

CERTIFIED SURVEY MAPS

INTRODUCTION

Certified Survey Maps (CSMs) are one of the permitted methods of dividing land in the City of Muskego. CSMs are allowed when it is proposed to create four or fewer building sites or parcels, and also when it is proposed to create a land division where all parcels are greater than 1.5 acres in size and no public improvements are required to serve the proposed parcels. Certified Survey Maps must include all of the contiguous land owned by the applicant, unless the land is in excess of 20 acres in size and not intended for development.

PROCEDURE

1. Pre Application. It is recommended that prior to the filing of an application for the approval of a certified survey map, the applicant consult with the Planning Director and City Engineer in order to obtain advice and assistance. This consultation is neither formal nor mandatory but is intended to inform the applicant of the purpose and objectives of local regulations, the adopted Comprehensive Plan or adopted plan components, and plan implementation ordinances of the City and to otherwise assist the subdivider in planning his development. In so doing, both the subdivider and planning agency may reach mutual conclusions regarding the general program and objectives of the proposed development and it's possible effects on the neighborhood and City.
2. Submit Concept Sketch. The purpose of a conceptual sketch is to gain tentative approval from the Plan Commission prior to expending time and resources on a Certified Survey Map. The approval of the sketch is not binding on the developer or City. Submittal requirements for conceptual sketches are as follows:
 - 18 copies drawn to scale with compass directions shown.
 - Written statement of intent, including information on utility services proposed (if any).
 - Review fee
3. Plan Commission Sketch Review. Any conditions of approval should be noted by the developer and accommodated on the final Certified Survey Map submittal.
4. Wetland Delineation. (If applicable) If wetlands are believed to exist on the property, their exact boundaries must be shown on the final Certified Survey Map. Individuals may apply to receive a wetland delineation for no charge through SEWRPC or hire a private company to do a wetland delineation. A detailed description of the procedure is shown in Chapter 2.
5. Submit Final Certified Survey Map (CSM). Final certified survey maps must include all information required by Wisconsin Statutes and Chapter 18 of the Municipal Code. Submittal requirements for final CSMs are as follows:
 - 18 copies of the certified survey map
 - Developers Deposit in an amount per adopted policy
 - Review fee
 - Request for rezoning (if applicable)

The submittal is forwarded to the City's consulting engineer for review.

6. Adequate Public Facilities Review. Planning department reviews for compliance with Section 17:6.01(3). CSM either received automatic certification or is scheduled for appropriate Committee and Commission reviews.
7. Plan Commission CSM Review. The Plan Commission will review the CSM, and will make a recommendation to Common Council.

8. Public Works Committee Review (If public streets or storm sewer are proposed). The Public Works Committee reviews CSMs which, if approved, will require the installation of new streets, or will require storm water improvements in accordance with Chapter 34 of the Municipal Code. The Construction Plan approval process is detailed separately in the Procedure Guide. Committee action is adopted by the Common Council through approval of meeting minutes. Planning Director provides written certification of Adequate Public Facilities, if required by step 6.
9. Public Utilities Committee Review (If public sewer or water are proposed). The Public Utilities Committee reviews CSMs which, if approved, will require the installation of sanitary sewers or water mains. The Construction Plan approval process is detailed separately in the Procedure Guide. Committee action is adopted by the Common Council through approval of meeting minutes. Planning Director provides written certification of Adequate Public Facilities, if required by step 6.
10. Finance Committee Review (If developers agreement is required). If public improvements are required to be installed, a developers agreement will be drafted by the Planning Department, for review and approval by the Finance Committee. The Finance Committee also reviews the applicant's estimated construction costs, and establishes an amount required to be tendered in the form of a Letter of Credit to secure the applicant's successful completion of public improvements. The adopted Letter of Credit policy is shown in Chapter 2. The Committee's recommendation is forwarded to the Common Council, who will approve the agreement by Resolution.
10. Common Council CSM Review. Within Common Council is required to review all final CSM submittals within 60 days of receipt. The Common Council will review the recommendations of the Plan Commission and any other applicable Committee. Any revisions required by the City's consulting engineer must be made prior to Council action. If the corrections are not complete, the item will be deferred to the next Common Council meeting.
11. Closing Meeting. After Certified Survey Map is approved by the Common Council, the petitioner must bring the original Certified Survey Map with all corrections required by the Common Council, and the moneys owed, to the Planning Department for the necessary signatures and payment of fees.
 - Petitioner must sign Certified Survey Map in front of Notary Public
 - Petitioner must pay all dedication fees
 - Petitioner must submit a digital copy of their CSM (Must follow Muskego's digital file submittal requirements)
 - Petitioner must pay all taxes, bills, assessments, etc.
 - Petitioner must bring a check payable to the Waukesha County Register of Deeds.
 - The Planning Secretary will submit the signed Certified Survey Map to the Waukesha County Register of Deeds along with check.

