

Site Plan and Certified Survey Map Application
CHECKLIST

Process

At the time of application you will be asked to:

1. **Complete an application** form, completed checklist and submit a \$100 fee;
2. **Provide detailed plans** and all information required for your site plan or Certified Survey Map, including future development plans on your part and the development trend in the general area and the existing use of the surrounding area;
3. **Provide a written statement** of verifiable facts and information pertaining to your request (this would include a letter from the owner of the property if they cannot be present at the meeting);
4. **Certified Survey Map (CSM)** - all of the lot corners shall be monumented in accordance with Wis. Stats. § 236.15(1)(c) and (d).;
5. **Site Plan Approval** must include all property characteristics including, parking, employees' hours, lighting, sign placement, and surrounding land area. ****This includes identifying both pervious and impervious surfaces on the site plan****

Following these steps, the Inspection Department will prepare and submit the request to the Planning Commission to make recommendation to the City Council and the City Council decides the final action taken. If the City Council does not act within ninety (90) days, the application shall be deemed denied. The burden will be on you as property owner and/or agent to provide information upon which the commission may base its decision. At the public meeting, any party may appear in person or may be represented by an agent or attorney. You or your agent must present all information needed to the Planning Commission to make a decision in your favor. Unless you or your agent is present, the commission may not have sufficient information to vote and must then deny or table your application.

Certified Survey Maps: All dimensions shown relating to the location and size of the lot shall be based upon an actual and true survey by a "registered land surveyor" or a "registered professional engineer," registered with the State of Wisconsin; The map shall include the affidavit of the surveyor who surveyed and mapped the parcel, typed, lettered or reproduced legibly with nonfading black ink, giving a clear and concise description of the land surveyed by bearings and distances, commencing with some corner marked and established in the U.S. Public Land Survey or some corner providing reference to a corner marked and established in the U.S. Public Land Survey. Such affidavit shall include the statement of the surveyor to the effect that he has fully complied with the requirements of this Section; the certificate of approval of the Plan Commission shall be typed, lettered or reproduced legibly with nonfading black ink on the face of the map.

The map shall be filed by the divider for record with the Register of Deeds once it has been approved by City Council

EXAMPLE of CSM wording:

This Certified Survey/Land Plat here in the City of Rhineland which reflects property owned by _____ is approved by the Rhineland Common Council on the _____ day of _____, 20__.

I hereby certify that the foregoing is in conformity with the action of the City of Rhineland Common Council.

Dated _____ Approved _____

VAL FOLEY, CITY CLERK

Paperwork Due: (Inspection Dept) _____

Planning Commission Date: _____

Meeting location: Rhineland City Hall, 135 S. Stevens Street, Rhineland, WI. 54501

Council Meeting Date: _____

CITY OF RHINELANDER
Planning Commission



Site Plan and Certified Survey Map Application

THIS APPLICATION MUST BE COMPLETED IN ITS ENTIRETY.

General information

*To be completed in its entirety by the applicant. ****PRINT CLEARLY AND LEGIBLY!!***

Please provide all information requested; including a site plan and information about existing and proposed buildings; including adjacent properties, setbacks and building locations.

Pre-application meeting with staff: Prior to submittal of this application, the applicant is strongly encouraged to discuss the proposed project and submittal material with the Inspection Department staff (715-365-8606).

Incomplete applications could result in delay or denial by the Planning Commission.

Date of pre-application meeting: _____ Chief Williams Asst. Chief Waydick
 City Administrator Mayor Johns Inspection Department Staff

Date filed _____ \$100 fee paid (payable to *City of Rhineland*)

Form of Payment: Check # _____ Cash Receipt # _____

	Owner	Applicant/Agent
Name		
Address		
Phone		

Address Location of the request: _____

Current Property Zoned: _____ Tax parcel number: RH _____

What is your interest in the subject property:

Owner Prospective Owner Renter Representative Other: _____

What is the current use of the property: Vacant Residence (# of units: _____) Business (Comm/ Indust)

What is the reason or purpose of the request: _____

Describe in detail the nature of the site plan and CSM request (use separate paper with details). Include information regarding construction of new buildings, remodeling of existing buildings, location and amount of parking, number of employees, hours of operation, proposed type of business, size, location and style of any new or refaced signs, any and all zoning requirement (setbacks) and other pertinent information (ingress/egress locations, surrounding area including types of uses). (This information can be included on the required site plan).

20 Copies of all submitted items must accompany application

Please do **NOT** include copies of the application – only 1 (one) ORIGINAL application is required.

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Address of subject location _____ RH# _____ Zoned: _____

Prior to Application submittal: Minimum of 15-20 days prior to meeting date:

Pre-Application meeting with staff

Application submittal: Minimum 10 business days prior to meeting date _____

Will need the following: Complete site plan-including surrounding areas & adjacent properties

Required setbacks Parking (including ADA requirements) Ingress/Egress

Building locations Stormwater runoff Narrative with details of request

Parking lot Residential screening Green space # of employees' Hours of operation

Completed application Meeting fee \$100 All information from Initial meeting

Copy of one of the following:

Completed Site Plan Certified Survey Map with complete legal description.

Twenty (20) copies of completed site plan, narrative with details of request and all information pertaining to requested CSM and/or Site plan to be distributed to the appropriate Committee members.

All notification of the abutting property owners (if required) will be completed by the Inspection Department. **Incomplete applications and information could result in delay or denial by the Planning Commission!**

It is understood that the applicant or representative is required to be present at the scheduled meeting.

It is understood that the Planning Commission makes recommendation to the Common Council for final approval and that representative should be present to answer any further questions or concerns.

I certify that the information I have provided in this application is true and accurate; I acknowledge any statements implied and drawings submitted as fact require supporting evidence.

Signed: _____ Date: _____
 Owner Agent Applicant

Print Name: _____

DECISION

The Planning Commission: Approved Denied

The Commission, in accordance with the findings of fact, hereby determines that the request for: _____ (is) (is not) in compliance with all the standards for a Certified Survey and/or site plan requirements.

Further finding of fact is stated on minutes of this Planning Commission meeting.

Meeting Date: _____ Other Information: _____

Rhinelanders City Council: Approved Denied Council Date: _____