

CITY OF RHINELANDER

Planning Commission



Certified Survey Map/Condo Plat 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 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. **CSM Approver** - The map shall be prepared in accordance with Wis. Stats. § 236.20(2)(a)–(c), (e)–(h), (j), (k) and (l) on durable white paper 8½ inches wide by 14 inches long. All lines shall be made with nonfading black ink on a scale of not more than 250 feet to an inch.;
6. **Condominium Plat** – local review instruments must be in accordance with Wis. Stats. § 703.115;
7. **Copies provided- 15 Copies** of all submitted items must accompany application
Please do NOT include copies of the application – only 1 (one) ORIGINAL application is required.

Following these steps, the Inspection Department will prepare and submit the request to the Planning Commission to decide the final action taken; If the Plan Commission does not act within sixty (60) 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. (*City Ordinance 5.06.09 and 5.06.095 for more details*)

****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 located in the City of Rhineland which reflects property owned by _____ is approved by the Rhineland Plan Commission on the _____ day of _____, 20__.

I hereby certify that the foregoing is in conformity with the action of the City of Rhineland Plan Commission.

Dated _____ Approved _____

CHRIS FREDERICKSON, MAYOR

Paperwork Due: (Inspection Dept) _____

Planning Commission Date: _____

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

CITY OF RHINELANDER

Planning Commission



General information

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

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: _____ Date filed _____

\$100 fee paid (payable to *City of Rhinelanders*)

Form of Payment: Check # _____ Cash PSN _____

	Owner	Applicant/Agent
Name		
Address		
Phone		
Email		

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

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 CSM request (use separate paper with details). Include information regarding construction of new buildings, remodeling of existing buildings, proposed use, etc.

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