CERTIFIED SURVEY MAP DEADLINES

Conceptual Sketch and Certified Survey map submittal deadlines are 15 days before next scheduled Plan Commission meeting.

If the CSM requires a rezoning, the submittal deadline is 30 days prior to the scheduled Plan Commission meeting.

Plan Commission meetings are the 1st and 3rd Tuesdays of each month, unless specified.

If Committee action is required, the item will be scheduled for the next available meeting in accordance with the following:

- Public Works Committee, 3rd Monday of every month
- Public Utilities Committee, 3rd Monday of every month
- Finance Committee, 1st and 3rd Wednesday and 2nd and 4th Tuesday of every month

If the CSM is adopted by the Plan Commission and all necessary Committees have reviewed and approved their related issues, the CSM will be on the Common Council Agenda for the next scheduled meeting.

Common Council meetings are the 2nd and 4th Tuesdays of each month.

Certified Survey Map must be submitted for all signatures and recorded within 30 days of final approval by Common Council

CERTIFIED SURVEY MAP FEES (for the year 2005)

Sketch Fee: \$100.00. Due at time of submittal for Plan Commission review.

Certified Survey Map: \$200.00 plus 11.00 per lot. Due at time of submittal for Plan Commission review.

GIS Land Records Fee: \$80.00 per lot or outlot. Due at time of submittal for Plan Commission review.

GIS Capital Charge: \$20.00 per lot or outlot. Due at time of submittal for Plan Commission review.

Rezoning Fee: \$350.00 (if applicable) plus Developers Deposit. Due at time of submittal for Plan Commission review.

Developers Deposit: Due in an amount per policy, shown in Chapter 2. Due at time of submittal for Plan Commission review.

Plan Review / Routing Fees: \$65.00 for Public Works Committee, if applicable. \$65.00 for Public Utilities Committee, if applicable. Due at time of submittal for Plan Commission review.

Developers Agreement Fees: \$600.00 for drafting and review by Planning staff and Finance Committee, if applicable. Due at time of submittal for Plan Commission review.

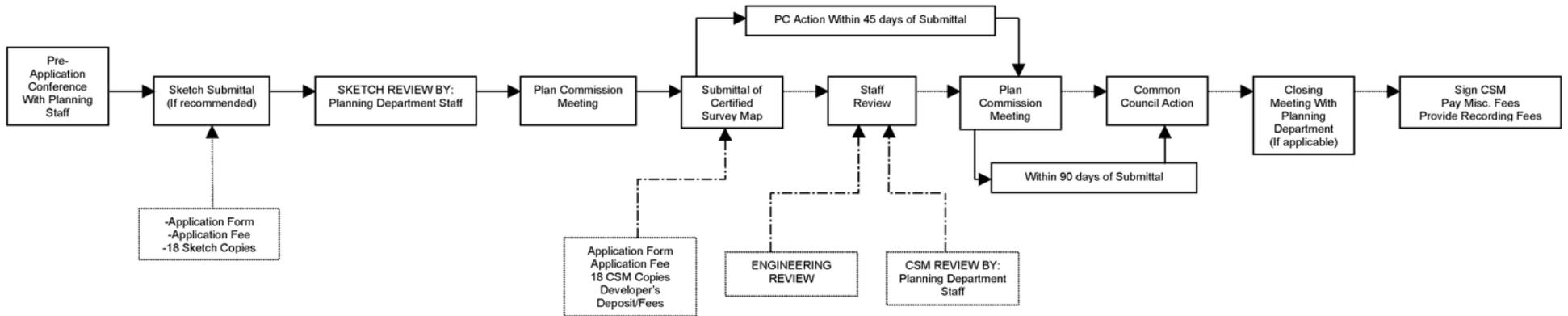
Park Dedication Fee: \$1,900.00 for every additional single-family buildable lot or unit created or \$1,400.00 for every multi-family buildable lot or unit created. Due at the time of submittal of original CSM for City signatures.

