

Certified Survey Map Worksheet

STEP 1: Preliminary Consultation

- _____ Review "sketch" of the proposed land division
- _____ Discuss CSM requirements
- _____ Discuss the 50% Open Space Requirement.
- _____ Delineate on the sketch the portion of the proposed parcels that will remain as "open space".
- _____ Complete "Letter of Application"
- _____ Review time limits for CSM review and recording
- _____ Set up tentative meeting dates
- _____ Review requirements for getting on the Plan Commission agenda
- _____ Determine fees
- _____ Discuss required legal documents needed with CSM submittal and review

STEP 2: CSM Submission and Review

The items listed below are required for a submittal to be considered complete:

- _____ Fees
- _____ Completed "Letter of Application"
- _____ 3 Copies of "Draft Legal Instruments" (if applicable)
 - Draft Deed Restrictions
 - Draft Restrictive Covenants
 - Private Road Restriction
- _____ 10 Copies of the Certified Survey Map (see CSM Requirements)

STEP 3: Town Board Action

- _____ Town Board receives written recommendations from the Planning Commission and, if necessary, the Town Engineer.
- _____ The Town Board, by Resolution will "Approves", "Conditionally Approves" or "Rejects" the CSM.
- _____ If "Approved", the Town Board Chairperson and the Town Clerk will sign the "Town Approval Certificate" on the "Original" Certified Survey Map.
- _____ The Approved CSM must be recorded within 6 months of the last approval and 24 Months of the first approval.
- _____ A copy of the Recorded CSM must be sent to the Town Clerk.