

**TOWN OF WESTPORT
CHECKLIST FOR LAND DIVISIONS BY CERTIFIED SURVEY MAP**

DATE RECEIVED (TOWN) _____

DATE RECEIVED (ENGINEER) _____

CHECKED BY _____

DATE _____

NAME OF CSM _____

OWNER _____ DIVIDER _____

ADDRESS _____ ADDRESS _____

TELEPHONE NO. _____ TELEPHONE NO. _____

ENGINEER/SURVEYOR _____

ADDRESS _____

TELEPHONE NO. _____

NOTES: ACTION ON MAP MUST BE TAKEN WITHIN NINETY (90) DAYS AFTER RECEIVED BY TOWN

THE TOWN OF WESTPORT RESERVES THE RIGHT TO REFUSE SUBMISSION OF A MAP FOR NONCOMPLIANCE OF ANY OF THE FOLLOWING PROVISIONS

- ____ 1. The Certified Survey Map shall show correctly on its face, in addition to the information required by Section 236.34, Wis. Stats., the following:
 - ____ (a) All Existing Buildings, watercourses, drainage ditches and other features pertinent to property division.
 - ____ (b) Setbacks or Building Lines required by the Town's ordinances and the Dane County Zoning Code.
 - ____ (c) All Lands Reserved for future acquisition.

- ___ (d) Date of the Map.
- ___ (e) Graphic Scale.
- ___ (f) Name and Address of the owner, subdivider and surveyor.
- ___ (g) Square Footage of each parcel.
- ___ (h) Present Zoning for the parcels.

- ___ 2. State Plane Coordinate System. Where the map is located within a quarter section the corners of which have been relocated, monumented and coordinated by the Town, the map shall be tied directly to one of the section or quarter corners so relocated, monumented and coordinated. The exact grid bearing and distance of such tie shall be determined by field measurements, and the material and Wisconsin state plane coordinate of the monument marking the relocated section or quarter corner to which the map is tied shall be indicated on the map. All distances and bearings shall be referenced to the Wisconsin Coordinate System, South Zone and adjusted to the Town's control survey.
- ___ 3. Street Dedication. Dedication of streets and other public areas shall require the owner's certificate and mortgagee's certificate in substantially the same form as required by Section 236.21 (2)(a) of the Wisconsin Statutes.
- ___ 4. Recordation. The divider shall record the map with the Dane County Register of Deeds within thirty (30) days of its approval by the Town Board and any other approving agencies. Failure to do so shall necessitate a new review and re-approval of the map by the Town Board.
- ___ 5. Requirements. To the extent reasonably practicable, the certified survey shall comply with the provisions of the Town of Westport's ordinances relating to the general requirements, design standards and required improvements. Conveyance by metes and bounds shall be prohibited where the lot(s) involved is less than one and one-half (1-1/2) acres or three hundred (300) feet in width.
- ___ 6. Complete Preliminary Plat Checklist as well (applicable provisions), and attach hereto.

The Owner/Divider understands that if any of the above-required information is not submitted and an acceptable explanation is not given in an attached letter of intent as to why the required information is not submitted, the CSM and related information will be returned to the Owner/Divider for re-submittal.

OWNER

DATE

OWNER

DATE