

## Submitting a Certified Survey Map (CSM)

When do I need to submit a CSM to Waukesha County for approval?	How do I get started?	How do I submit a CSM to Waukesha County?	How do I submit fees to Waukesha County?	Do I need to submit the CSM to other entities?	How long is the County review process?
<ul style="list-style-type: none"> <li>• Subject lands within 1,000 ft of a lake.</li> <li>• Subject lands within 300 ft. of a navigable stream.</li> <li>• Lands within the 100 year floodplain.</li> <li>• Lands zoned FLP Farmland Preservation District in the towns of Oconomowoc or Ottawa.</li> </ul>	<p>Contact the <a href="#">Planner of the Day</a> to discuss the concept land division and to ensure zoning compliance.</p> <p><a href="#">Planner of the Day</a> or (262) 548-7790</p>	<p>Email the <a href="#">Planner of the Day</a> and attach the following:</p> <ul style="list-style-type: none"> <li>• PDF of the CSM.</li> <li>• Completed <a href="#">CSM Submittal Form</a>.</li> <li>• Completed <a href="#">Land Division Checklist</a>.</li> <li>• Soil tests (if new lots are proposed w/o municipal sewer).</li> <li>• Wetland or other resource delineation reports.</li> </ul>	<p>Planning Staff will contact you with an invoice number. Please pay the <a href="#">amount due</a> via one of the following options:</p> <ol style="list-style-type: none"> <li>1. Call (262) 548-7790 and reference the invoice number to pay by credit card.</li> <li>2. Mail a check to:</li> </ol> <p style="margin-left: 20px;">Waukesha County Dept. of Parks and Land Use Attn: Planner of the Day 515 West Moreland Blvd., Rm AC260 Waukesha, WI 53188</p>	<ul style="list-style-type: none"> <li>• You should submit concurrently to the town in which the CSM is located.</li> <li>• You may need to submit to a nearby city or village. Contact your surveyor to determine the extra-territorial review community to coordinate with.</li> <li>• If you hold a mortgage for the lands, contact your mortgage company early to gain their acceptance.</li> </ul>	<p>Maximum of 90 days.</p>

### Finalizing a Certified Survey Map (CSM)

1. Resolving Conditions: The petitioner and surveyor will receive a review letter from Waukesha County advising of revisions that are needed prior to final approval. The letter will advise that once the survey or has completed revisions, a copy of the revised CSM must be transmitted to the assigned planner (see bottom of review letter) for a final review.
2. Obtaining Signatures: When a petitioner receives confirmation that the CSM is ready for signatures, please contact the assigned planner to schedule a time for the county to sign the document. Some towns prefer to sign the document last. Please contact the town to determine their preference.
3. Recording a CSM: Once all signatures have been obtained, the CSM must be recorded at the County Register of Deeds office (Room AC110 of the County Administration Center). The recording fee is \$30 and the fee must be paid via check. The CSM must be recorded within 12 months of the last signature date or within 36 months of the first signature date.

### Links

- [CSM Submittal Form](#)
- [Land Division Checklist](#)
- [Permit Guide Flowchart](#)
- [Fee Schedule](#)