



**Building & Zoning Department**  
300 N. Pine Street, Burlington, WI, 53105  
(262) 342-1163 – (262) 763-3474 fax  
www.burlington-wi.gov

**APPLICATION FOR CERTIFIED SURVEY MAP REVIEW**

**REVIEW: \$500.00 Deposit +/- Actual Cost**

**FOR OFFICE USE ONLY**  
DATE FILED: \_\_\_\_\_  
RECEIVED BY: \_\_\_\_\_  
(Initials)  
AMT. PAID: \_\_\_\_\_

**APPLICANT:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **PHONE NO.** \_\_\_\_\_ **FAX NO.** \_\_\_\_\_

**OWNER:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_ **PHONE NO.** \_\_\_\_\_ **FAX NO.** \_\_\_\_\_

**SITE ADDRESS:** \_\_\_\_\_

**PROPOSED USE:** \_\_\_\_\_

**LEGAL DESCRIPTION:** \_\_\_\_\_  
(Attach full legal description if needed)

**LOCATION** ¼ of section \_\_\_\_\_, T \_\_\_\_\_ N, R \_\_\_\_\_ E, \_\_\_\_\_

**CERTIFIED SURVEY MAP CHECKLIST  
(PLEASE LIST ANY ADDITIONAL INFORMATION WHERE APPLICABLE):**

\_\_\_\_ Subdivider is to submit 27 copies and one original certified survey map (CSM) with this application.

\_\_\_\_ Review fee must be submitted with application.

\_\_\_\_ Survey performed and map prepared by WI Registered Land Surveyor.  
(Each Sheet (singled sided) must be signed, sealed and dated by the Surveyor.)

PARCEL LOCATION

\_\_\_\_ Describe all monuments used for determining the location of the parcel and show by bearing and distance their relationship to the surveyed parcel and indicate whether such monuments were found or placed. (Including monuments from adjoiners and section split.)

\_\_\_\_ The location of the certified survey map shall be indicated by bearing and distance from a boundary line of a quarter section, recorded private claim or federal reservation in which the subdivision is located. Include a north arrow on each sheet with details.

PREPARATION

- \_\_\_\_\_ Graphic scale of not more than 500 feet to an inch, which shall be shown on each sheet showing layout features.
- \_\_\_\_\_ When more than one sheet is used for any map, each sheet number shall be labeled as Sheet 1 of 3.

MAP AND ENGINEERING INFORMATION

- \_\_\_\_\_ The exterior boundaries of the land surveyed and divided must be clearly shown.
- \_\_\_\_\_ The Legend for monuments shall indicate the type, the outside diameter, length and weight per lineal foot of the monuments.
- \_\_\_\_\_ The length and bearing of the exterior boundaries, the boundary lines of all blocks, public grounds, streets and alleys, and all lot lines shall be shown. When the lines in any tier of lots are parallel the bearings of the outer lines on each tier may be sufficient.
- \_\_\_\_\_ Easements not parallel to a boundary or lot line shall be shown by centerline bearing and width or by easement boundary bearings and distances.
- \_\_\_\_\_ Abutting street and state highway lines of adjoining plats shall be shown in their proper location by dotted or dashed lines. The width of these streets and highways shall also be given.
- \_\_\_\_\_ All lots and outlots must be consecutively numbered and show the area in square feet for each lot.
- \_\_\_\_\_ The exact width of all easements, streets and alleys and the centerline of all streets shall be shown.
- \_\_\_\_\_ The distances and bearings along all meander lines, and the distance to the ordinary high water mark at each lot line (must be greater than 20 feet) shall be shown.
- \_\_\_\_\_ When a street is on a circular curve, the main chords of the right-of-way lines shall be drawn as dotted or dashed lines in their proper places.
- \_\_\_\_\_ Curves shall show the radius, the central angle, chord bearing, the chord length and the arc length for each segment and the tangent bearing shall be shown for each end of the curve.

**Property Owner:**

\_\_\_\_\_ Date: \_\_\_\_\_  
 Print Signature

**Applicant:**

\_\_\_\_\_ Date: \_\_\_\_\_  
 Print Signature

**Zoning Administrator:** \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature