

**TOWN OF RIB MOUNTAIN**

**Application for Certified Survey Map / Plat Review**

PETITIONER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE DATE

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PROPERTY OWNER: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE DATE

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FILL IN KNOWN DATA BELOW:

1. STREET ADDRESS OF ORIGINAL PARCEL: \_\_\_\_\_

2. PRESENT PARCEL NUMBER: \_\_\_\_\_

3. PURPOSE OF CERTIFIED SURVEY MAP: \_\_\_\_\_

4. BUILDING INSPECTOR REVIEW:

Assign Street Address(s) \_\_\_\_\_

Number of newly created lots: \_\_\_\_\_

Wetland areas: \_\_\_\_\_

Zoning: \_\_\_\_\_

Variance Required: \_\_\_\_\_

See RMCC Sec. 18.13 for fees applicable. Also, the applicant should be aware that all applications forwarded to the Planning Consultant will incur additional fees per ordinance and fee schedule. Fees not paid by the petitioner will be billed against the property owner as a special charge on the tax bill.

5. IS IT LOCATED IN THE PRIMARY OR SECONDARY RECHARGE DISTRICT? \_\_\_\_\_

6. STORM SEWER DISTRICT CONCERNS? \_\_\_\_\_

7. RECOMMENDATION:

\_\_\_\_ APPROVAL      \_\_\_\_ CONDITIONAL APPROVAL      \_\_\_\_ DENIAL

=====

**FOR OFFICE USE ONLY**

DATE RECEIVED: \_\_\_\_\_ REVIEWED BY: \_\_\_\_\_

AMOUNT RECEIVED: (\$100 fee) \_\_\_\_\_ DATE REVIEWED: \_\_\_\_\_

NOTICED TO ADJACENT PROPERTY OWNERS: \_\_\_\_\_

DATE SCHEDULED FOR PLAN COMMISSION: \_\_\_\_\_

COPIED TO PLANNING CONSULTANT: \_\_\_\_\_

STAFF REVIEWED ONLY: \_\_\_\_\_

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This certified survey map for \_\_\_\_\_ was approved/denied by the  
Rib Mountain (Planning & Zoning Commission, Town Board, Zoning Administrator); at a meeting held  
\_\_\_\_\_, or on \_\_\_\_\_ subject to the following conditions:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Steve Kunst  
Community Development Director / Zoning Administrator  
Town of Rib Mountain

**AGREEMENT FOR PAYMENT OF CONSULTING SERVICES**  
**RELATING TO ZONING APPLICATION**

WHEREAS, the Town of Rib Mountain has hired a consultant to assist in the review of any application for zoning permits or approvals under the Town Zoning Ordinances; and

WHEREAS, the Town Ordinances provide that the Applicant shall pay the costs for the services provided to the Town of Rib Mountain by the consultant in the review and analysis of the application being requested and payment for the services performed by the consultant are considered a normal part of the fee for the permit requested by the Applicant from the Town of Rib Mountain.

THEREFORE, in consideration of the request for permit to be reviewed and considered by the Plan Commission and/or Town Board of the Town of Rib Mountain, the undersigned, as Applicant, hereby agrees as follows:

- A. To pay the costs for the consulting services rendered to the Town of Rib Mountain for review and recommendations regarding the action under the Town Zoning Ordinance being requested by the Applicant.
- B. A bill for such services will be sent to the Applicant at the time of completion of the consulting services and shall be due and payable to the Town within 15 days of receipt.
- C. Failure of the Applicant to make payment for the services provided to the Town due to the Application shall result in the Town commencing legal action for collection of monies due and owing to the Town for services, being a part of the Application process followed by the Town for review and approval of the zoning action requested.

**TOWN OF RIB MOUNTAIN**

I have read the foregoing and understand that I shall be responsible for a payment to the Town of Rib Mountain for consulting services directly resulting from the review and analysis of the Zoning Application submitted to the Town of Rib Mountain.

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

## TOWN OF RIB MOUNTAIN – LAND DIVISIONS

### (7) Land Divisions (Rep. & recreated - #97-03)

(a) Purpose. The purpose of this subsection is to specify the requirements and procedures for the review and approval of any division of property resulting in the creation of not more than 4 parcels or building sites each of which is less than 35 acres in size. Said division shall be made by the preparation and recording of a certified survey Map (CSM).

