

# Lafayette County Land Division Checklist

Lafayette County Land Information 626 Main St, Darlington, WI 53530 PH: (608) 776-4864 Email: <u>landrecords@lafayettecountywi.org</u>

### **Certified Survey Map Review Checklist**

#### Instructions:

*Review Fee \$100.00* 

- 1. A copy of this checklist must be completed and submitted with a copy of the preliminary CSM and the associated review fee to the Lafayette County Land Information Office. Email copies are acceptable for the preliminary review. Checks may be mailed to the address listed above.
- 2. A Professional Land Surveyor should complete the portion of this checklist entitled "To Be Completed by Surveyor".
- 3. The Land Information Department has 90 days to review the CSM. If necessary, the Dept may decide to consult Plat Review which could extend the timeline another 20 days. Upon the completion of the review, the Land Information Department shall submit any corrections to the surveyor via email.
- 4. If corrections were required, the CSM must be resubmitted for final review before recording. Numerous resubmittals shall result in additional fees per the Lafayette County Land Division Ordinance.
- 5. Once the review is completed, a completed checklist signed by the Land Information Officer or their designee must be included with the final CSM for recording with the Register of Deeds Office.

### To Be Completed by Surveyor:

Name of Surveying Firm:

Name of Submitter or PLS:

Name of Client:

Contact Info:

## For Land Information Staff

Mapping Requirements							
	Includes an owner's certificate.						
	Includes all required certificates for any dedications.						
	No more than four lots are shown						
	The document number of the last previous deed of record conveying such lot or parcel is shown on the face of the map						
	"Recorded As" distances and bearings are shown for existing parcels						
Map Revie	w Comments:						
Initial Map	Review Date:	Initials:	Final Map Review Date:	Initials:			



Lafayette County Land Information 626 Main St, Darlington, WI 53530 PH: (608) 776-4864 Email: <u>landrecords@lafayettecountywi.org</u>

<b>a b</b>								
Other Requirements								
	• •	•		y Land Division Ordinance.				
, ,	Easements that cross th	• • •						
n/a	A County or State Driveway permit is required? o If checked, approval from Highway is needed. Highway Initials:							
			ded. Highw	ay Initials:				
n/a	<ul> <li>Meets Highway setbacks if applicable.</li> </ul>							
	<ul> <li>If checked, approva</li> </ul>	from Highway is nee	ded. Highw	ay Initials:				
	This land division meets requirements in the Rural Addressing & Road Name Ordinance including							
	new road names? <i>Comments:</i>							
	All lots meet the 1.5 acre minimum requirements unless controlled by Zoning							
n/a 🗌	n/a 🛛 This parcel is part of a rezone request, land use, conditional use, septic, or other zoning permit.							
	<ul> <li>If checked, approval from Zoning is required. Zoning Initials:</li> </ul>							
	• Comments:							
n/a 🗌	<ul> <li>n/a This parcel touches the floodplain or lies within the Shoreland Ordinance     <li>If checked, approval from Zoning is required. Zoning Initials:</li> </li></ul>							
n/a								
	<ul> <li>If checked, flag for GIS and Land Conservation.</li> </ul>							
	drainfield vents, septic or holding tanks are shown. If the existing improvements are not							
	identifiable, then a note on the face of the CSM explaining why they are not shown.							
Payment								
	□ Review Fee Received	Date:	Cash	Check Num:				
For Register of Deeds:								
-								
recorded.								
Land Information Officer or Designee's Signature: Date:								
Name (Drinted), Title (if not the U.O.).								
Name (Printed): Title (if not the LIO):								