

CITY OF WEST ALLIS
CSM Process - Requires 60 days - \$725 fee

Timing. Common Council meets at 7:00 p.m. on the first and third Tuesdays of each month except during July and August and other special dates when only one Common Council meeting is scheduled. Plan Commission meets at 6:00 p.m. on the fourth Wednesday of each month, except the months of November and December or when the Chair schedules a special meeting.

Application/Plan Conference. Prior to the formal submission of Certified Survey Map (CSM), the applicant or a representative shall confer with the Department of Development (414) 302-8460, and other Departments (Building Inspections and Neighborhood Services, Engineering, Fire, Clerk/Treasurer's, etc.), as may be necessary to obtain information and direction on zoning/development requirements and procedures.

Plan Submission/Deadline. The *application, fee, project description, two (2) original sets of scaled CSM maps and documents, and one (1) electronic copy (PDF format) of the plans* should be submitted to the Department of Development for review no later than the ***last Friday of the month, to be placed on the next month's Plan Commission meeting.*** The Certified Survey Map shall be prepared by a registered land surveyor and shall comply in all respects with the requirements of sec. 236.34 of the Wisconsin Statutes. The CSM map/document shall also be prepared in accordance section 12.80 of the West Allis Municipal Code. ***Format - 8"x14" durable white media with non-fading black image with 1-1/2" binding margin along the top of the plat and 1" margins on the other side.*** Examples of "durable white media" are CSM paper—minimum 24 lb. paper with 25% ragstock, acid free. "Copy-tuff" white 4 mil. Polyester film. Muslin-backed white paper.

Council Introduction. Upon receipt of the planning application, fee, project description and plans to the Department of Development, the application will be placed on the Common Council agenda for introduction. The application deadline for introduction is five days prior (Thursday at 5:00 p.m.) to the scheduled Common Council.

The Common Council will refer the application to the Plan Commission for review.

Plan Commission Review. The map and its documents shall be reviewed by the Plan Commission for conformity with Chapter 12 - Zoning of the West Allis Municipal Code, and all ordinances, rules, regulations, comprehensive plans and comprehensive plan components which affect it.

The Department of Development will distribute the plans to the City Attorney's Office, Building Inspections Dept., Engineering Dept., City Clerk/Treasurer., City Assessor, Engineering/Public Works Dept. and Milwaukee County for review and comment. Feedback will be communicated to the applicant or their representative. Staff will work with the applicant on making any changes/revisions to the plans as recommended, prior to the Plan Commission meeting. Minor revisions may be approved as contingent conditions at the discretion of the Plan Commission.

Prior to recording the CSM, the City will verify that property taxes have been paid, ensure there are no outstanding special assessments, verify existing and/or recommend easements and confirm correct names on signature pages.

The State of Wisconsin Department of Administration offers a land surveyors' resource which includes Wisconsin Statutes and a CSM checklist. This resource is available using the following link:
<http://www.doa.state.wi.us/section.asp?linkid=131&locid=9>

An example of an approved/recorded Signature Page is included with this document as a guide (next page).

Common Council. The Common Council makes the final decision and the Council meeting is scheduled after Plan Commission has reviewed the plans/proposal. Common Council meets the first and third Tuesdays of each month at 7:00pm.

Recording. Upon Common Council approval, the Department of Development shall record the map with the Milwaukee County Register of Deeds and shall obtain a certified copy of the recorded map and documents.

If you have any questions, please contact the Department of Development at (414) 302-8460.

ORIGINAL

CERTIFIED SURVEY MAP NO. 8377

Being Lots 7 to 16 inclusive, in Block 5, JUNEAU HIGHLANDS, being a part of the Southeast 1/4 of Section 3, Township 6 North, Range 21 East, City of West Allis, Milwaukee County, Wisconsin.

COMMON COUNCIL APPROVAL

Be it resolved by the Common Council of the City of West Allis, Wisconsin, that the Certified Survey Map of a parcel of land being Lots 7 to 16 inclusive, in Block 5, JUNEAU HIGHLANDS, located in part of the Southeast 1/4 of Section 3, Township 6 North, Range 21 East, City of West Allis, Milwaukee County, Wisconsin be and the same is hereby adopted.

Approved: February 18, 2011 Adopted: February 15, 2011

Dan Devine
Dan Devine, Mayor

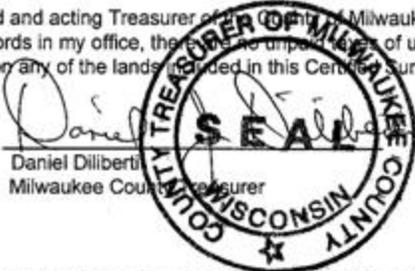
Paul Ziehler
Paul Ziehler
City Administrative Officer
Clerk/Treasurer

CERTIFICATE OF COUNTY TREASURER

STATE OF WISCONSIN)
MILWAUKEE COUNTY) SS

I, Daniel Diliberti, being the duly elected, qualified and acting Treasurer of the County of Milwaukee, Wisconsin, do hereby certify that in accordance with the records in my office, there are no unpaid taxes or unpaid special assessments as of August 11, 2011, 2011 on any of the lands included in this Certified Survey Map.

August 11, 2011
Date



Daniel Diliberti
Daniel Diliberti
Milwaukee County Treasurer

CERTIFICATE OF CITY TREASURER

I, Paul Ziehler, being the duly elected, qualified and acting Treasurer of the City of West Allis, Wisconsin, do hereby certify that in accordance with the records in my office, there are no unpaid taxes or unpaid special assessments as of August 8, 2011 on any of the lands included in this Certified Survey Map.

8/8/11
Date

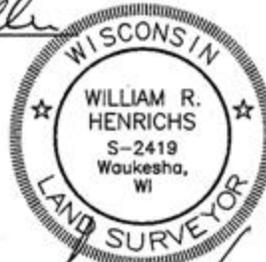
Paul Ziehler
Paul Ziehler
City Administrative Officer
Clerk/Treasurer

CERTIFICATE OF CITY CLERK

I, Paul Ziehler, being the duly elected, qualified and acting City Clerk of the City of West Allis, Wisconsin, and that the foregoing is a true and correct copy of a resolution adopted by the Common Council of the City of West Allis, Wisconsin on the 15 day of February, 2011.

8/8/11
Date

Paul Ziehler
Paul Ziehler
City Administrative Officer
Clerk/Treasurer



William R. Henrichs
January 18, 2011

Job Number: 100330
December 2, 2010
Sheet 4 of 4 Sheets