

Plat or Certified Survey Map Procedures & Submittal Requirements

Village of Raymond, WI

- At time of Plan Commission application submittal the applicant shall submit the following materials for a plat or CSM approval:
 - Fourteen (14) copies of the following:
 - All pages of the plat or CSM
 - Cover Letter/Narrative detailing the logistics of the submittal (purpose, lot sizes, zoning, land use, etc.).
 - Grading & Erosion Control Plan of disturbance area drawn to scale (Plan should follow Raymond Code Section 26-40 as attached)
 - If a plat please submit information that said plat has been submitted to the area objecting authorities for review
- The Zoning Administrator shall review the information submitted above from an applicant. Upon verification of a full submittal the Zoning Administrator shall schedule the item for the next available Plan Commission and Village Board. A CSM can move to a meeting fairly quickly. However, a preliminary or final plat must first be reviewed by objecting authorities (County/State) and may take longer before it is on a Village board meeting for discussion.
- Upon approvals the Zoning Administrator will work with the petitioner on the next steps for recording a CSM or the next steps in the platting process if a plat.

NOTES:

- *Applicants are highly encouraged to first share their plans conceptually with the Zoning Administrator to ensure all necessary submittal items are complete.*
- *A developers agreement may be required for public improvements as part of a CSM or plat.*
- *All petitions must be deemed complete by the Zoning Administrator before a meeting date is scheduled.*
- *Plats and CSMs within the first square mile west of the Village eastern boundary line may need to go to Village of Caledonia for approval as part of the Cooperative Plan.*