

ORDINANCE NO. 2019- /

VERNON COUNTY CERTIFIED SURVEY MAP & PLAT REVIEW
ORDINANCE (Revision of Ordinance 2015-1)

WHEREAS, in 2008 the Vernon County Board of Supervisors enacted Ordinance 2008-2, Certified Survey Map Review Ordinance, to ensure CSM's recorded with the Vernon County Register of Deeds comply with State of Wisconsin land surveying laws & regulations, and

WHEREAS, in 2015 the Vernon County Board of Supervisors appointed an Official County Surveyor with Resolution 2015-4 to perform said CSM reviews & enacted a revised CSM Review Ordinance 2015-1, and

WHEREAS, beginning in 2019 the County Surveyor position became a full-time position, and

WHEREAS, in consultation with the Land Information Officer, Real Property Lister, Treasurer, and Register of Deeds; the County Surveyor has identified the need to revise the CSM Review Ordinance to include the review of Plats and modify the review process, and

WHEREAS, the Land Information Council has reviewed said revisions and recommends that the CSM Review Ordinance be updated to a CSM & Plat Review Ordinance,

NOW, THEREFORE the Vernon County Board of Supervisors does hereby ordain as follows:

(See Attached Ordinance)

This ordinance shall be effective July 1, 2019

Adopted by the Vernon County Board of Supervisors on the 4 day of June, 2019.

Attest:

Ron Hoff
Ron Hoff, Clerk

County Fiscal Impact: \$0.00

Submitted by:

Frank Easterday 4/9/2019 10 0
Frank Easterday, Chair Date Yes No Other
Land Information Council

Vernon County Certified Survey & Plat Review Ordinance

Section 1.

Purpose & Benefits:

To ensure that Certified Survey Maps (CSM's), Condominium Plats, Subdivision Plats and other plats recorded with the Vernon County Register of Deeds Office are in compliance with the requirements as specified in Wisconsin land surveying laws under Chapter 236 & Chapter 703 of the State Statutes and Administrative Code AE-7. Ensuring full compliance with said Wisconsin land surveying laws will have many benefits. It will benefit the landowners who have hired land surveyors to prepare CSM's and Plats by ensuring compliance with uniform and high professional standards. It will be a benefit to the real property listing process because it will ensure that recorded CSM's and Plats provide improved clarity and more information for splitting and creating parcel records. Lastly, it will be a benefit to land record modernization efforts through improved Public Land Survey System (PLSS) Corner Remonumentation & PLSS Section division which supports cadastral based parcel mapping.

Section 2.

Requirements:

A) All Certified Survey Maps and Plats prepared for any lands surveyed within the unincorporated areas of Vernon County shall be reviewed for compliance with Chap. 236; Chap 703; AE-7; and other applicable statutes, rules, or ordinances; and shall be approved for recording by the elected, appointed, and/or contracted Vernon County Surveyor or designated alternate professional land surveyor licensed in the State of Wisconsin, prior to being recorded with the Vernon County Register of Deeds.

B) All said CSM's shall contain a notarized owner certificate for all owners of the property being surveyed.

C) All said CSM's and Plats shall also contain a certificate of the professional land surveyor stating that the CSM or Plat complies with this ordinance, and a 3" x 3" blank area in the upper right corner for use by the Register of Deeds to place recording information.

Section 3.

Process:

A) The CSM & Plat Review Process will be approved by the Vernon County Land Information Committee and reviewed on a periodic basis. Vernon County will provide a copy of this process upon request. This process will be available in hardcopy format from the Land Information Office, Treasurer's Office, and Register of Deeds Office. This process will also be available in electronic format on the Vernon County Website, and will be emailed on request from the Land Information Office.

B) The elected, appointed, and/or contracted Vernon County Surveyor or designated alternate professional land surveyor licensed in the State of Wisconsin will approve or deny the submitted CSM or Plat, and provide notice thereof to the originating surveyor..

Section 4.

Fees:

A) The CSM and Plat review fee will be established by the Vernon County Land Information Committee and reviewed on a periodic basis.

B) A notice of the applicable fees shall be posted at the Register of Deeds, Treasurer, and Land Information Offices.

CSM & Plat Review Process

Section 1 – Review Requirements

- A) All Certified Survey Maps (CSM), Condominium Plats, Assessor's Plats or any plats that are recorded in the Vernon County Register of Deeds except for any listed in paragraph B below.
- B) Exemptions.
 - 1. A Transportation Project Plat that conform to s.84.095.
 - 2. A CSM or Plat that has been previously reviewed by the State of Wisconsin Plat Review Office.

Section 2 – Initial Process.

- A) A draft of the original CSM or Plat showing all applicable certificates shall be submitted to the Vernon County Land Information Office for review by the Vernon County Surveyor, by either US Mail or by electronic format.
- B) If the Vernon County Surveyor is not available in a reasonable time to review the CSM or Plat, the Land Information Office will forward a copy of the submitted CSM or Plat to a designated alternate professional land surveyor licensed in the State of Wisconsin.
- C) The Vernon County Surveyor or designated alternate will review the submitted CSM or Plat in accordance with all applicable statutes, rules or ordinances and mark the reviewed CSM or Plat with a 'Pass Without Comments', 'Pass With Comments' or 'Flagged'. The Land Information Office will provide notice thereof to the originating surveyor within 5 business days of receipt.
- D) It is understood that there may extenuating circumstances outside of the Land Information Office's control that may cause a delay, in which case the originating surveyor will be notified of the delay and estimated time of finalized review.

Section 3 – Passed Review

- A) Once the Vernon County Surveyor or designated alternate has designated the CSM or Plat as 'Passed Without Comments', the originating surveyor will then acquire all of the required applicable signatures and submit the recordable CSM or Plat to the Land Information Office along with the established review fee.
- B) Once the Vernon County Surveyor or designated alternate has designated the CSM or Plat as 'Passed With Comments', the originating surveyor will correct any deficiencies noted and then acquire all of the required applicable signatures and submit the recordable CSM or Plat to the Land Information Office along with the established review fee.
- C) The Vernon County Surveyor or designated alternate will insure that the recordable CSM or Plat has met the requirements of any previous review.

- D) Once the recordable document has met all the requirements of any previous review, the Land Information Office will place an approval stamp on the face of the recordable document. The Land Information Office may at the request of the originating surveyor may forward the approved recordable document to the Register of Deeds Office along with recording fees, or will return the recordable document to the originating surveyor for recording.
- E) A receipt of recording will be sent to the CSM or Plat originating surveyor by the Register of Deeds.

Section 4 – Failed Review.

- A) If the Vernon County Surveyor, or designated alternate designates the CSM or Plat as 'Flagged', the Land Information Office will return the CSM or Plat to the originating surveyor with a listing of the deficiencies that must be corrected prior to a re-submittal of the CSM or Plat.
- B) Once the originating surveyor has corrected the listed deficiencies, the CSM or Plat will be re-submitted to the Land Information Office for additional review.
- C) The re-submitted CSM or Plat will be forwarded to the Vernon County Surveyor or designated alternate for review. If all previously listed deficiencies have been corrected the originating surveyor will be notified by the Land Information Office. The originating surveyor will then follow the process as listed in Section 3 - Passed Review.