Conservation Land Dedication Fee: \$580.00 per development acre. Due at the time of submittal of original CSM for City signatures.

Conservation Trail Dedication Fee: \$60.00 for every additional single-family buildable lot or unit created or \$45.00 for every multi-family buildable lot or unit created. Due at the time of submittal of original CSM for City signatures.

Waukesha County Register of Deeds: \$11.00 for 1st page and \$2.00 per additional page. Due at the time of submittal of original CSM for City signatures.

CERTIFIED SURVEY MAP APPROVAL PROCESS



SUBDIVISION PLATS

INTRODUCTION

Preliminary Plat submittal is the first step in dividing land into a large number of smaller parcels. Preliminary Plats must include all of the contiguous land owned by the applicant, unless the land is in excess of 20 acres in size and not intended for development.

PROCEDURE

1. Pre Application. It is recommended that prior to the filing of an application for the approval of a Preliminary Plat, the applicant consult with the Planning Director and City Engineer in order to obtain advice and assistance. This consultation is neither formal nor mandatory but is intended to inform the applicant of the purpose and objectives of local regulations, the adopted Comprehensive Plan or adopted plan components, and plan implementation ordinances of the City and to otherwise assist the subdivider in planning his development. In so doing, both the subdivider and planning agency may reach mutual conclusions regarding the general program and objectives of the proposed development and it's possible effects on the neighborhood and City.
2. Submit Concept Sketch. The purpose of a conceptual sketch is to gain tentative approval from the Plan Commission prior to expending time and resources on a Preliminary plat. The approval of the sketch is not binding on the developer or City. Submittal requirements for conceptual sketches are as follows:
 - 18 copies drawn to scale with compass directions shown.
 - Written statement of intent, including information on utility services proposed (if any).
 - Review fee
3. Plan Commission Sketch Review. Any conditions of approval should be noted by the developer and accommodated on the Preliminary Plat submittal.
4. Wetland Delineation. (if applicable) If wetlands are believed to exist on the property, their exact boundaries must be shown on the Preliminary Plat. Individuals may apply to receive a wetland delineation for no charge through SEWRPC or hire a private company to do a wetland delineation. A detailed description of the procedure is shown in Chapter 2.
5. Submit Preliminary Plat. The Preliminary Plat must include all information required by Wisconsin Statutes and Chapter 18 of the Municipal Code. Submittal requirements for Preliminary plats are as follows:
 - 39 folded copies of the preliminary plat map
 - Developers Deposit in an amount per adopted policy
 - Review fees
 - Request for rezoning (if applicable)
 - Department of Administration form and fee (We will send in)
 - Waukesha County Plat review form and fee (We will send in)
 - Waukesha County DOT review form (if applicable)
 - Wisconsin DOT review form (if applicable)
 - Wisconsin DNR determination of Navigability (if applicable)
 - Digital copy of plat
 - 18 folded sets of all required plans including:
 - Erosion Control Plan
 - Landscape Plan
 - Grading Plan
 - Sanitary Sewer Plan
 - Watermain Plan

City of Muskego
Developers Procedure Manual

Road Construction Plan
Storm Water Management Plan
Maintenance agreements
Protective Covenants
Public Improvement Cost Breakdown

The submittal is forwarded to the City's consulting engineer for review.

