

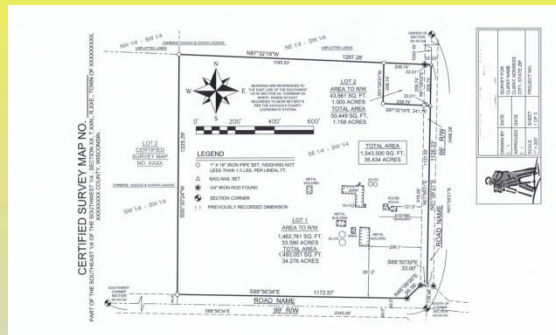
# Certified Survey Map Approvals

Land Resources & Environment  
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# Certified Survey Map (CSM):

A CSM is a map of a proposed land division prepared by a professional land surveyor. CSMs are required for land divisions that create a new lot/parcel less than 40 contiguous acres.



## What is the definition of a lot?

Per Chapter 7, Sauk County Code of Ordinance, a “Lot” means land occupied by or designed to provide space necessary for one principal building and its accessory structures or uses, which abuts a publicly dedicated road. A lot is created by a subdivision plat, or certified survey map, or a parcel described in a conveyance recorded with the Sauk County Register of Deeds, which complies with the minimum size requirements pursuant to the applicable zoning district designation in effect at the time of the land division or recording of the conveyance. A lot shall comply with the minimum area requirements pursuant to the applicable zoning district designation in effect at the time of the land division or recording of the conveyance. No land included in any road, highway, or railroad right-of-way shall be included when computing the area for minimum lot area. No road, highway, easement, railroad right-of-way, river, stream, or water body shall constitute a break in contiguity.

## What does not require a CSM?

- ≠ Transfers of interest in land by will or pursuant to a court order.
- ≠ Sale or exchange of land between adjacent property, if additional lots are not created, and complies with the existing zoning minimum lot size.



## Where can I Submit my CSM?

You or the surveyor who has prepared your CSM may submit it for review to the Sauk County Land Resources & Environment Department through the online web portal.

You are encouraged to send our Department a draft copy of your CSM to start the review process, while at the same time, contact the Town Board and/or Town Plan Commission for their review. Please do not get any original documents signed until your surveyor or the department has contacted you to let you know that a final map has been approved and no changes are required.

After the Town has signed the CSM, (Owner, Surveyor and Extra-territorial official, where applicable must have signed as well) you may provide to our Office for final signatures and to be recorded in the Register of Deeds Department.

## What are the Fees?

The review fee for a CSM is \$125, plus \$25 for each additional lot. Checks should be made out to Sauk County. Recording fees are \$30 and checks should be made out to the Register of Deeds. Review and Recording fees need to be separate. *\*Fee are subject to periodic adjustment by the Sauk County Board of Supervisors*

## What is the Review Process?

You or your surveyor will submit a draft copy of your CSM to the Department for review, along with the appropriate review fees. Please note – the review will not begin until all fees are paid.

Staff will forward copies of your CSM to the appropriate agencies, departments and town officers where the property is located. The Department will then go through a thorough review process while waiting to hear from the above mentioned as to any objections they may have to the survey. If there are any changes or revision required, the department will contact your surveyor and request those be made and a second draft be submitted for review. Once a final draft has been approved, an original map with all signatures can be submitted to the department for final review, approval and signing.

Your CSM will either be approved, conditionally approved, or rejected within 45 calendar days from the date of submission.

Once the CSM is approved, if you have submitted a check for recorded the CSM to the Register of Deeds, a staff member from the Department will file it for recording with the Register of Deeds.

If a recording fee was not submitted, staff will contact you to let you know your CSM has been approved and you can pick it up to be filed with the Register of Deeds at your convenience.



**Land Resources & Environment**  
**608-355-3245**

**Sauk County Register of Deeds**  
**608-355-3288**