

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 conforms 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 be 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 – Flagged 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.