The Village of
BRISTOL
NATURALLY

CERTIFIED SURVEY MAP REVIEW DATA & INFORMATION SUBMITTAL REQUIREMENTS

(List of Data and Information Required to be Submitted with ALL Certified Survey Map Review Applications)

CERTIFIED SURVEY MAP
DATA & INFORMATION SUBMITTAL REQUIREMENTS
for the
VILLAGE OF BRISTOL

CERTIFIED SURVEY MAP DATA & INFORMATION REQUIRED:

When it is proposed to divide land into at least two (2) but not more than four (4) parcels or building sites, any of which is thirty-five (35) acres or less in size, or when it is proposed to create by land division not more than four (4) parcels or building sites within a recorded Subdivision Plat without changing the exterior boundaries of a block, lot or outlot (thus not constituting a "subdivision" as defined in Section 14-11-10 [of Title 14, Land Division and Subdivision Code of the Village of Bristol]), the Subdivider shall subdivide by use of a Certified Survey Map. The Certified Survey Map shall include all parcels of land thirty-five (35) acres or less in size and may, at the owner's discretion, include any other parcels containing more than thirty-five (35) acres.

Filing of a Certified Survey Map and Plan Commission Review and Recommendation. The Subdivider shall prepare the Certified Survey Map in accordance with Section 14-1-43 [of Title 14, Land Division and Subdivision Code of the Village of Bristol], and file the Map according to the following requirements:

A. **Number of Copies.** The Subdivider shall file at least forty (40) copies of the Certified Survey Map, "Natural Resource Protection Plan" (if required), "Landscape Plan for any landscape easement areas, and the application with the Village Clerk at least thirty (30) days prior to the meeting of the Plan Commission at which action is desired.

B. **Natural Resource Protection Plan Required.** For properties proposed to be divided by Certified Survey Map, and that contain natural resource features as described in this Chapter [that is, Title 14, Land Division and Subdivision Code of the Village of Bristol], a "Natural Resource Protection Plan," as described in this Chapter [that is, Title 14, Land Division and Subdivision Code of the Village of Bristol], shall be submitted for review by the Village Planner and Plan Commission.

C. **Deed Restrictions and Conservation Easements.** For properties proposed to be divided by Certified Survey Map and which contain natural resources required to be preserved under this Chapter [that is, Title 14, Land Division and Subdivision Code of the Village of Bristol], deed restrictions and/or conservation easements shall be filed with the Certified Survey Map.

D. **General Requirement.** A Certified Survey Map prepared by a Wisconsin registered land surveyor shall be required for all minor land divisions. It shall comply in all respects with the requirements of Section 236.34, Wis. Stats. The Certified Survey Map shall comply with the design standards and improvement requirements set forth in Article F and G of Title 14, Land Division and Subdivision Code of the Village of Bristol.

E. **Limitations on the Use of a Certified Survey Map.** A Certified Survey Map may be used to change the boundaries of lots, blocks, and outlots within a recorded Final Plat or Certified Survey Map is the redivision does not result in a subdivision and does not violate any provisions of this Chapter [that is, Title 14, Land Division and Subdivision Code of the Village of Bristol] or of Chapter 236, Wis. Stats. A Certified Survey Map shall not alter the exterior boundaries of a recorded plat, alter areas previously dedicated to the public by any plat or Certified Survey Map, or alter any restriction placed on platted or mapped land by covenant, by grant of easement, or by any other means.

F. **Additional Required Information.** The Certified Survey Map shall show correctly on its face, in addition to the information required by Section 236.34, Wis. Stats., the following:

1. Date, Scale, and North Arrow. Date of the Certified Survey Map, graphic scale, and north arrow.

2. Owner; Subdivider; Land Surveyor. Name and address of the owner, Subdivider, and land surveyor.

3. Location Sketch. General location sketch showing the location of the Certified Survey Map within the U.S. Public Land Survey section and showing abutting and nearby public streets and highways.

