



Lafayette County Land Division Checklist

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

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 should be mailed to the address 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

- Meets all CSM requirements per Section 236
 - 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 Review Comments:

Initial Map Review Date _____ Initials: _____ Final Map Review Date: _____ Initials: _____



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Other Requirements

- All lots have proper road access per the Lafayette County Land Division Ordinance.
- Easements that cross the property are shown.
- A County or State Driveway permit is required?
 - If checked, approval from Highway is needed. Highway Initials: _____*
- Meets Highway setbacks if applicable.
 - If checked, approval from Highway is needed. Highway Initials: _____*
- This land division meets requirements in the Rural Addressing & Road Name Ordinance including new road names? *Comments: _____*
- All lots meet the 1.5 acre minimum requirements unless controlled by Zoning
- This parcel is part of a rezone request, land use, conditional use, sanitary or other zoning permit.
 - If checked, approval from Zoning is required. Zoning Initials: _____*
 - Comments: _____*
 - _____
 - _____
- This parcel touches the floodplain or lies within the Shoreland Ordinance
 - If checked, approval from Zoning is required. Zoning Initials: _____*
- The original parcel is in Farmland Preservation or was eligible for FPP.
 - If checked, flag for GIS and Land Conservation.*
- Location of existing buildings; visible location of other existing improvements such as wells, 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 No. _____

For Register of Deeds:

- This land division meets the requirements of the Lafayette County Land Division Ordinance and is ready to be recorded.*

Land Information Officer or Designee's Signature: _____ Date: _____

Name (Printed): _____ Title (if not the LIO): _____