



Certified Survey Map Process

1. Application

To apply to combine or split a parcel through a Certified Survey Map (CSM), use the City's [online Planning Application](#). The application will prompt you to attach the proposed CSM. Applications are due by the ***last Friday of the month*** to be placed on the next month's Plan Commission meeting. We recommend that you contact the Planning & Zoning office before applying to go over the proposal, requirements, and procedures in greater detail.

2. Staff Review

Upon submission, the map and its documents will be reviewed by City departments including Planning & Zoning, City Attorney, City Assessor, City Clerk, Public Works, and Engineering. Feedback will be communicated to the applicant or representative. Staff will work with the applicant to make recommended changes prior to the Plan Commission meeting. The City will verify that property taxes have been paid, ensure there are no outstanding special assessments, verify existing and/or recommended easements, and confirm correct documentation.

3. Plan Commission Meeting

The Plan Commission typically meets at 6:00 pm on the fourth Wednesday of each month, except in the months of November or December or when the Chair schedules a special meeting. At this meeting, Plan Commission will review the map and make a recommendation to the Common Council.

4. Common Council Meeting

The Common Council typically meets at 7:00 pm on the first and third Tuesdays of each month. At this meeting, the Common Council will make the final decision.

5. Recording

Upon Common Council approval, the Planning & Zoning office shall record the map with the Milwaukee County Register of Deeds and obtain a certified copy of the recorded map and documents.