6. Adequate Public Facilities Review. Planning department reviews for compliance with Section 17:6.01(3). Preliminary either received automatic certification or is scheduled for appropriate Committee and Commission reviews.
7. Plan Commission Preliminary Plat Review. The Plan Commission will review the Preliminary Plat, and will make a recommendation to Common Council. If a rezoning is required, the Plan Commission will also make a separate recommendation to the Common Council.
8. Rezoning Public Hearing (If required). The Common Council will hold a public hearing on any required rezoning, and will hold a "first reading" or the Ordinance to rezone the subject property. Final action on the rezoning will be approved/denied upon the second reading or approved with a contingency that the rezoning will not go into effect until Final Plat approvals are received. Greater detail of the rezoning process can be found under separate heading in the Procedure Guide.
9. Public Works Committee Plan Review. The Public Works Committee reviews improvement plans for the installation of new streets, grading, and storm water management improvements in accordance with Municipal Code and the adopted Committee policies. The Construction Plan approval process is detailed separately in the Procedure Guide. Committee action is adopted by the Common Council through approval of meeting minutes. Planning Director provides written certification of Adequate Public Facilities, if required by step 6.
10. Public Utilities Committee Plan Review. The Public Utilities Committee reviews improvement plans for the installation of sanitary sewers or water mains. The Construction Plan approval process is detailed separately in the Procedure Guide. Committee action is adopted by the Common Council through approval of meeting minutes. Planning Director provides written certification of Adequate Public Facilities, if required by step 6.
11. Finance Committee Developers Agreement and Security Review. A developer's agreement will be drafted by the Planning Department, for review and approval by the Finance Committee. The Finance Committee also reviews the applicant's estimated construction costs as illustrated in the Public Improvement Cost Breakdown, and establishes an amount required to be tendered in the form of a Letter of Credit to secure the applicant's successful completion of public improvements. The Letter of Credit policy is reviewed in greater detail under separate cover in the Procedure Guide. The Committee's recommendation is forwarded to the Common Council, who will approve the agreement by Resolution.
12. Common Council Review. Within Common Council is required to review all Preliminary Plat submittals within 90 days of receipt. The Common Council will review the recommendations of the Plan Commission and all other applicable Committees. Any plan or plat revisions required by the City's consulting engineer must be made prior to Council action. If the corrections are not complete, the item will be deferred to the next Common Council meeting.
13. Pre-Construction Closing Meeting (optional). After the Common Council approves Preliminary Plat and developer's agreement, the petitioner may proceed with the construction of improvements. *Any improvements constructed under Preliminary Plat status are done entirely at the applicant's sole risk and it is recommended that improvement construction should not begin until Final Plat approval.* To

City of Muskego
Developers Procedure Manual

proceed with construction at this stage, the applicant must request a Closing meeting. At this meeting the petitioner must submit the following:

- 5 copies of Developers Agreement
- 5 copies of all Developers Agreement exhibits
- 5 copies of Public Improvement Cost Breakdown
- Original Letter of Credit
- All fees due
- DNR Chapter 30 Permit
- MMSD Sanitary Sewer Approval
- DNR Water Approval
- FEMA/DNR/SEWRPC Approval of flood plain modifications, wetlands delineation, and determination of Navigability.

14. Pre-construction meeting policies and procedures can be attained via the Engineering Department.

15. Submit Final Plat. Preliminary Plat approvals are valid for six (6) months from the date of Common Council approval. The applicant may be reasonably assured that the Final Plat will be approved if it is submitted in substantially the same form as the approved Preliminary plat. Final Plat submittals must include the following:

- 39 folded copies of the Plat map
- Submittal fee
- Department of Administration form and fee (We will send in)
- Wisconsin DOT review form (if applicable)

16. Plan Commission Final Plat Review. The Plan Commission will review the Final plat within 45 days of submittal, and will make a recommendation to the common Council.