4. Area Contiguous to Certified Survey Map. All property contiguous to the proposed Certified Survey Map owned or controlled by the Subdivider shall be included on the Certified Survey Map even though only a portion of said area is proposed for immediate development. The Village Board, upon the recommendation of the Plan Commission, may waive this requirement where it is unnecessary to fulfill the purposes and intent- of this Chapter [that is, Title 14, Land Division and Subdivision Code of the Village of Bristol] and severe hardship would result from strict application thereof.

5. Physical Features. Locations of all existing property boundary lines, structures, driveways, streams and watercourses, marshes, rock outcrops, wooded areas, railroad tracks, and other similar significant natural or man-made features within the tract being divided as determined by the Village Board, upon the recommendation of the Plan Commission.

6. All Existing Structures. All existing structures shall be shown on the Certified Survey Map, together with an identification of the type of structure, such as residence, garage, barn, or shed; the distances of such structures from existing and proposed property lines, wells, watercourses, and drainage ditches; and existing property boundary lines in the area adjacent to the exterior boundaries of the proposed Certified Survey Map and within one hundred (100) feet thereof. The proposed use of existing structures to be retained shall be noted. All wells within the exterior boundaries of the proposed Certified Survey Map, and within fifty (50) feet of the exterior boundaries of the Map, shall he shown. All existing treatment tanks, grease traps, and/or soil absorption systems shall be shown.

7. Setbacks, Shore Yard Setbacks; Wetland Shore Yard Setbacks; Building Lines. All required setbacks, shore yard setbacks, wetland shore yard setbacks, and building lines shall be graphically indicated and dimensioned on the Final Plat or Certified Survey Map.

8. Utility and Drainage Easements. Utility and/or drainage easements.

9. Reserved Lands. All lands reserved for future acquisition.

10. Special Restrictions. Special restrictions required by the Village Board, upon the recommendation of the Plan Commission, relating to conservation easements, access control along public ways, delineation of floodplain and wetland limits, natural resource mitigation areas, or to the provision of Landscape Bufferyard Easements.

11. Existing and Proposed Contours. Existing and proposed contours at vertical intervals of not more than two (2) feet where the slope of the ground surface is less than ten percent (10%), and of not more than five (5) feet where the slope of the ground surface

is ten percent (10%) or more. Elevations shall be marked on such contours based on National Geodetic Vertical Datum of 1929 (mean sea level). This requirement may be waived if the parcel(s) created are fully developed.

12. Floodplain Limits and Contours. Floodplain limits and the contour lines lying a vertical distance of two (2) feet above the elevation of the 100-year recurrence interval flood, or where such data is not available, five (5) feet above the elevation of the maximum flood of record.

13. Wetland and/or Floodplain Delineation. Location and delineated extent of wetlands and/or floodplains. The name of the person, agency, or firm identifying, delineating, and mapping said boundaries of floodplains and/or wetlands shall be noted on the face of the Certified Survey Map with the date of the field survey concerned.

14. Parcel and/or Lot Size. The dimensions and size (in square feet or acres) of each parcel or lot created by the Certified Survey Map including outlots.

15. Existing Zoning. The Certified Survey Map shall indicate on its face the current zoning of all parcels, lots, or outlots proposed to be created by the Certified Survey Map.

16. Soil Types. Soil types and boundaries as shown on the detailed operational soil survey maps prepared by the U.S. Department of Agriculture, Soil Conservation Service.

17. Location of Soil Tests. Location of soil tests where required by COMM 83 and 85, Wis. Adm. Code, and in areas not served by municipal or sanitary district sewage treatment facilities, conducted in accordance with COMM 83 and 85, Wis. Adm. Code, taken at the location and depth to show a depth to a limiting factor or document at least three (3) feet of suitable soil below a proposed private on-site wastewater treatment system installation elevation:

    1. The number of such tests made and testing requirements are as set forth under Chapter 15.07 of the Kenosha County Sanitary Code and Private Sewage System Ordinance.

