

# 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.**

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## 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 street that 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 retracable 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

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## **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:

Town  
Town, within extraterritorial approval jurisdiction of municipality  
Village or City  
Village in Brown County

Approval Certificate(s):

Town, County  
Town, County, municipality  
Village or City  
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:

All plats with state review  
All plats with state review adjoining a state hwy  
Plats in Village or City in County with objecting authority  
Plats in Village or City in County with objecting authority, adjoining state hwy

Objecting Agencies:

DOA  
DOA, DOT  
DOA, CPA  
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  
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  
Outagamie County  
Racine County Planning & Development  
Rock County Planning & Development Agency  
St. Croix County Zoning Office  
Sheboygan County Planning & Resources Department (except City of Sheboygan)  
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.