17. Common Council Final Plat. The Common Council reviews all Final Plats within 60 days of submittal, and either approves, approves with conditions, or rejects the Plat.

18. Pre-Recording Closing Meeting. If the Final Plat is approved, and any required conditions of approvals are met, a closing meeting is scheduled. The Planning Department will send a letter denoting what is needed prior to the closing meeting. The applicant schedules a closing meeting through the Planning Department. The applicant provides the following for the meeting:

- Mylar or Muslin original for signatures
- 5 copies of all signed Developer's Agreements and Maintenance Agreements
- 5 copies of all approved construction plans
- Original Protective Covenants and Restrictions
- Original Letter of Credit in the City approved format (Shown in Next Section)
- Original Certificate of Insurance in City approved form (Shown in Next Section)
- Incorporation documents for Owner's Association
- Digital copy of the plat in City approved format
- Digital copy of construction plans
- All fees paid (Including developer's deposit replenish, park and conservation dedication fee payment, and taxes/special assessments)
- DNR Chapter 30 Permit (If applicable)
- MMSD Sanitary Sewer Approval (If applicable)
- DNR Water Approval (If applicable)
- FEMA/DNR/SEWRPC Approval of flood plain modifications, wetlands delineation, and determination of Navigability (If applicable)

The City provides the following for the meeting:

- 5 copies of all Developers Agreements and Maintenance Agreements

19. Record at Waukesha County. Following the closing meeting, the applicant delivers the following to the Waukesha County Register of Deeds for recording:

- Mylar or Muslin original of signed final plat
- All Developer's Agreements and Maintenance Agreements
- Declarations of Restrictions

20. Filing with City. Following the closing and recording, the applicant must submit the following to the City Planning Office:

- Mylar copy of the Final Plat with all required signatures and recording information affixed
- Recorded copy of all Developer's Agreements and Maintenance Agreements
- Recorded copy of Declarations of Restrictions

SUBDIVISION PLAT DEADLINES

Conceptual Sketch deadlines are 15 days before next scheduled Plan Commission meeting.

Preliminary Plat deadlines are 45 days before the Plan Commission meeting where action is requested. Rezoning petitions should be submitted concurrent with the Preliminary Plat.

Final Plat deadlines are 30 days before the Plan Commission meeting where action is requested.

Plan Commission meetings are the 1st and 3rd Tuesdays of each month, unless specified.

If Committee action is required, the item will be scheduled for the next available meeting in accordance with the following:

- Public Works Committee, 3rd Monday of every month
- Public Utilities Committee, 3rd Monday of every month
- Finance Committee, 1st and 3rd Wednesday and 2nd and 4th Tuesday of every month

If the Preliminary or Final Plat is approved by the Plan Commission and all necessary Committees have reviewed and approved their related issues, the plat will be on the Common Council Agenda for the next scheduled meeting.

Common Council meetings are the 2nd and 4th Tuesdays of each month.

Final Plats must be submitted for all signatures and recorded within 30 days of final approval by Common Council

SUBDIVISION PLAT FEES (for the year 2005)

The following list describes all fees, which may be due to the city of Muskego in conjunction with the development of a Preliminary Plat or Final Plat. All fees are not necessarily applicable to every development. Applicants are encouraged to review the Municipal fee structure with the Planning Department and Sewer and Water Utilities.

Sketch Fee: \$225.00 for 10 or less lots; \$300.00 for 11 or more lots. Due at time of submittal for Plan Commission review.

Preliminary Plat: \$500.00 plus \$11.00 per lot. Due at time of submittal for Plan Commission review.

Reapplications for approved-but-expired Preliminary Plats: \$150.00. Due at time of submittal for Plan Commission review.

Final Plat: \$400.00 plus \$11.00 per lot. Due at time of submittal for Plan Commission review.

