

Village of Pulaski Petition for Certified Survey Map (CSM)

Date of Request: _____

Located in (circle one): Pulaski / Extraterritorial Area

Petitioner/Owner – Please print

Name _____

Address: _____

City State Zip

Phone: _____

Email: _____

Surveyor/Agent for Petitioner/Owner – Please print

Name _____

Address: _____

City State Zip

Phone: _____

Email: _____

Parent Parcel Number(s) of Properties for CSM: _____

Existing Zoning District and/or CUP for Parent Parcels: _____

Current Use of Property: _____

Legal description of the property being divided:

Total Number of Lots: _____ Total Number of Outlots: _____

Acreage Dedicated to the Public: _____ Total Acreage: _____

Please note that additional information may be requested by the Village of Pulaski staff, Planning and Zoning Commission, and Village Board.

I, _____, as owner / owner's designated agent (circle one) for the above CSM, hereby file this request with the Village of Pulaski Clerk for processing and agree to pay any fees associated with processing the application. I understand that the above request will not be processed until all the required information is provided with the petition and fees paid to the Village Clerk.

Signature: _____

Please Print Name: _____

Please submit two copies of the proposed CSM, any required fees, and completed petition to:

Pulaski Village Clerk
PO Box 320
Pulaski, WI 5416254162

For Office Use Only: Date Received: _____

APPLICANT INFORMATION

What is a certified survey map?

A certified survey map (CSM), also known as a minor land division, is a means by which a property owner may create four or less parcels each one and one-half acres each or less. The CSM must meet the requirements of the Village of Pulaski Subdivision and Platting Ordinance (Chapter 53) and Chapter 236 of the Wisconsin State Statutes. If the proposed CSM is within Brown County, then it must also meet Chapter 21 of the Brown County Code of Ordinances and be submitted to Brown County for their review as well.

Where do I start?

Prior to starting the process, it is recommended that a property owner request a meeting during normal village hall business hours to meet with village staff to review the proposed land division in order to obtain background information regarding required improvements, zoning, dimensional requirements, procedure for dividing land, and potential issues that may need to be addressed. Meetings may be set up by calling the Pulaski Village Hall at (920) 822-5182.

In order for the CSM to be processed, the completed application form, fee, and all accompanying information must be received in the Pulaski Village Hall by the 1st Tuesday of the month in order to be placed on that month's Pulaski Planning and Zoning Commission Agenda (generally the 3rd Tuesday of the month, but you should confirm the date with village staff). Prior to the Planning and Zoning Commission meeting, a Pulaski Village staff member may contact you regarding setting up a site visit to review the proposed CSM on the property.

What's next?

At a regularly scheduled meeting, the Planning and Zoning Commission will generally make a recommendation to the Village Board based upon the information from the application, Pulaski Comprehensive Plan, as well as other pertinent plans, studies, and information. It is strongly recommended that you attend all meetings and the public hearing regarding your application in order to answer any questions that come up.

Following the Planning and Zoning Commission recommendation, at a separate regularly scheduled board meeting, the Village Board will review the recommendation from the Planning and Zoning Commission and approve, approve with conditions, or deny the proposed CSM. The applicant/agent will be mailed a letter from the Village stating the action as well as any conditions of approval that must be met prior to the Village signing the CSM. Following Village (and Brown County, if necessary) signatures of approval, the CSM may be recorded with the appropriate County Register of Deeds.