marked "Dedicated to Public" on the drawing.
-The use of the dedicated land should be shown (e.g. "Dedicated to the public for park")

☐ (c) All roads **not** dedicated to the public must be clearly marked "Private Road", "Private Street", or "Private Way" on the drawing.
-Private roads, streets, or ways must be further labeled as outlots on the plat drawing.

☐ (d) Each lot must have direct access to a public street, unless otherwise provided for by local ordinance.
-If access to a public street is via easement or private road or drive, Plat Review must be provided with verification that local ordinance allows for such access (copy of ordinance, or letter from approving authority that cites ordinance).

s. 236.20 (5) SITE CONDITIONS AND TOPOGRAPHY

☐ (a) All existing buildings must be shown (drawn with dashed or dotted lines) and identified.

☐ (b) Show and identify all navigable watercourses, intermittent streams and drainage ditches, wetlands, overhead utility towers, quarries, and other pertinent features.

☐ (c) Water elevations of adjoining or included navigable lakes and streams at date of survey, and the approximate high water elevation, must be shown and referenced to a permanently established datum plane.

s. 236.20 (6) PUBLIC TRUST INFORMATION

☐ A subdivision plat that includes lots/outlots that extend to the water's edge per s. 236.16 (4) shall include the following note on the drawing:

> "Any land below the ordinary high water mark of a lake or a navigable stream is subject to the public trust in navigable waters that is established under article IX, section 1, of the state constitution".

WISCONSIN FINAL SUBDIVISION PLAT CHECKLIST

s. 236.025 ORDINARY HIGH WATER MARKS (OHWM)

"Ordinary high water marks" that are required to be shown when meander corners and meander lines are established and shown on a plat/map. Surveyors may do one of the following:

☐ (1) (a) Show an ordinary high water mark on plat/map that has been determined by the DNR or otherwise determined pursuant to law.

☐ (1) (b) "Approximate" the ordinary high water mark and show its location on the plat/map.

☐ (2) If the mark is approximated, it must be the point on the bank of a navigable stream or on the shore of a lake up to which the presence and action of surface water is so continuous as to leave a distinctive mark by erosion, destruction of terrestrial vegetation, or other easily recognized characteristics. If the approximate location of the ordinary high water mark is difficult to determine, a professional land surveyor may consider other points on the bank or shore for purposes of approximating the location of the ordinary high water mark.

☐ (3) If a plat/map shows an "approximate" ordinary high water mark, it shall state on the plat/map that the "approximate ordinary high water mark is shown for reference only."

A-E 7.08 U.S. PUBLIC LAND SURVEY MONUMENT RECORD.

☐ (1) A U.S. public survey monument record shall be prepared and filed with the county surveyor's office as part of any land survey which includes or requires the perpetuation, restoration, reestablishment or use of a U.S. public land survey corner, and,

☐ (a) There is no U.S. public land survey monument record for the corner on file with the county surveyor; or

☐ (b) The land surveyor who performs the survey accepts a location for the U.S. public land survey corner which differs from that shown on a U.S. public land survey monument record file with the county surveyor's office; or

☐ (c) The witness ties or U.S. public survey monument referenced in an existing U.S. public survey monument record have been destroyed or disturbed.

s. 236.21 (1) PROFESSIONAL LAND SURVEYOR'S CERTIFICATE:

The Professional Land Surveyor's Certificate must state:

☐ (a) Who directed the Professional Land Surveyor to make the survey, subdivision and plat.

☐ (b) A clear, concise description of the subdivision location, by government lot, recorded private claim, 1/4 - 1/4 section, section, township, range and county.
-A metes and bounds description is required for all previously unplatted lands, commencing with a USPLS corner of the 1/4 section (not center of section), recorded private claim, or Federal Reservation in which the subdivision lies. (Note: private claims are land grants existing prior to the USPLS surveys.)
-A subdivision plat that contains only a lot or lots, an outlot or outlots, or a designated block within a recorded subdivision or Certified Survey Map that has been previously tied to the USPLS, in their entirety, or a recorded subdivision in it's entirety, must be described by reference to said lot(s), outlot(s), block(s), subdivision, or CSM number; a metes and bounds description is not required.

☐ (c) That the plat is a correct representation of all the exterior boundaries of the land surveyed and the subdivision of it.

☐ (d) That the Professional Land Surveyor has fully complied with the provisions of Chapter 236.
-The certificate must be signed and dated.
-All sheets of the plat must be signed, dated, and sealed by the Professional Land Surveyor who prepared or directed the preparation of the plat.

