



Certified Survey Maps (CSM)

Source: Sec. 94-221 through 94-231 of Village Code

A certified survey map is required for all minor subdivisions. Certified survey maps shall incorporate conservation values, themes, and goals into their design to meet the purposes of the chapter as indicated under sections 94-2 and 94-87.

1. Initial Application Requirements:
 - a. Preapplication conference - The applicant schedules a meeting with village staff to discuss the proposed land division, in general, and review the procedural requirements of the land division ordinance.
 - b. Applicant and village execute a predevelopment agreement; applicant submits application fee of \$500.00 plus \$20.00 per parcel along with deposit of \$1,000.
 - c. Applicant completes and submits the CSM checklist along with preliminary CSM. Checklist document can be found online at: <https://www.uniongrove.net/wp-content/uploads/2019/07/Certified-Survey-Map-Checklist.pdf>
2. Application review process:
 - a. Within 15 days of a complete submittal, Village Engineer schedules a meeting with the applicant.
 - b. Within 15 days of the meeting, Village Engineer provides a written report informing applicant of any additions, changes or corrections to the preliminary CSM,
 - c. Plan Commission reviews and discusses preliminary CSM along with Village Engineer's written report. Notice of the meeting is provided by the village clerk to all property owners within 300 feet of the parent parcel at least seven days in advance of such meeting by certified return receipt mail.
 - d. Applicant files 18 copies of the proposed final CSM along with a copy in digital format. Village Engineer gives notice that there is a complete submittal.
 - e. Plan Commission reviews proposed final CSM and makes a recommendation to the Village Board within 45 days of Village Engineer's notice of submittal. Notice of the meeting
 - f. Village Board takes action to approve, approve with conditions or deny the final CSM within 90 days of Village Engineer's notice (unless applicant agrees to extension of the timeline).
 - g. If public improvements are required, applicant shall enter into development agreement in a form acceptable to the village.
 - h. Any finally approved CSM shall be recorded with the register of deeds office for Racine County within six months after Village Board approval and within 24 months after first preliminary approval.