



Certified Survey Map Application Information

City of Wauwatosa
Planning Division
7725 West North Avenue
Wauwatosa, WI 53213
414-479-8957
www.wauwatosa.net

APPROVAL PROCESS

A Certified Survey Map is required when a new parcel/s is created. The approval process consists of two meetings as illustrated below and takes about six weeks from the time of application to the decision, unless there are delays:

1. Plan Commission recommendation, 6:00 p.m.
You or your representative must attend the Plan Commission meeting.
2. Common Council decision, 6:30 p.m.

COST

The application fee is \$600 for a Certified Survey Map and is required when parcels are created. Fees are nonrefundable.

APPLY

Complete applications, including payment of application fees, must be submitted by an application deadline thru the [Wauwatosa Self Service portal](https://services.wauwatosa.net/EnerGov_prod/SelfService#/home) (https://services.wauwatosa.net/EnerGov_prod/SelfService#/home). Please see the Zoning Permits [website](http://www.wauwatosa.net/government/departments/planning-zoning/zoning-permits) (www.wauwatosa.net/government/departments/planning-zoning/zoning-permits) for meeting dates and deadlines. Planning staff will confirm meeting dates after reviewing the application materials for completeness.

Applying through the portal requires registering for an account and paying by credit card. Please see the [Permits](http://Wauwatosa.net/permits) website (Wauwatosa.net/permits) for additional information about the portal including registration instructions. Contact Planning staff if you cannot apply thru the portal or pay by credit card.

Once registered/logged into the portal, to submit your application, navigate to Land Division. Within the Land Division application, you will select Certified Survey Map (CSM).

You should discuss your application with the proper departments well before an application deadline to confirm your application is complete. Application deadlines are necessary to meet applicable legal publication and notification requirements. **Late or incomplete applications will not be placed on an agenda.**

SUBMITAL REQUIREMENTS

Submit documents as non-protected PDF files in a reduced file size, if possible.

Applications must include:

- A project description.
- The proposed Certified Survey Map.
- Property owner signature authorization if not the applicant.
- Non-refundable application fee.
- If applicable, related zoning applications (Conditional Use, Zoning Amendment, Planned Unit Development).

AFTER APPLYING

City staff review applications after the deadline and will inform you of comments or concerns. The CSM is also sent to the Milwaukee County Register of Deeds for review. City staff will forward Register of Deeds comments or corrections. Corrections need to be made before the final CSM can be recorded. The City mails notification letters to properties within 200 feet of the subject property. Public comment at the meeting is permitted.

CSM Application Information

OTHER NECESSARY PERMITS AND LICENSES

In addition to zoning, the proposed use may require additional City approvals. You should contact other City departments (including but not limited to City Clerk, Health, Building, Engineering, Fire Inspection) to determine if other licenses and permits are required. Most licenses and permits will not be issued until the zoning is approved.

City Clerk: 479-8917

Health: 479-8936

Fire Inspection: 471-8490

Building & Safety: 479-8907

Engineering: 479-8927

PLAN COMMISSION

The Plan Commission is a seven member board that includes the Mayor, two alderpersons, and four citizen members. They review development proposals and make recommendations to the Common Council. Meetings occur at 6:00 p.m. on the Monday following the first Tuesday of each month, except in August when no meeting is held. Staff reports are posted on the [meeting portal](https://wauwatosacitywi.legistar.com/Calendar.aspx) (https://wauwatosacitywi.legistar.com/Calendar.aspx) by Friday the week before the meeting.

AFTER CITY APPROVAL

Per State Statute 236.34 (2), the CSM is to be recorded within 12 months of the Common Council approval. City staff will coordinate CSM filing with the Milwaukee County Register of Deeds office.

QUESTIONS

Please contact Planning staff at 414-479-8957 or by email at tplanning@wauwatosana.net. You are also welcome to discuss your proposal in person Monday - Friday from 8 a.m. to 4:30 p.m. Please call ahead to confirm staff availability.