



Sheboygan County Planning & Resources Department

ADMINISTRATION BUILDING

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PLANNING DIRECTOR

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Certified Survey Map Review General Procedure

Prior to official submission of a map to the Planning & Resources Department, a photocopy of a map may be submitted for preliminary review. It is a good idea to contact one of the County Code Enforcement staff early in the process to discuss on-site sewage disposal and Shoreland-Floodplain requirements. The final map (original) must include all of the required signatures (Owner, Town, Surveyor). There is a \$100 review fee (made payable to Sheboygan County) for each certified survey map submitted to the County Planning office; this fee is non-refundable. A \$400 Parkland-Stewardship Fee must be paid for each new intended dwelling unit on each new parcel created by the certified survey map. Upon approval, all Parkland-Stewardship Fees must be submitted (\$200 made payable to the town, \$200 made payable to Sheboygan County). The map does not take effect and create new parcels until it has been recorded with the Register of Deeds, Second Floor, Sheboygan County Administration Building. Approval or conditional approval by the County does not imply approval at the Town level; each Town reviews land divisions under different review standards; it is very important to work closely with the Town to ensure your proposed land division complies with their rules.

Once a map has been approved please contact the County Highway Department (459-3822) to obtain a driveway permit prior to driveway placement, if your driveway is on a County road. Check with the Town if the driveway is on a Town road to ensure driveway placements are acceptable. In most instances, the Planning Department cannot issue an address until the driveway has been installed or the location has been approved.

I. General Requirements

A. Minimum lot size:

- County Shoreland Jurisdiction
 - Sewered (10,000 square feet)
 - Unsewered (20,000 square feet)
- Non-County Shoreland Jurisdiction
 - Sewered (8,500 square feet)
 - Unsewered
 - Private Water Supply Systems (20,000 – 30,000 square feet depending on soil types)
 - Community Water Supply Systems (12,000-18,000 square feet depending on soil types)

B. Minimum lot width

- County Shoreland Jurisdiction
 - 65 feet at the water's edge (sewered)
 - 100 feet at the water's edge (unsewered)
- Non-County Shoreland Jurisdiction
 - 75-100 feet depending on water supply and soil type

C. Design standards

- Access to a public road.
- Minimum frontage of 66 feet on a public road.
- Ninety percent of minimum lot size is above 100-year flood elevation.
- Road name does not conflict with existing road.

Name: _____

CSM General Requirements

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- Other lots created in past 5 years.
 - Yes (Number of lots: _____)
 - No
- No remnant less than 40 acres (exclusive of right-of-way).
- Certified Survey Map in subdivision has restrictive covenants or other restrictive language in the deed?
 - Yes
 - Remedy: _____
 - No
- Land division on a county road, needs County Surveyor approval.

D. Data Requirements (Any items checked below must appear accurately on the face of the certified survey map to be accepted by the Department.)

- Wetlands on property. *Contact private consultant or Wisconsin Department of Natural Resources (920-892-8756) for information on wetland delineations.*
- Navigable waterway on property.
- One-hundred-year floodplain elevation on property.
- Existing buildings and driveway/lane on parcel(s).
- County Shoreland Regulation Jurisdiction
- Town Signatures

II. Additional Information for Submission

- Inspection report for existing septic systems.
- Soil tests for vacant parcels.
- Title evidence- if land is being dedicated to the public

III. County Permits Required:

- Shoreland-Floodplain
- Sanitary

IV. Other Agencies You May Need to Contact:

- Wisconsin Department of Natural Resources
- US Army Corps of Engineers