DODGE COUNTY
LAND RESOURCES AND PARKS DEPARTMENT
127 E. OAK STREET • JUNEAU, WI 53039
PHONE: (920) 386-3700 • FAX: (920) 386-3979

❒ **Re-Review**

FOR OFFICE USE ONLY	
Activity No.	**Resubmittal No.**
Date Submitted	**Date Scanned**

SURVEYOR'S CHECKLIST FOR LAND INFORMATION REVIEW

Municipality	Section	Town	Range

Surveyor Name: _____

Client: _____

Date Submitted: _____

❒ Certified Survey Map ❒ Subdivision

❒ Condominium

Please **CHECK** the appropriate:

❒ Submittal of Document shall be in **Recordable Form.** No copies will be accepted.

❒ Line work and text legible when map photocopied or scanned.

❒ (Recorded as) bearings and distances shown on map.

❒ If an existing easement is shown include the reference document.

❒ Label adjoining lands (subdivision, CSM, unplatted, etc.) with reference document.

❒ Legal description has calls to adjoiners and matches what is shown on the face of the map.

❒ Show and label section, ¼ section, ¼ ¼ section, or government lot lines.

❒ Indicate Existing Fire Number(s)

❒ Evidence of occupation noted.

❒ Ties to a minimum of two PLS corners properly identified and compared to latest monument record.

❒ Completed legend.

❒ Monuments clearly identified and noted as placed or found.

❒ At Surveyor's discretion, set monuments contain an identification tag of surveyor who placed the monument.

❒ Salient structures found on parcel are identified on map.

❒ Curve data for each lot and total curve shown.

❒ Meander lines with bearings and distances shown.

❒ Survey closes (exterior boundary, interior lot boundaries, right-of-way) 1/10,000th or better.

❒ Acreages shown for total parcel and each lot to the thousandth of an acre and nearest sq. ft. (Lots that include r/w need to show the area of the r/w, and the area of the lot with and without r/w).

❒ Monument record on file for center and for all identified corners.

❒ Owner's certificate.

❒ Survey report or notes.

❒ Survey is staked.

❒ Binding margin of 1.5" wide and 0.5" wide margin on all other sides.

❒ Complies with Chapter 236, Chapter 59 and AE 7 regulations unless County's are more restrictive.

❒ Building setback lines are shown.

❒ Soil Bore Hole Locations (if applicable).

❒ Register of Deeds 3" x 3" recording area in the upper right hand corner of the first page.

❒ All existing driveways, field entrances and proposed approved driveways along county trunk highways must be shown on map.

❒ If the surveyor wishes to make modifications to the original submitted CSM, in lieu of resubmitting a new map, the modifications must be made by the RLS who submitted the original with the revision date included.

Comments:

_____

_____

_____

SUBMIT FORM TO DODGE COUNTY LAND RESOURCES AND PARKS DEPARTMENT * 127 EAST OAK STREET – ROOM 303 * JUNEAU, WI 53039

Surveyor Signature: _____

Name of Contact: _____

Email: _____

Telephone: _____

REVIEW POLICY FOR SURVEY MAPS

Please Contact Office for Staff Availability

Under authority of the Dodge County Land Information Committee of the Dodge County Board of Supervisors, Land Resources and Parks Department staff will review and recommend approval of Certified Survey Maps as per the policy presented below.

1. All Certified Surveys submitted for review shall be in a recordable form, and signed and stamped by the surveyor, and shall be accompanied by a completed and signed Surveyor's Checklist (attached).

2. Any submission received that is not deemed legible may be rejected and a new hard copy will need to be submitted before review.

3. A fee will be charged for each review in accordance with the Fee Schedule approved by the Land Information Committee.

4. A resubmittal will be treated as a new submittal and subject to the same review process as the original.

5. We will align the CSM with orthophotography and discrepancies with occupation or other areas of concern shall be noted for review by the surveyor.

6. Review shall begin within 5 days after submitting the original and be completed within 15 days.

7. Certified Surveys shall contain a Surveyor's Report as part of the recordable document that shall provide an explanation for any part of the survey which does not correspond to previously recorded surveys or other documents of record. The Surveyor's Report shall also identify the source of right-of-way information. If this information is incorporated elsewhere in the survey or is not applicable, a separate Surveyor's Report can be waived.

8. Once finalized, the survey shall be signed by the appropriate review officer and released to the surveyor to be recorded at the Office of the Register of Deeds.

9. Any survey that is not recorded within six months of final approval will require re-submittal and be subject to the same review process and approval as a new survey.

10. All surveys are subject to field verification.

11. Any surveyor with a survey of record which does not meet the standards prescribed in Wis. Stat. 236 or Administrative Code AE-7 shall be issued a letter outlining the problems. If the issue is not resolved in a reasonable period of time, a complaint may be filed with the State Examining Board.

12. If a recorded survey is found to be in error, the surveyor and/or landowner will be notified and the survey will show in our records as being in error. This includes all surveys recorded in Towns, Villages and Cities.