



# Certified Survey Map (CSM) Process

This document provides a summary and an approximate timeframe of the process for reviewing, amending, and approving Certified Survey Maps in the City of Greenfield.

## Timeframe and Meeting Schedule

- Applicants should allow approximately **4-6 weeks** for this complete process to occur, depending on the complexity of the project
- **Plan Commission (PC)** meets on the 2<sup>nd</sup> Tuesday every month; applications must be submitted by the 2<sup>nd</sup> Thursday of the month prior to the meeting to allow sufficient time for staff review and distribution to the PC
- **Common Council (CC)** meets on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday each month from October through May, and on the 3<sup>rd</sup> Tuesday of the month from June through September; in general PC recommendations are acted on at the CC meeting one week after the PC meeting

## 1. Pre-submittal Meeting

- Before filing an application, the applicant will meet with staff to review the proposal. The proposal is examined for its adherence to the Zoning Code, and then revised as necessary to meet regulations such as minimum lot size, adequate lot width, etc.

## 2. File application for Plan Commission (PC) Review and Recommendation

- The applicant will file the CSM with City staff for PC review, which will make a recommendation at the next PC meeting. Two 8.5" x 14" copies and one electronic copy of the CSM must be submitted with the application for the review process. The applicant must pay all fees associated with the process at the time of application (i.e. current fee: \$550 to the 'City of Greenfield' and \$75 to the 'Milwaukee County Register of Deeds').

## 3. Approval of CSM by the Common Council (CC)

- The CC will take action on the proposal after the PC makes its recommendation. The CSM needs to be recorded within 12 months after CC approval.

## 4. Final recording of CSM

- Before the CSM is recorded by the City of Greenfield, the applicant or his/her surveyor will be informed if the following have been completed:
  - Any corrections to the CSM have been made
  - All necessary approvals have been obtained
  - The original CSM map is in order, properly signed and notarized.
  - All applicable charges have been paid. This will include an additional separate \$30 recording fee to the 'City of Greenfield'.
- The applicant must submit a final signed and notarized CSM to the City Engineering Department for the final recording. The City requires a minimum of seven (7) working days to perform the final processing and recording of the CSM. If the applicant needs the CSM to be recorded on or by a specific date, plan for appropriate lead time to ensure all the required materials are submitted to the City allowing for its processing time. Failure to submit the required materials with the CSM for recording may cause added recording delays.