

## Quick Guide to Certified Survey Map (CSM) Review Process and CityView Web Portal CSM Application

### General Overview of the CSM Process

The process to divide land by CSM is a two-step process in Outagamie County where a Preliminary CSM review takes place prior to a Final CSM review.

#### **PHASE 1: Preliminary CSM Review** – There is no fee for this application

- This review takes place at a high level, where environmental, regulatory, access, and other conditions are analyzed.
- A land surveyor is not required to submit a Preliminary CSM application. A basic sketch of the proposed lot split is sufficient for the preliminary review. Lots should be labeled Lot 1, Lot 2, etc.
- A review of the number of lots to be created by CSM takes place during this review.
- Written feedback will be provided, often within a few business days.
- The applicant should check with the town for any local town requirements on land divisions.

#### **PHASE 2: Final CSM Review** – Click [HERE](#) to see application fee in the FEE SCHEDULE.

- A licensed land surveyor will prepare and submit the application for the Final CSM. A list of licensed land surveyors can be found by clicking [HERE](#).
- The Department of Development and Land Services will have ten working days to complete their review.
  - Any comments or revisions are compiled and sent to the applicant / land surveyor. The land surveyor will address and revise the CSM and resubmit the CSM.
- If necessary, the revised CSM will be reviewed to see if comments were addressed.
- This back and forth process continues until no further revisions are required and any and all comments are addressed and final approval is received
- At this point a hard copy of the Final CSM goes out for signatures at the municipal level. After signatures are collected from municipal officials, the CSM can be mailed or dropped off at Development and Land Services for signatures and recording. All taxes and special assessments must be paid prior to the CSM being recorded.
  - A \$30 recording fee is required by the Register of Deeds Office.
- The total duration of this process is dependent on the length of time it takes the land surveyor to address and make any revisions to the Final CSM.