    2. The results of such tests shall be submitted along with the Certified Survey Map.

18. Sites to be Reserved or Dedicated. Location and approximate dimensions and size (in square feet or acres) of any sites to be reserved or dedicated for parks, playgrounds, trails, drainageways, or other public use or which are to be used for group housing, shopping centers, church sites, or other private uses not requiring formation of lots.

19. Historic, Cultural, and Archaeological Features. Any on-site historic, cultural, and archaeological features - including historic buildings, structures, ruins and burial sites - which have been identified by the State Historical Society of Wisconsin shall be so noted on the Preliminary Plat with a brief description of each such feature.

20. Deed Restrictions and/or Conservation Easements. Deed restrictions and/or conservation easements as required by this Chapter [that is, Title 14, Land Division and Subdivision Code of the Village of Bristol] shall be filed with the Certified Survey Map.

21. Location of Proposed Deed Restrictions, Landscape Easements, and/or Conservation Easements. The location of any proposed deed restrictions, landscape easements, and/or conservation easements shall be graphically indicated and clearly delineated and dimensioned on the face of the Certified Survey Map. The location and extent of

conservation easements shall be directly related to the Natural Resource Protection Plan.

22. Natural Resource Protection Plan. As required by Section 14-1-44 of this Chapter [that is, Title 14, Land Division and Subdivision Code of the Village of Bristol]. ***.[Also see the list of required data information for a "Natural Resource Protection Plan" set forth later in this document.]***

23. Landscape Plan. As required by Section 14-1-45 [of Title 14, Land Division and Subdivision Code of the Village of Bristol]. ***[Also see the list of required data information for a "Landscape Plan" set forth later in this document.]***

24. Existing and Proposed Uses. The existing and proposed uses on adjacent parcels if known shall he indicated on the face of the proposed Certified Survey Map.

25. Vehicular and Pedestrian Connectivity with Adjacent Parcels. A commitment to provide vehicular and pedestrian connectivity between the subject property and adjacent parcels when required by the Village.

26. Additional Information. Any additional information required by the Plan Commission, Public Works Director, Village Planner, Village Engineer, or Village Board.

G. **State Plane Coordinate System.** Where the Certified Survey Map is located within a U.S. Public Land Survey quarter-section, the corners of which have been relocated, monumented by the Southeastern Wisconsin Regional Planning Commission (SEWRPC), the County or a municipality, the map shall be tied directly to one (1) of the section or quarter corners so relocated, monumented, and coordinated. The exact grid bearing and distance of such tie shall be determined by field measurements, and the material and Wisconsin state plane coordinates of the monument marking the relocated section or quarter corner to which the map is tied shall be indicated on the map. All distances and bearings shall be referenced to the Wisconsin Coordinate System and adjusted to the Regional Planning Commission's, County's, or municipality's control survey, whichever is applicable.

H. **Certificates Required.**

1. Surveyor's Certification of Compliance with Chapter. The surveyor shall certify on the face of the Certified Survey Map that he or she has fully complied with all the provisions of this Chapter [that is, Title 14, Land Division and Subdivision Code of the Village of Bristol]. The certificate shall contain a description of the survey beginning at the U.S. Public Land Survey corner to which the survey is tied. The Village Board, after a recommendation by the reviewing agencies, shall certify its approval on the face of the map.

2. Owner's Certificate of Dedication of Streets and Other Public Areas. The dedication of streets and other public areas shall require the owner's certificate and the mortgagee's certificate in substantially the same form as required by Section 236.21(2)(a), Wis. Stats.

I. **Recordation.** The Certified Survey Map shall only be recorded with the County Register of Deeds within thirty (30) days of its approval by the Village Board and any other approving agencies. The certificate of the surveyor shall he placed on the face of the Certified Survey Map pursuant to the requirements above.

