



Village of

Ashwaubenon

2155 Holmgren Way • Ashwaubenon, WI 54304

P: 920.492.2309 F: 920.492.2311

www.ashwaubenon.com

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CERTIFIED SURVEY MAP APPLICANT INFORMATION

What is a certified survey map?

A certified survey map (CSM), also known as a minor land division, is a means by which a property owner may create four or fewer new parcels five acres each or less. The CSM must meet the requirements of Chapter 20 of the Village of Ashwaubenon Municipal Code, Chapter 21 of the Brown County Code of Ordinances, and Chapter 236 of the Wisconsin State Statutes. A certified survey map must be submitted to Brown County Planning and Land Services for review as well.

Where do I start?

Prior to starting the process, it is recommended that a property owner request a meeting during normal village hall business hours to meet with village staff to review the proposed land division in order to obtain background information regarding required improvements, zoning, dimensional requirements, procedure for dividing land, and potential issues that may need to be addressed. Meetings may be set up by calling the Ashwaubenon Village Hall at (920) 593-4405.

In order for the CSM to be processed, the completed application form, fee, and all accompanying information must be received in the Ashwaubenon Village Hall at least 14 days prior to the regularly scheduled Planning Commission meeting, which is typically held on the first Tuesday of the month at 5:30 p.m. in the Village Hall Board Room. Prior to the Planning Commission meeting, an Ashwaubenon village staff member may contact you regarding setting up a site visit to review the proposed CSM on the property. The fee for review is \$250 and must be submitted with the CSM and application form. A park impact fee will be calculated as part of the review process and be payable as a condition of approval of the CSM.

What's next?

Within 90 days of application, the Planning Commission will generally approve, approve with conditions, or deny the CSM based upon the information from the application, Ashwaubenon Comprehensive Plan, as well as other pertinent plans, studies, and information. It is strongly recommended that you attend the Planning Commission meeting in order to answer any questions that come up. The applicant/agent will be provided a letter from the Village stating the action as well as any conditions of approval that must be met prior to the Village signing the CSM. Following Village and Brown County signatures of approval, the CSM may be recorded with the Brown County Register of Deeds.



Village of Ashwaubenon
Certified Survey Map (CSM) Review Application

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Date of Submittal: Located in (check one): Ashwaubenon Extraterritorial Area

Petitioner/Owner – Please print

Name

Address:

City State Zip

Phone:

Email:

Surveyor/Agent for Petitioner/Owner – Please print

Name

Address:

City State Zip

Phone:

Email:

Parent Parcel Number(s) of Properties for CSM:

Existing Zoning District and/or CUP for Parent Parcels:

Current Use of Property:

Legal description of the property being divided:

Total Number of Lots: Total Number of Outlots:

Acreage Dedicated to the Public: Total Acreage:

Please note that additional information may be requested by the Village of Ashwaubenon staff or Planning Commission.

I, as owner owner's designated agent (check one) for the above CSM, hereby file this request with the Village of Ashwaubenon for processing and agree to pay any fees associated with the application. I understand that the above request will not be processed until all the required information is provided with the petition and fees paid to the Village of Ashwaubenon.

Signature:

Please Print Name:

Please submit a digital copy of the completed application, proposed CSM, and all required fees, to:

Via email to: aschuette@ashwaubenon.com

Fees may be delivered to: Village of Ashwaubenon Department of Community Development 2155 Holmgren Way Ashwaubenon, WI 54304