GIS Land Records Fee: \$80.00 per lot or outlot. Due at time of submittal for Plan Commission review.

GIS Capital Charge: \$20.00 per lot or outlot. Due at time of submittal for Plan Commission review.

Reapplications for approved-but-expired Final Plats: \$150.00. Due at time of submittal for Plan Commission review.

Rezoning Fee: \$350.00 (if applicable) plus Developers Deposit. Due at time of submittal for Plan Commission review.

Rezoning involving Planned Unit Developments: \$1,200.00 in addition to other rezoning fees due. Due at time of submittal for Plan Commission review.

Amendments to Planned Unit Developments: \$600.00 in addition to other rezoning fees due. Due at time of submittal for Plan Commission review.

Rezoning involving Floodplain: \$345.00 in addition to other rezoning fees due. Due at time of submittal for Plan Commission review.

Park Dedication Fee: \$1,900.00 for every additional single-family buildable lot or unit created or \$1,400.00 for every multi-family buildable lot or unit created. Due at the time of submittal of original CSM for City signatures.

Conservation Land Dedication Fee: \$580.00 per developed acre. Due at the time of submittal of original CSM for City signatures.

Conservation Trail Dedication Fee: \$60.00 for every additional single-family buildable lot or unit created or \$45.00 for every multi-family buildable lot or unit created. Due at the time of submittal of original CSM for City signatures.

Developers Deposit: Due in an amount per policy, shown in Chapter 2. Due at time of submittal for Plan Commission review.

Letter of Credit Administration Fee: Due in an amount per policy, shown in Chapter 2. Due at time the original Letter of Credit is tendered.

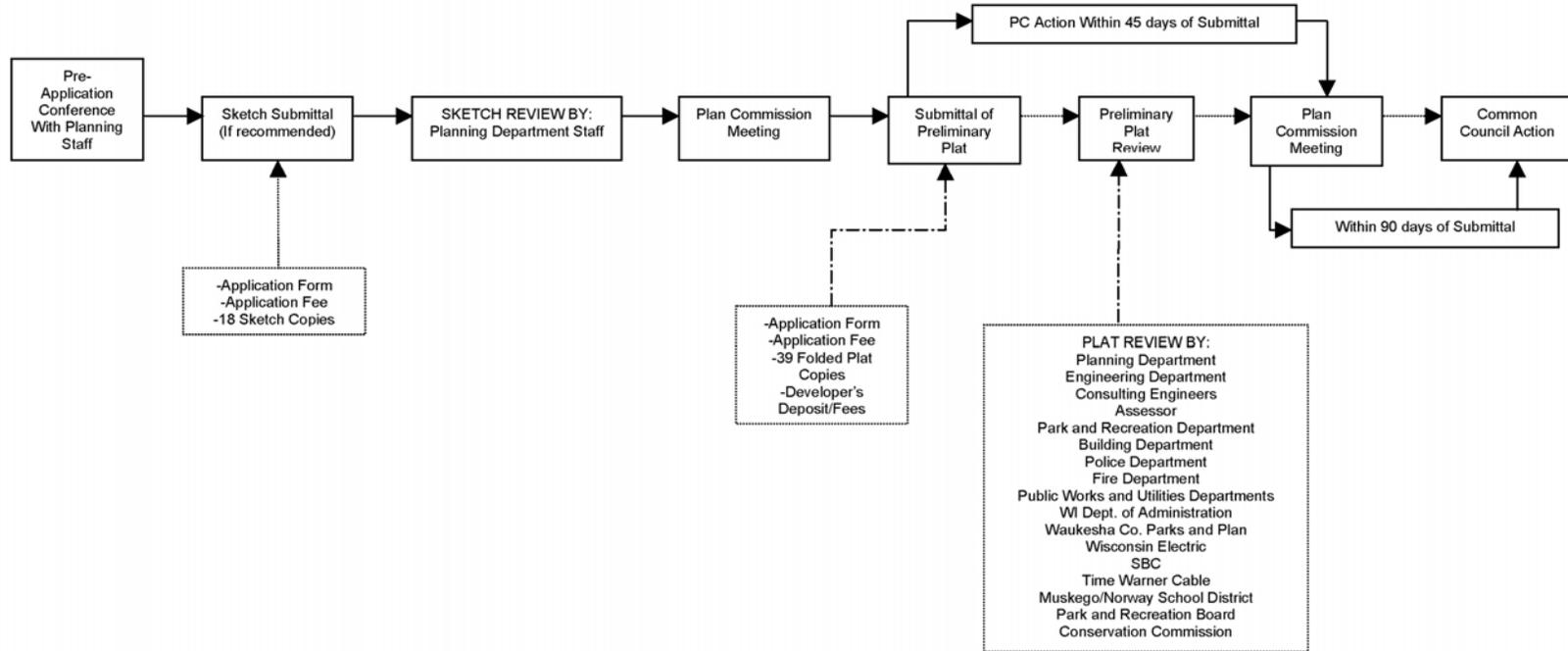
Plan Review / Routing Fees: \$65.00 for Public Works Committee and \$65.00 for Public Utilities Committee. Due at time of submittal for Plan Commission review.

