

Town of Verona Checklist for Certified Survey Maps

The following is a list of items to be included on CSM's submitted as part of the Land Use Change Application Process. This list is not all inclusive. Applicants are encouraged to communicate with Town Staff prior to submitting their application.

Existing Site Features

- Buildings labeled by use (residence, barn, shed, silo, old foundation, etc.)
- Building sizes - footprint
- Building setbacks when needed to determine zoning compliance
- Wells (include any abandoned)
- Septic tanks and drain fields (include any abandoned)
- Other structures (include any abandoned): retaining walls, swimming pools, manure storage facilities, underground tanks, etc.
- Presence of any sanitary features not otherwise located in the principal residence
- Drainage: ditches, sewers, culverts, drainpipes, drain tiles, etc.
- Wetlands, waterways, and other topographical features
- Berms
- Road access and driveways including field access

Existing and Proposed Use Restrictions

- Easements (including utilities, access, drainage, vision triangle, conservation)
- Encroachments
- Deed restrictions
- Shared driveway agreements (copy of the agreement should be provided as well)
- Location of proposed shared driveway
- Vision corridors

Existing and Proposed Roads

- Road names
- Road centerlines
- Road rights of way
- Dedications to the public
- Non-motorized transportation facilities
- Access restrictions (for safety reasons or for Dane County highways)

Technical Requirements

- Boundaries shown with distances and survey coordinates
- Type of markers and location of these markers (noted in a legend)
- Information about past CSMs
- Lots numbered with area in square feet, show net and gross areas of lots (net area is gross area minus road right-of-way).
- Scale legend
- Wisconsin coordinates
- Name of surveyor
- Legend: Date, F.N., CSM No., Doc. No., vol. and sheet

Other

- Current taxes or other charges on any of the lands included in the CSM must be paid in full.

Supplemental Information if Applicable Maybe Required (The documents required shall be submitted separately from the CSM. Check with Town Staff to determine what additional information is needed.)

Some potential items are listed below:

- Steep slopes (> 12%)
- Floodplains
- Hydrologic features
- Woodlands- tree inventory maybe required
- Shallow bedrock (< 5 feet)
- Active conditional use permit(s)
- Building envelope(s)
- Natural or historical features
- Concept plan showing how proposal could fit with possible future development of adjacent lands

June 2021