



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

FEE: \$100 + \$15/Lot (Due with 2nd Submittal)

☐ Initial Review

☐ 2nd Review

☐ 3rd Review (\$75)

☐ Each Add'l (\$75)

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

SURVEYOR'S CHECKLIST FOR LAND INFORMATION REVIEW

Surveyor Name: _____

Client: _____

Date Submitted: _____

MUNICIPALITY	PRIMARY PARCEL NUMBER	
☐ Certified Survey Map	☐ Subdivision	☐ Condominium
County Letter of Intent #		

DEPARTMENT POLICY: Comments will be emailed ONLY TO THE SURVEYOR after final review has been completed by all divisions.

Please **CHECK** the appropriate:

- | | |
|---|---|
| ☐ 1. Submittal of Document shall be in accordance with the Review Policy. No copies will be accepted. | ☐ 18. Area shall be shown to the nearest 1/1000 of an acre and nearest square foot. Total area being surveyed shall be shown. |
| ☐ 2. Line work and text legible when map photocopied or scanned. | ☐ 19. Lots including R/W shall show and label the "LOT area" excluding R/W, "R/W area" and "TOTAL Lot area including R/W" in sequence on the map. |
| ☐ 3. (Recorded as) bearings and distances from all sources (including deeds) shown on map. | ☐ 20. Meandered parcels shall show the area to the meander line and an approximate area to the OHWM. |
| ☐ 4. If an existing easement is shown include the reference document. | ☐ 21. Areas of dedication (not included in Lot area) will be shown and labeled separate from the individual lot area. |
| ☐ 5. Label adjoining surveys (subdivision, CSM, Plat of Survey, etc.) with reference document and/or Dodge County File Number. | ☐ 22. Monument record on file for center and for all identified corners. If found monument differs in location or type a new monument record must be included as part of the review. |
| ☐ 6. If unplatted lands, label as "Unplatted Land by Owners" or "Unplatted Land by Others". | ☐ 23. Owner's certificate: when dedicating lands, creating easements by CSM and when lot being created includes lands under different ownership interests. |
| ☐ 7. Legal description has calls to adjoiners and matches what is shown on the face of the map. | ☐ 24. Survey report or notes. |
| ☐ 8. Show and label section, ¼ section, ¼ ¼ section, or government lot lines. | ☐ 25. Survey is staked. |
| ☐ 9. Indicate Existing Building Number(s). | ☐ 26. Binding margin of 1.5" wide and 0.5" wide margin on all other sides. |
| ☐ 10. Evidence of occupation noted. | ☐ 27. Complies with Chapter 236, Chapter 59 and AE 7 regulations unless County's are more restrictive. |
| ☐ 11. Ties to a minimum of two ORIGINAL PLS corners (not centers) properly identified to latest monument record. | ☐ 28. Highway/road right-of-way lines shall be shown with bearing and distance and building setback lines labeled with dimension. |
| ☐ 12. Required Land Resources and Parks Department signature block and all other required signature block(s). [See example on back.] | ☐ 29. Soil Bore Hole Locations (If Applicable). |
| ☐ 13. Completed legend and all monuments clearly identified and noted as placed or found. | ☐ 30. Register of Deeds 3" x 3" recording area ONLY in the upper right-hand corner of the first page portrait view for CSMs – minimum 24 lb paper. |
| ☐ 14. Fixed structures including fences found on parcel are identified on map. | ☐ 31. All existing driveways, field entrances and proposed approved driveways along county trunk highways must be shown on map. |
| ☐ 15. Curve data for each lot and total curve shown. | ☐ 32. Label the source of right-of-way information. |
| ☐ 16. Meander lines with bearings and distances shown. | ☐ 33. 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 PLS who submitted the original with the revision date included. |
| ☐ 17. Survey closes (exterior boundary, interior lot boundaries, right-of-way) 1/10,000 th or better. | ☐ 34. Lots are numbered consecutively beginning at one (1). |
| Comments: _____ | ☐ 35. Pages with revisions after the first submittal should have the revision date shown on them. |

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: _____

Phone: _____

Release for Recording: ☐ YES ☐ NO

REVIEW POLICY FOR SURVEY MAPS

Please Contact Office for Staff Availability

Under authority of the Dodge County Land Resources and Parks 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. The first submittal may be in a portable document format (PDF) with date, stamp and signature but all submittals there after shall be originals and in a recordable form, and signed and stamped by the surveyor, and shall be accompanied by a completed and signed Surveyor's Checklist (attached) and fees.
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 Resources and Parks Committee.
4. Review shall be logged into the review database within five (5) days after submitting the original and the review process will be completed within 15 calendar days after it is logged in.
5. All supporting documents being prepared in conjunction with the C.S.M. (i.e. Plats of Surveys or other documents) shall be submitted at the same time as part of the review.
6. A resubmittal will be treated as a new submittal and subject to the same review process as the original.
7. We will align the CSM with orthophotography and discrepancies with occupation or other areas of concern shall be noted for review by the surveyor.
8. 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.
9. 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.
10. Any survey that is not recorded within one year of final approval will require re-submittal and be subject to the same review process and approval as a new survey.
11. All surveys are subject to field verification.
12. Any surveyor with a survey of record which does not meet the standards prescribed in Wis. Stat. 236 or Administrative Code AE-7 shall receive notification 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.
13. 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.
14. Required signature for Dodge County Land Resources and Parks Department (See example below).

DODGE COUNTY LAND RESOURCES AND PARKS DEPARTMENT APPROVAL	
THIS LAND DIVISION IS HEREBY APPROVED BY DODGE COUNTY ON THIS _____ DAY OF _____, 20_____.	
_____ DODGE COUNTY LAND USE ADMINISTRATOR OR DESIGNEE- PRINT NAME	
_____ SIGNATURE	
_____ LRP ACTIVITY NUMBER	