WISCONSIN FINAL SUBDIVISION PLAT CHECKLIST

☐ **A-E 7.04** The description shall contain necessary ties to adjoiners

s. 236.21 (2) OWNER'S CERTIFICATE

☐ An owner's certificate must be shown on the plat, in substantially the following form:
"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 allowed to object to this plat)."
-The certificate shall be notarized in accordance with s. 706.07.
-Language within the owner's certificate may be modified to accommodate various types of ownership (Corporate owners, partnerships, LLP/LLC, trusts, etc.); however, the basic format remains the same.
-Any party having interest in the lands being subdivided (land contract vendor/vendees, trustees, lessors, etc.) must be included in the owner's certificate.

☐ Lands being subdivided that are subject to a mortgage, must include a mortgagee certificate of consent on the plat.

s. 236.21 (2) (a) EXTRATERRITORIAL PLAT APPROVAL JURISDICTION

☐ (a) If a subdivision in a Town is within 3 miles of a 1st, 2nd, or 3rd class city, or within 1-1/2 miles of a fourth class city or a village, and if the city or village has enacted an official map, master plan, or subdivision control ordinance, the city or village has extraterritorial plat approval jurisdiction over the subdivision and the appropriate approval certificate must be placed on the plat.
-A municipality may waive all or a portion of its extraterritorial plat approval jurisdiction by a resolution recorded with the register of deeds (e.g. boundary agreement.)

s. 236.21 (3) TOWN, MUNICIPAL, AND COUNTY TREASURER'S CERTIFICATES

☐ Treasurer's Certificates for the primary approving authority (Town, City, or Village in which the plat is located – not the extraterritorial plat approval authority) and the County must be shown on the plat, similar to the following basic form:

Certificate of (Village, Town, County) Treasurer
STATE OF WISCONSIN
_____ COUNTY }SS
I, _____, being the duly elected (appointed), qualified and acting treasurer of the (Village, Town, County) of _____, do hereby certify that the records in my office show no unpaid taxes or unpaid special assessments as of _____, 2005 affecting the lands included in this plat.

_____ _____
(Date) Treasurer

-The certificates may be combined, with separate signature lines for each Treasurer.

WISCONSIN FINAL SUBDIVISION PLAT CHECKLIST

APPROVAL CERTIFICATES

☐ The following Approval Certificates are required on the plat:

Subdivision Location:	Approval Certificate(s):
Town	Town, County
Town, within extraterritorial approval jurisdiction of municipality	Town, County, municipality
Village or City	Village or City
Village in Brown County	Village, County

-Additional approvals may be required by local government (plan commissions, etc), but do not replace those shown above.
-Approval authorities must be listed in the owner's certificate.
-Approval certificates should be in the format required by the approval authorities.

☐ **MISCELLANEOUS**

-A 2-1/4" x 4" clear space must be provided on each sheet for the certificate of no objection stamp that Plat Review is required to place on the plat. (The stamp can be imported into the drawing from the Plat Review web site.)

Objecting agencies that must be shown in the owner's certificate:	Objecting Agencies:
All plats with state review	DOA
All plats with state review adjoining a state hwy	DOA, DOT
Plats in Village or City in County with objecting authority	DOA, CPA
Plats in Village or City in County with objecting authority, adjoining state hwy	DOA, DOT, CPA

DOA = Department of Administration DOT = Department of Transportation
CPA = County Planning Agency with objecting authority in municipalities

COUNTIES WITH OBJECTING AUTHORITY IN MUNICIPALITIES

Brown County Planning Commission (objecting in cities only, approving in villages)
Calumet County Planning and Zoning Committee
Dane County Zoning & Natural Resources Committee
Dodge County Planning & Development Department
Door County Planning Department
Fond du Lac County Planning Agency
Jefferson County Planning & Zoning Department
Juneau County Zoning Administrator (except city of Mauston)
Manitowoc County Planning & Park Commission
Milwaukee County Department of Public Works
Oconto County Planning & Zoning Committee
Racine County Planning & Development
Rock County Planning & Development Agency
St. Croix County Zoning Office
Sheboygan County Planning & Resources Department (except City of Sheboygan)
Washington County Planning & Parks Commission
Waukesha County Parks & Land Use Department
Winnebago County Planning & Zoning Committee

NOTE: This checklist is a broad guide to platting requirements, and is not meant to cover all requirements. Please contact Plat Review to discuss unusual circumstances or any other platting issues.