Developers Agreement Fees: \$600.00 for drafting and review by Planning staff and Finance Committee. Due at time of submittal for Plan Commission review.

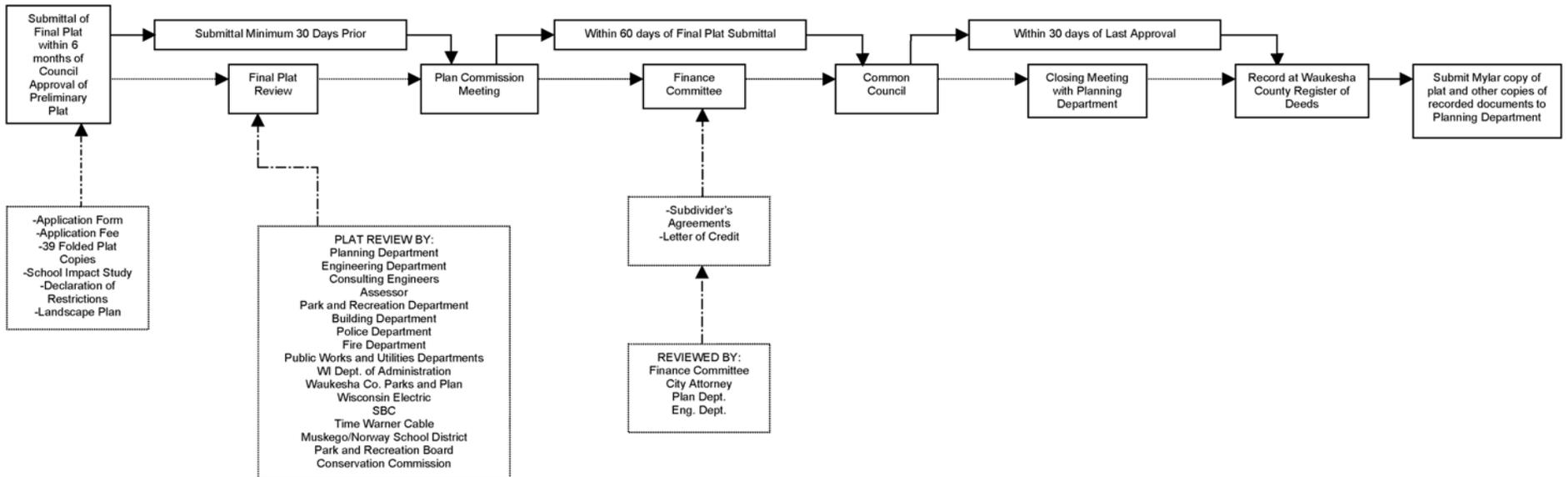
Stormwater Management Plan Preparation Fee: \$150.00 for drafting and review by Planning staff and Finance Committee. Due at time of submittal for Plan Commission review.

