

**TOWN OF LANARK
Portage County, Wisconsin**

CERTIFIED SURVEY MAP REVIEW POLICY

PURPOSE:

The overall goal is to establish a realistic, meaningful, and practical policy for the approval of land splits/combinations, the review of proposed Certified Survey Maps and Plats and the final signature required before submission to the County Planning and Zoning Department.

GENERAL POLICY STATEMENT:

It shall be the general policy of the Town of Lanark that anyone wishing to make changes to an existing parcel, whether by division or combination shall contact the Town Clerk for the proper procedure.

1. A written proposal with preliminary sketch/map or CSM shall be submitted to the Town Clerk.
2. The Town Plan Commission will review the proposal at a regularly scheduled meeting at which time the surveyor or landowner may be present to explain the proposal and answer any questions. The Commission will make a recommendation to the Town Board regarding the proposal.
3. The Town Board will review the proposal and recommendation from the Plan Commission at a scheduled meeting and make the final decision on the proposal. The Town Clerk will prepare a written document on the decision to be sent to the County Planning and Zoning Department.
4. If at either the Town Plan Commission or Town Board meetings more information is necessary before a decision can be made, the process may be postponed to another meeting until such time that the information is obtained.
5. Final Certified Survey Maps will be sent to the Town Clerk before filing with the Register of Deeds Office. The CSM will be reviewed by the Town Clerk for any changes to the original approval by the Town Board. The Town Chairperson and the Town Clerk will sign the CSM Certificate for approval.
6. Land splits or combinations that involve neighboring properties and that meet the Town of Lanark Land Use Plan and Zoning Map may be reviewed by the Town Chairperson and Town Clerk who may give final approval without meetings by the Town Plan Commission or Town Board. If there is any question about the validity or such proposals it shall be reviewed under the afore mentioned procedure.

The Certified Survey Map Review Policy shall be deemed to be in effect after its adoption by the Town Board.