NATURAL RESOURCE PROTECTION PLAN SUBMITTAL REQUIREMENTS:

If natural resource features defined and described in Sections 14-1-10, 14-1-90 and 14-1-91 [of Title 14, Land Division and Subdivision Code of the Village of Bristol] are present on the property for which a Certified Survey Map, Subdivision Plat, or Condominium is requested, forty (40) full-size copies of a "Natural Resource Protection Plan" drawn to the same scale as the Certified Survey Map, Preliminary Plat, or Condominium submission shall be submitted with the Certified Survey Map, Preliminary Plat, or Condominium. The Natural Resource Protection Plan shall be prepared on tracing cloth, reproducible drafting film, or paper of good quality at a map scale as appropriate and shall show correctly the following information:

1. Proposed Name. The proposed name of the Certified Survey Map, Subdivision Plat, or Condominium.

2. Location. The location of the proposed Certified Survey Map, Subdivision Plat, or Condominium.

3. Names, Addresses, and Telephone Numbers of the Owners, Subdividers, Lessee and/or Developer. The names, addresses, and telephone numbers of the owners, Subdividers, lessee(s) or developer(s) of the property and of the designer of the plan.

4. Site Boundary. The boundary line of the site with dimensions, indicated by a solid line, and the total land area encompassed by the site.

5. Lot Lines, Right-of-Way Lines, and Easements. The location of all proposed lot lines, right-of-way lines, and easements. In the case of condominiums, closing and non-overlapping artificial "lot" lines shall be placed around the site of each proposed principal building of the Condominium to demonstrate that the spirit of the dimensional requirements of this Section [that is, Title 14, Land Division and Subdivision Code of the Village of Bristol] is satisfied.

6. Existing Street. The location, ownership, widths, and names of all existing and previously platted streets, rights-of-way, parks, and other public or open spaces located within or adjacent to the subject property.

7. Easements and Neighboring Property Boundaries. The location and dimensions of all permanent easements on the subject property and boundary lines adjacent to the site.

8. Location and Extent of Existing Natural Resource Features. The location and extent of any existing natural resource features defined and described in Sections 14-1-10, 14-1-90 and 14-1-91 [of Title 14, Land Division and Subdivision Code of the Village of Bristol]. Each individual resource area on the site shall be graphically and numerically shown on the Natural Resource Protection Plan.

9. Disturbed and Preserved Natural Resource Features. Graphic and numeric illustration shown on the Natural Resource Protection Plan of those existing natural resource features that will be disturbed and those that will be preserved. The illustration shall show the area (in square feet or acres) of each existing resource and those areas of resources that are to be preserved. Numeric data may be shown in tabular form with labeled reference to specific areas designated on the Natural Resource Protection Plan.

10. Method of Natural Resource Preservation. Graphic illustration and notes relating to how those natural resource features, which are to be preserved, will actually be preserved (conservation easements, deed restrictions, protective covenants, etc.) on the

Natural Resource Protection Plan.

11. Scale, North Arrow, Contours. A drawing legend containing the scale appropriate to the size of the Certified Survey Map, Subdivision Plat, or Condominium, the date of preparation, north arrow, and designation of existing and proposed contours at a minimum two (2) foot contour interval.

12. Maximum Sheet Size of Natural Resource Protection Plan. The Natural Resource Protection Plan shall not exceed a maximum sheet size as required for the Certified Survey Map, Subdivision Plat, or Condominium, whichever is applicable..

LANDSCAPE PLAN SUBMITTAL REQUIREMENTS:

If the Landscape Bufferyard Easements, areas of natural resource protection, or areas of natural resource mitigation are delineated on the Certified Survey Map, Preliminary Plat, or Condominium or are otherwise required by the Village Board, upon the recommendation of the Plan Commission, a landscape plan for those areas shall be prepared. Twenty-five (25) full size copies of a Landscape Plan drawn to the same scale as the Certified Survey Map, Preliminary Plat or Condominium submission shall be submitted with the Preliminary Plat or Condominium. The Landscape Plan shall be prepared on tracing cloth, reproducible drafting film, or paper of good quality at a map scale as appropriate and shall show correctly the following information:

1. Proposed Name. The proposed name of the Certified Survey Map, Subdivision Plat, or Condominium.

2. Location. The location of the proposed Certified Survey Map, Subdivision Plat, or Condominium.

3. Names, Addresses, and Telephone Numbers of the Owners, Subdividers, Lessee and/or Developer. The names, addresses, and telephone numbers of the owners, subdividers, lessee(s) and/or developer(s) of the property and of the designer of the plan.

