

**Checklist for Land Divisions and Certified Survey Maps**

*NOTE: This checklist is based on the Town of Dunn Land Division Ordinance 12-3(A) to provide procedural assistance with land division requirements for certified surveys. It does not replace or take priority over that ordinance's requirements.*

1. **Pre-Application Meeting:** The person planning a land division or certified survey map (CSM) should meet with town's Planning Director and/or the Plan Commission prior to application or preparation of a certified survey map.
2. **Town Application:** Complete town Land Division Application and pay application fee:
  - \$150.00 + \$100.00 for each new lot created
  - \$50.00 for re-application of a Certified Survey Map that has already been reviewed but was not recorded within 6 months following the review.
3. **Dane County Application:** Submit a county CSM application to the Dane County Land Division Review Officer and pay county land division review fee (\$236 per lot).
4. **Plan Commission Hearing:** Application will be considered at town Plan Commission meeting. Neighbors within a minimum of 300 feet will be notified. The Planning Director will notify applicant of Plan Commission meeting date. Applicant or designee should attend meeting.
5. **Expert Advice:** If expert advice is needed to help with design, inspection or review of the CSM, the cost to hire an engineer or consultant is to be borne by the applicant.
6. **Plan Commission Action:** The Plan Commission will approve or conditionally approve the CSM, or will deny the application. A denial may be appealed to the Town Board within 14 days.
7. **Town Board Action:** If the CSM includes a public dedication, the Town Board must accept the dedication.
8. **Signature Requirements:** The town will send a letter detailing its action on the application to the Dane County Land Division Review Officer. After Dane County has conditionally approved the application and all conditions of approval have been completed, signatures of the town Clerk and Dane County Land Division Review Officer are required.
9. **Recording:** The final step is to record the signed CSM at the Dane County Register of Deeds.
10. **Deadlines:**
  - The CSM must be recorded within six months of Town Board approval or approval will lapse.
  - If the land division application is filed in conjunction with a re-zone application, Dane County may require the CSM be recorded within 90 days of the county zoning application approval.
  - Applicants must file a copy of the recorded CSM with the Town Clerk within ten days of the date the map is recorded.