



# **COUNTY OF KENOSHA**

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**Department of Planning and Development**

# **CERTIFIED SURVEY MAP PROCEDURES**



KENOSHA COUNTY

DEPARTMENT OF PLANNING  
AND DEVELOPMENT



# COUNTY OF KENOSHA

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## Department of Planning and Development

### CERTIFIED SURVEY MAP INFORMATION & PROCEDURES

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THE KENOSHA COUNTY SUBDIVISION CONTROL ORDINANCE, HAVING JURISDICTION IN THE UNINCORPORATED TOWNSHIPS OF KENOSHA COUNTY REQUIRES THAT ANY DIVISION OF LAND RESULTING IN THE CREATION OF NOT MORE THAN FOUR (4) PARCELS OR BUILDING SITES, ANY OF WHICH IS FIVE (5) ACRES IN SIZE OR LESS BE CREATED BY A CERTIFIED SURVEY MAP.

NOTE: Some towns have additional requirements for the division of land, including certified survey map requirements for parcels larger than five (5) acres. Please contact the Town in which the land division is proposed for their land division requirements. In addition, any land certified survey map must be consistent with the adopted "Multi-Jurisdictional Comprehensive Plan for Kenosha County: 2035".

- 1. Contact the Department of Planning and Development and check with staff to determine if your proposed land division meets the requirements of the Kenosha County General Zoning and Shoreland/Floodplain Zoning Ordinance, Kenosha County Subdivision Ordinance and adopted Comprehensive Plan. If a rezoning is necessary review the Rezoning Petition Information & Procedures.
- 2. If municipal sanitary sewer is available, contact the local sewer utility regarding the ability to connect to municipal sanitary sewer.

If municipal sanitary sewer is not available, check with the County Environmental Sanitarian in the Department of Planning and Development to determine if your proposed land division meets the requirements of the Kenosha County Sanitary Code & Private Sewage System Ordinance.

NOTE: A soil test will be required to prove that any parcels being created or remaining can be served with an onsite waste disposal system. Prior to the formal submittal of a proposed certified survey you are required to submit a completed "Application for Soil Test Review for Proposed Certified Survey Maps and Subdivisions to be Served by Private On-Site Wastewater Treatment Systems". Also note that a review of any existing sanitary system on the property may be required.

- 3. Contact your local Town to inform them of your desire to propose a land division and determine if it conforms to any locally adopted town land use plan(s) as well as obtain information regarding review fees and time frames for Town review and approval.
- 4. Contact the Department of Planning and Development to schedule a joint pre-conference meeting with the town and county staff to review a sketch plan of the proposed land division.

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- ❑ 5. After receiving concept approval of the sketch plan, contract with a Wisconsin Registered Land Surveyor to prepare a draft Certified Survey Map, a certified soil tester and/or master plumber to conduct any required soil borings or septic system reviews and a Wisconsin Registered Engineer to prepare stormwater and erosion control plans, if a road is proposed. 12/13/06
- ❑ 6. If applicable, submit two (2) copies of the stormwater and erosion control plans and calculations with the appropriate review fee (see Land Use Fee Schedule). **NOTE: Stormwater and erosion control plans must be reviewed and approved prior to submittal of the Certified Survey Map. 12/13/06**
- ❑ 7. Contact the Department of Planning and Development to schedule a joint preliminary review meeting with Town and the Department of Planning and Development.
- ❑ 8. Submit the draft certified survey map document and fee to the Town for review. NOTE: Review fees will vary in each town.
- ❑ 9. Submit three (3) copies of the draft certified survey map document, a completed Land Division Application and the required \$300 review fee to the Department of Planning and Development at least one week prior to the Planning, Development & Extension Education Committee meeting. (see Land Use Schedule) NOTE: If a rezoning is needed your Rezoning Petition must be submitted thirty (30) days prior to the Planning, Development & Extension Education Committee meeting.
- ❑ 10. Make sure you are aware and understand any and all conditions which may be placed on your Certified Survey Map as part of the approval being granted by the Town and the Kenosha County Planning, Development & Extension Education Committee.  
  
NOTE: If the Town has not produced a formal recommendation in time for the Kenosha County Planning, Development & Extension Education Committee meeting, the certified survey map will not be presented to the Committee for approval.
- ❑ 11. After a conditional certified survey map approval is granted by the Town and County, contact your Wisconsin Registered Land Surveyor to make any required revisions to the certified survey map document.
- ❑ 12. Once the revised certified survey map document has been approved by Planning & Development staff, pick up the final recordable certified survey map document from your land surveyor and submit it to Planning & Development along with the required 30.00-dollar recording fee payable to "Register of Deeds" after it has been signed by the property owner(s) and any required local municipal jurisdiction(s). NOTE: If a rezoning was needed the Certified Survey Map will not be recorded until the County Board and the County Executive both have approved the Rezoning Petition.
- ❑ 13. Upon completion of recording, new tax key parcel numbers will be produced by the Land Information Office.

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**IMPORTANT TELEPHONE NUMBERS**

Kenosha County Center  
Department of Planning & Development  
19600 - 75<sup>th</sup> Street, Suite 185-3  
Bristol, Wisconsin 53104-9772

Division of Planning & Development (including Sanitation & Land Conservation) ..... **857-1895**  
Facsimile # ..... 857-1920

Public Works Division of Highways ..... 857-1870

Administration Building  
Division of Land Information ..... 653-2622

Brighton, Town of ..... 878-2218  
Paris, Town of ..... 859-3006  
Randall, Town of ..... 877-2165  
Salem, Town of ..... 843-2313  
Utility District ..... 862-2371  
Somers Town of ..... 859-2822  
Wheatland, Town of ..... 537-4340  
Wisconsin Department of Natural Resources - Sturtevant Office ..... 884-2300  
Wisconsin Department of Transportation - Waukesha Office ..... 548-8722