



Certified Survey Map

Approval Process: Approx. 4-6 Weeks

Step 1: Pre-application Staff Meeting

Although not always required, it is recommended the applicant meet with the Planning Director to discuss the proposed request. This step is intended to explain to the applicant the purpose of the regulations and to informally reach mutual conclusions regarding the objectives of the proposed project.

Step 2: File Application Materials

The applicant submits a completed application form, the proposed Certified Survey Map (CSM), other necessary materials if needed, and a \$250 application fee (\$275 if the CSM is dedicating public land or way). A submitted CSM must be prepared by a registered land surveyor on legal sized paper and contain all required owner signatures and notary.

Upon receipt of the necessary materials, the Planning Director will place the item on the agenda for the next available Plan Commission meeting. The application deadline for getting on the Plan Commission meeting agenda is thirty (30) days prior to the meeting. The Plan Commission meets on the third Thursday of the month, at 6:00 p.m. in the council chambers of City Hall.

Step 3: Staff Review

City staff will provide a technical review of the request and the submitted information to identify conformity to the City of Port Washington Zoning Code and Subdivision Control Ordinance. If extensive changes are required or more information is needed to adequately review the application (e.g., additional plans or engineering studies), the application may be rescheduled to a later Plan Commission meeting date to allow time for the necessary work to be completed. If deficiencies are minor, the item will be scheduled for a Plan Commission meeting, subject to revised plans being submitted seven (7) working days prior to the meeting.

Step 4: Plan Commission Action

The Map shall be reviewed by the Plan Commission for conformance with the subdivision control ordinance, zoning ordinance and all other ordinances that affect it. The applicant should attend this meeting and be prepared to present the request and answer questions from the Plan Commission. Public statements will be allowed at this meeting. The Plan Commission shall, within forty-five (45) days from the date of filing of the Map either approve, conditionally approve, or reject said Map. If the Map is rejected, the reasons therefore shall be stated in the minutes of the meeting and a written statement forwarded to the subdivider.

Note: If the Certified Survey Map includes the dedication of land for a street right-of-way, park, or other public purpose, then the map will also require approval by the Common Council. Following Plan Commission review and recommendation, the Commission will refer the CSM to the next available Common Council meeting for final action.

Step 6: Recording of CSM

The City of Port Washington shall gather the required City signatures and record the Certified Survey Map with the Ozaukee County Register of Deeds within thirty (30) days of its approval by the Plan Commission.

After the recording information is received from the Register of Deeds, the City of Port Washington Planning Department will notify the applicant and send an electronic copy (pdf) of the approved CSM to the email address provided on the application.

Certified Survey Map Submittal Checklist

- ☐ Completed Pre-Application Meeting
- ☐ Application payment - \$250 (\$275 if Public Dedication) (Mailed or Dropped off)
- ☐ One (1) professionally prepared Certified Survey Map

Submittal: All application materials can be submitted via email to: rharris@portwashingtonwi.gov



PLAN COMMISSION APPLICATION

Date Received: _____ Check Number: _____ Amount: _____ (For Office Use Only)

<input type="checkbox"/> Plan Concept Review	\$300.00	<input type="checkbox"/> Awning Review	\$ 50.00
<input type="checkbox"/> Preliminary Plat Review	550.00	<input type="checkbox"/> Special Exception or Minor Review	250.00 / 100.00
<input type="checkbox"/> Final Plat or Condo Plat Review	250.00	<input type="checkbox"/> Business, Site, and Operational Plan	450.00
<input type="checkbox"/> Planned Development Overlay	300.00	<input type="checkbox"/> Conditional Use Grant	300.00
<input type="checkbox"/> Certified Survey (w/o dedication)	250.00	<input type="checkbox"/> Zoning Text or Map Amendment	250.00
<input type="checkbox"/> Certified Survey (with dedication)	275.00	<input type="checkbox"/> Annexation	300.00

Description of Proposed Request: _____

Property Address: _____ Tax Key: 16- _____

Owner's Name: _____ Phone: _____

Fax: _____ Email: _____

Mailing Address: _____

Applicant's Name: _____ Phone: _____

Fax: _____ Email: _____

Mailing Address: _____

Relationship to Owner: _____

*****Digital Copies of your plans are required for the Plan Commission and Design Review Board meeting.*****

In making this application, I (we) acknowledge that the Plan Commission will review the contents of this application at a public meeting, that I (we) or a representative on my (our) behalf will be expected to attend the public meeting in order to provide information and answer questions, and that the meeting will be open to all interested persons who desire to attend. I (we) also grant permission to any City of Port Washington official or representative to enter and inspect the subject property at any reasonable time to consider the merits of this application, to take photographs, and to post public hearing notices if required.

Signature of Applicant: _____ Date: _____

• www.portwashingtonwi.gov •

City of Port Washington, 100 West Grand Avenue, P. O. Box 307, Port Washington, WI 53074-0307. Any questions, please contact City Plan Bob Harris at 262-284-2600 (email: rharris@portwashingtonwi.gov) or his assistant, Judy Klumb at 262-284-2600 (email: jklumb@portwashingtonwi.gov).

Revised 03/2022

CITY OF PORT WASHINGTON CERTIFIED SURVEY MAP PROCESS

Estimated Time for Approval: 4-6 Weeks



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