

CERTIFIED SURVEY MAP CHECKLIST-S. 236.34

- The words CERTIFIED SURVEY MAP must be prominently displayed.
- Binding margin of 1.5 inch wide and .5 inch on all other margins.
- Must be recorded within 12 months from the last approval and 36 months of the first approval. s. 236.34(2)(b)1
- Entire document must be legible and reproducible.
- Lot numbers have a MAXIMUM of 4 lots or Outlots and they need to be in consecutive order. (do not have to start with lot 1)
- Each page must be numbered “Page 1 of 2” etc. SEE s. 236.34 (1)(c)
- Complete Legal description of the land the CSM is made from.
- No whiteout is allowed.
- One side of Legal Sized (8.5”x14”) paper (heavier than regular copy paper) that contains a permanent non-fading black image.
- Prepared by Land Surveyor registered in the State of Wisconsin. Contains surveyors seal, date & signature on each page. Also, seals or signatures reproduced on images shall be given the force and effect of original signatures and seals. SEE A-E 2.02 & s. 236.34 (1)(1m)
- By whose direction the surveyor made the survey
- REVISED date. The surveyor is taking full responsibility of the certified survey map; therefore if there is a revision date listed on the CSM we can accept the document.
- If land within the CSM is being dedicated to the public, the owner must sign an owner’s certificate that is notarized or authenticated. The municipality must approve the dedication.
- Local authority’s signatures. These are always needed in 61 of the 62 municipalities in Dane County. City of Monona does not require them for boundary adjustments but does require them for land divisions where new lots are created. For Incorporated municipalities (cities & villages) our County Land Review officer does not sign.
- County Land Review Officer’s signature. This is required for all UNINCORPORATED municipalities (towns), such as the Town of Dunn, Town of Mazomanie, Town of Madison, etc. EXCEPT for the following six (6) townships: Berry, Blue Mounds, Bristol, Springfield, Sun Prairie, and Westport (eff 12/29/2017 per Everson AZA). It is NOT required for land located within the cities & villages.
- Enter date and time accepted by Register of Deeds office near/under ROD’s signature area before placing batch in counter in-box.