4. Site Boundary. The boundary line of the site with dimensions, indicated by a solid line, and the total land area encompassed by the site.

5. Landscape Bufferyard Easements, Private Mini-Parks, and Natural Resource Mitigation Areas.

    a. All proposed Landscape Bufferyard Easements, private mini-parks, and/or areas of natural resource mitigation shall be clearly delineated and dimensioned on the Landscape Plan and shall be graphically shown in relation to all proposed lot lines and lots upon which said Landscape Bufferyard Easements, private mini-parks, or mitigation areas are located.

    b. All proposed improvements to private mini-parks (including all landscape plant materials, ground cover treatments, and play equipment) shall be clearly and graphically indicated, labeled, and dimensioned on the Landscape Plan and shall be in full compliance with the provisions of Section 14-1-83 [of Title 14, Land Division and Subdivision Code of the Village of Bristol] for required private mini- park improvements. In the case of play equipment to he installed at any private mini- park, copies of the manufacturer's specifications for said play equipment shall be submitted to the Village. All Landscape Plans submitted for private mini-parks shall also require the review and approval of the Village

Board, upon the recommendation of the Plan Commission, prior to the approval of any final Subdivision Plat, Condominium Plat, or Condominium.

6. Location, Extent, Type, and Sizes of Existing Trees and Natural Resource Features. Location, extent, type (common and scientific name in the case of plant materials), and specific sizes of all existing trees and natural resource features in all areas of the Subdivision, Certified Survey Map, or Condominium including all areas of the Subdivision, Certified Survey Map, or Condominium designated as a Landscape Bufferyard Easement, areas of natural resource protection, and/or mitigation areas. If any existing vegetation or other natural resource features are to be demolished or mitigated, the extent of such demolition or area to be mitigated shall be clearly delineated and so noted on the Landscape Plan. The Landscape Plan shall further indicate all proposed grading and filling, ravines, bluffs, wetlands, 100-year recurrence interval floodplains, proposed building footprints ("building envelopes"), and all impervious surfaces. The Landscape Plan shall also identify any and all trees or other vegetation proposed for demolition, removal or movement.

7. Location, Extent, Type, and Sizes of Proposed Landscape Materials and Plantings. Location, extent, type (common name and scientific name in the case of plant materials), and sizes of proposed landscaping and landscape plantings in all areas of the Subdivision, Certified Survey Map, or Condominium which are designated as a Landscape Bufferyard Easement, areas of natural resource mitigation, or for areas which are to serve as landscaped entrances or other special landscaped features of the Subdivision, Certified Survey Map, or Condominium shall be indicated on the Landscape Plan. All proposed ground covers shall be indicated on the Landscape Plan.

8. Landscape Plant Material Specifications. All new landscape plant material shall be grown in a nursery located in Plant Hardiness Zone 4 and shall conform to the applicable requirements as specified in the current edition of *American Standard for Nursery Stock* as approved by the American National Standards Institute, Inc. and sponsored by the American Association of Nurseryman, Inc. Botanical plant names shall be in accordance with the current edition of *Standardized Plant Names* prepared by the American Joint Committee on Horticultural Nomenclature. The landscape contractor shall be guided in professional and ethical matters by the "Arborculture Code" as adopted by the International Society of Arborculture.

9. Natural Resource Features Mitigation Plan Required. If any natural resource feature is to be mitigated, either on-site or off-site, the plan for such mitigation in adequate detail, as required by the Village Board, upon the recommendation of the Plan Commission, shall be submitted with the Landscape Plan.