

TOWN OF POLK

Washington County
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Albert Schulteis, Chairman
Robert Roecker, Supervisor
Theodore C. Merten, Supervisor

Marlyss K. Thiel, Clerk
Tracy L. Groth, Treasurer

To follow are the steps necessary to apply for a Certified Survey Map Approval in the Town of Polk.

Minor Land Division/Certified Survey Map Check List

- Review the proposed land division with Zoning Department.
- Obtain soil borings and report.
- Obtain a Certified Survey Map (CSM).
- Schedule an appearance before the Plan Commission with the Zoning Secretary.
- Contact any municipality with extra territorial jurisdiction: _____
- Complete a Town of Polk application for Certified Survey Map.
- At least 14 days before the Town of Polk Plan Commission meeting, submit the Land Division Application, Soil report, and CSM to the Zoning Secretary. The Plan Commission meets the first Tuesday of each month.
- Once the Plan Commission reviews the CSM, they will recommend approval, deny, or amend the request. If approval is recommended, the Town Board will review the CSM. If the CSM is approved, the Town Board will sign the CSM ***after the municipality with extraterritorial jurisdiction has signed the document***. After all parties have signed the CSM, the Town Clerk will file the document with Washington County Register of Deeds. A copy of the CSM will be ordered from the County for your records and the Town's. The fees to appear before the Plan Commission are \$100 plus **\$100 for each lot being created**; plus a \$30 administrative fee. Fees are paid the day you file your application with the Zoning Secretary.
- Washington County's fee for filing a CSM is currently \$30. Copies of the CSM are about \$2 each page. You will pay those fees when the CSM is filed with the Town Clerk. The filing fee should be paid in cash or a check made to Register of Deeds.

Please contact Tracy Groth or John Frey for assistance at 262-677-2123.