### (b) Definitions:

1. *Divider*. A "divider" is any person or corporation or other legal entity or their duly authorized agent who undertakes a land division as defined herein.

2. *Land Division*. "Land division" is the division of a lot or parcel of land for the purpose of transfer of ownership or building development where the act of division creates four or fewer parcels or building sites of thirty-five acres each or less in area, but does not include:

- a. Transfers of interest in land by will or pursuant to court order;
- b. Leases for a term not to exceed ten years, mortgages, or easements;
- c. The sale or exchange of parcels of land between owners of adjoining property if additional lots are not thereby created and the remaining lots are not reduced or further reduced below the minimum size required by the Rib Mountain Municipal Code.

(c) Applicability and Requirements: Within the Town of Rib Mountain no divider shall create a land division or record a certified survey map in the Marathon County Register of Deeds Office without meeting all the requirements of Section 236.34, Wisconsin Statutes, relating to certified survey maps, this subsection of the Rib Mountain Municipal Code and all other applicable town ordinances, policies, regulations and plans. To the extent reasonably practicable, the land division shall comply with the provisions of Chapter 18 of the Rib Mountain Municipal Code governing general requirements, design standards and required improvements.

### (d) Procedure for Approval.

1. *Submission of Certified Survey*. The divider shall have prepared a certified survey map of the proposed division and shall submit said certified map to the zoning administrator with a completed application and the fee as specified in RMMC Section 18.13.

2. *Preparation of Certified Survey Map*. All certified survey maps shall be prepared in accordance with the requirements of § 236.34, Wis. Stats., and shall show the location of all existing buildings within and adjacent to the parcels created by the survey and the distance of said buildings from adjacent lot lines. All certified survey maps required under this ordinance shall have a certificate of zoning administrator approval letter or reproduced legibly on the face of the survey. Said certificate shall state, "I \_\_\_\_\_ being duly appointed by the Town Board do hereby certify the attached certified survey map has been reviewed and

there are no objections to recording this certified survey in the Register of Deeds Office. This instrument shall be recorded by \_\_\_\_\_ or the Town's approval thereof shall terminate."

3. *Zoning Administrator's Review.* If the zoning administrator finds the certified survey map is not in conflict with any town ordinance, plan, official map, or other policy or regulation, the zoning administrator shall sign the certificate of zoning administrator approval. If the zoning administrator finds the certified survey map is in conflict with any town ordinance, plan, official map, other policy or regulation, he shall submit the certified survey to the plan commission for their review and recommendations.

4. *Plan Commission Review.* If the zoning administrator submits a certified survey to the plan commission, the plan commission shall review the same with the property owner or surveyor and shall recommend to the Town Board measures that will make the certified survey conform with applicable town ordinances, plans, official map, or other policies and regulations.

5. *Town Board Action.* All certified survey recommendations from the plan commission shall be forwarded to the Town Board for final action. If deemed appropriate by the Town Board, the CSM may be transmitted to other Town committees, commissions or boards for review and recommendations prior to Town Board action.

Certified surveys approved by the Town Board shall be signed by the zoning administrator. Certified surveys which are submitted by the zoning administrator to the Plan Commission and not approved by the Town Board may be amended by the surveyor and property owner and resubmitted to the zoning administrator.

6. *Parkland Ordinance.* All CSM's are subject to the requirements of RMMC Section 18.07(2)(c) regarding the "Dedication for Parks and Playgrounds." Said dedication or fee payment shall be completed prior to the zoning administrator signing the certificate of zoning administrator approval which appears on the face of the CSM.

7. *Improvements.* The divider shall be considered a "Developer", and shall be subject to all subdivision improvement requirements of this chapter to the extent reasonably practicable.

8. *Recording CSM.* The divider shall have the CSM recorded by the Marathon County Register of Deeds within ninety (90) days after it has been approved and shall file a copy of the recording map with the Town Clerk within ten days after the CSM is recorded.

9. *Permits.* No Land Use or Building permit shall be issued and no improvement may be made until the approved certified survey map is recorded in the office of the Register of Deeds.