Capacity Assessments: Due for sanitary sewer and water connections in an amount and at time per Public Utilities policy (See Engineering Department for details if applicable).

PRELIMINARY PLAT APPROVAL PROCESS



FINAL PLAT APPROVAL PROCESS



SCHOOL IMPACT STUDY

INTRODUCTION

School Impact Studies are required to be submitted with all preliminary Plat submittals. The purpose is to help the Plan Commission, Common Council, and School Board quantify the impact that each development may have on the school system, given certain assumptions.

PROCEDURE

1. Applicant receives policy and outline from Planning Department.
2. Applicant prepares Sections 1-3 required per study outline.
3. Applicant contacts Muskego-Norway School District for guidance in completing *School Attendance* and *Enrollment* items of Sections 4-5 required per study outline.
4. Applicant computes school attendance impact of the proposed development using the multipliers provided and the proposed number of additional households.
5. Applicant submits fifteen (18) copies of the School Impact Study to the Planning Department concurrent with Preliminary Plat submittal.
6. Planning Department forwards copy to Muskego-Norway School District, and includes staff review of the report with the Plan Commission Supplement.

AUTHORIZING RESOLUTION

The following is a copy of the authorizing Resolution, which requires school impact studies for all new developments:

RESOLUTION #P.C. 20-80
APPROVAL OF OUTLINE FOR SCHOOL IMPACT STUDIES

WHEREAS, the Plan Commission of the City of Muskego has indicated that no subdivision would be approved unless the developer provides the Commission with an acceptable School Impact Study, and

WHEREAS, the attached outline will provide the Commission with an additional tool to determine the affect of a proposed development on the schools in the area.

THEREFORE BE IT RESOLVED, that the Plan Commission of the City of Muskego does hereby reaffirm its decision to require a School Impact Study prior to the approval of all developments.

BE IT FURTHER RESOLVED, that the Plan Commission of the City of Muskego does hereby adopt the attached outline for School Impact Studies.

City of Muskego
Plan Commission

Adopted March 18, 1980

Defeated _____

Deferred Feb. 19, 1980

STUDY OUTLINE

1. NAME OF SUBDIVISION _____
2. NUMBER OF DWELLINGS _____
3. TOTAL ESTIMATED STUDENT POPULATION _____
4. WHICH SCHOOL WOULD STUDENTS MOST LIKELY ATTEND?

<u>Name of School</u>	<u>Number of Students</u> (Based on multipliers below)
_____ Elementary	_____
_____ Middle School	_____
_____ High School	_____

5. CAPACITY AND PRESENT SCHOOL ENROLLMENT

<u>Name of School</u>	<u>Capacity</u>	<u>Present Enrollment</u> (Date _____)
_____ Elementary	_____	_____
_____ Middle School	_____	_____
_____ High School	_____	_____

6. ESTIMATED DISTANCE FROM PROPOSED SUBDIVISION

<u>Name of School</u>	<u>Distance</u>
_____ Elementary	_____
_____ Middle School	_____
_____ High School	_____

*Population Multipliers

Students/Household = .5 single family; .3 multi family
Elementary School Students per Household = 33% of Total
Middle School Students per Household = 33% of Total
High School Students per Household = 33% of Total

SAMPLE CLERK'S TRANSMITTAL FORM

PLAT NAME: [name]

LOCATION: SW 1/4 OF THE
(Legal Description) NE 1/4 OF SEC
TNP 5 RNG 20 E
CITY OF MUSKEGO
WAUKESHA CO

I, [name of clerk]

Clerk of the City of Muskego, County of Waukesha, am transmitting/have transmitted under separate cover, the above named plat to following for review of: (check applicable agencies)

___ Dept. of Commerce

___ Dept. of Industry, Labor & Human Relations

___ Dept. of Transportation, Division of Highways and Transportation Services

___ Dept. of Natural Resources

(date)

(signature of Clerk) [printed name of clerk]