

Adams County {AC} Checklist for Certified Survey Maps

- _____ 1. Title: Certified Survey Map Number
- _____ 2. General Location (legal description at top)
- _____ 3. Basis for bearings statement
- _____ 4. North arrow
- _____ 5. Ties to two (2) U.S. Public Land System corners by bearing and distance (section corner or non-center ¼ corner, only one required for existing parcel)
- _____ 6. All lots conform to zoning district requirements (min. sq. ft., width etc.) – **See reverse side**
- _____ 7. Indicate any areas located within a Floodplain District of the AC Floodplain Ordinance
- _____ 8. Indicate any areas located within a Shoreland/Wetland or Conservancy District of the AC Shoreland Protection Ordinance
- _____ 9. Show ordinary high water mark (OHWM) of any water body if known
- _____ 10. Distance and bearing from meander line to OHWM
- _____ 11. Meander line, length and bearing
- _____ 12. Identify all adjoining land. (unplatted, CSM, subdivision, etc.)
- _____ 13. Show “recorded as” bearing and distances if different
- _____ 14. Identify type of easement, show width
- _____ 15. Identify U.S. Public Land System lines (section, forty, etc.)
- _____ 16. Length and bearing of external boundary lines
- _____ 17. Length and bearing of interior lot lines
- _____ 18. Consecutive numbers and area in square feet and acres on all lots and outlots
- _____ 19. Exact width and location of all easements, streets and alleys and centerline of all streets
- _____ 20. Legend (identify irons and weights and all other symbols)
- _____ 21. Identify all placed or found monuments
- _____ 22. Show adjacent streets and right angle widths
- _____ 23. Curve information, on curve or in table:

a. Radius	c. Arc length	
b. Chord length	d. Central angle	e. Tangent bearing (optional)
- _____ 24. Curve identifier
- _____ 25. Surveyor’s Certificate, owner’s and mortgagee’s, if applicable
- _____ 26. Surveyor’s statement that map is a correct representation of exterior boundaries. NOTE: All area of the Right-of-way owned by the divider must be encompassed in the exterior boundary unless officially dedicated and accepted by the appropriate entity or otherwise accounted for, furthermore, the description must match the exterior boundary lines.
- _____ 27. A statement that the Surveyor has complied with Wis. Stats. 236.34
- _____ 28. A statement that the Surveyor has complied with Section AE7 of the Wisconsin Administrative Code
- _____ 29. A statement that the Surveyor has complied with the Adams County Land Division Ordinance
- _____ 30. Graphic scale, not to exceed 500 feet to an inch
- _____ 31. Seal and land surveyor responsible for the survey and map
- _____ 32. The acreage of tax parcels affected if crossing a forty line
- _____ 33. Thirty-three (33) ft. minimum public road frontage for all lots
- _____ 34. All remnants fifteen (15) acres and less in size must also be surveyed and mapped.
- _____ 35. Name and address of owner(s) of all lands included in the surveyed parcels, divider {if different than owner(s)} and surveyor
- _____ 36. Town certificate of approval – not required for existing parcels (Do not include a certificate for the county, we use a stamp)
- _____ 37. Appropriate driveway approvals (Wis. DOT, Adams County or Town), if specific location is prescribed for a driveway, it must be shown on the map
- _____ 38. Must provide minimum 2 inch x 2½ inch space for Planning & Zoning Department stamp
- _____ 39. If the CSM is an existing parcel(s) or is otherwise exempt from the Land Division Ordinance, it must be stated on the CSM. The statement is to be placed as the last item under the “Surveyor’s Certificate”.

OFFICE USE ONLY

Date Rcvd.: _____

Surveyor: _____

Project # or Client Name: _____

Zoning District(s) {May need to check hearing file}: _____

Existing Parcel (Not Reconfigured): YES NO

Reviewer: _____ Date: _____