

TOWN OF BELOIT  
CERTIFIED SURVEY MAP/LAND DIVISION  
APPLICATION HANDOUT

1. Preliminary/Conceptual Layout

- a. Submit: 16 Copies of drawing showing location of proposed lot layout, Certified Survey Map application, and applicable fees to the Town Clerk's office.  
\*\*Fees must be paid at time of application\*\*
- b. Time Table: Submit information 30 days prior to meeting.
- c. Planning Commission reviews the proposal's impact on the community, possible conflicts and commission ideas/feedback.
- d. Planning Commission and Town Board:
  1. Planning Commission recommendation to the Town Board
  2. Town Board decision
- e. Objective: approval - conditional approval - denial

2. CSM Submittal (Final)

Submit:

- a. CSM - by registered land surveyor
- b. Soil Borings - per lot (if build able lot)
- c. Rock County Health Department approval
- d. Department of Transportation approval (if access is on a State or County highway)
- e. Public improvements (if needed):
  - Road Plans
  - Drainage & Culvert Size Plans
  - Developer's Agreement
  - Irrevocable Letter of Credit
- f. Parkland Dedication Fees
- g. Other information as requested by staff, Planning Commission or Town Board

3. Return Copy of Recorded Document to the Town of Beloit