DODGE COUNTY
LAND RESOURCES AND PARKS DEPARTMENT
127 E. OAK STREET • JUNEAU, WI 53039
PHONE: (920) 386-3700 • LANDRESOURCES@CO.DODGE.WI.US

FEE: $250 + $15/Lot *(Due with 1st Submittal)*

❒ Initial Review ❒ 2nd Review ❒ 3rd Review ($75) ❒ Each Add'l ($75)

FOR OFFICE USE ONLY	
Activity No.	**Resubmittal No.**
Date Submitted	**Date Scanned**

SURVEYOR'S CHECKLIST FOR CONDOMINIUM PLAT REVIEW

Surveyor Name: _____

Client: _____

Date Submitted: _____

MUNICIPALITY	PRIMARY PARCEL ID NUMBER
County Letter of Intent #	

DEPARTMENT POLICY: Comments will be emailed ONLY TO THE SURVEYOR after final review has been completed by all divisions.

Please **CHECK** the appropriate:

☐ 1. Submittal of Document shall be in accordance with the Review Policy. No copies will be accepted. Declaration shall be submitted with Plat.

☐ 2. Line work and text legible when map photocopied or scanned.

☐ 3. (Recorded as) bearings and distances from all sources (including deeds) shown on map.

☐ 4. If an existing easement is shown include the reference document.

☐ 5. Label adjoining surveys (subdivision, CSM, Plat of Survey, etc.) with reference document and/or Dodge County File Number.

☐ 6. If unplatted lands, label as "Unplatted Land by Owners" or "Unplatted Land by Others".

☐ 7. Legal description has calls to adjoiners and matches what is shown on the face of the map.

☐ 8. Show and label section, ¼ section, ¼ ¼ section, or government lot lines.

☐ 9. Indicate Existing Building Number(s).

☐ 10. Evidence of occupation noted.

☐ 11. Ties to a minimum of two ORIGINAL PLS corners (not centers) properly identified to latest monument record.

☐ 12. Required Land Resources and Parks Department signature block [See example on back.]

☐ 13. Other required signature block(s).

☐ 14. Completed legend and all monuments clearly identified and noted as placed or found.

☐ 15. Fixed structures including fences found on parcel are identified on map.

☐ 16. Curve data shown.

☐ 17. Meander lines with bearings and distances shown.

☐ 18. Survey closes (exterior boundary, interior lot boundaries, right-of-way) 1/10,000th or better.

☐ 18. Area shall be shown to the nearest 1/1000 of an acre and nearest square foot. Total area being surveyed shall be shown.

☐ 19. Meandered parcels shall show the area to the meander line and an approximate area to the OHWM.

☐ 20. Monument record on file for center and for all identified corners. If found monument differs in location or type a new monument record must be included as part of the review.

☐ 21. Survey report or notes.

☐ 22. Survey is staked.

☐ 23. Binding margin of 1.5" on left side and 1" wide margin on all other sides on durable white media that is 14 inches long by 22 inches wide with a permanent nonfading black image (S.703.11(2)(d))

☐ 24. Complies with Chapter 703, 236, Chapter 59 and AE 7 regulations unless County's are more restrictive.

☐ 25. Highway/road right-of-way lines shall be shown with bearing and distance and building setback lines labeled with dimension.

☐ 26. Soil Bore Hole Locations (If Applicable).

☐ 27. A blank space at least 3 inches by 3 inches in size in the upper right corner on the first sheet for recording use by the register of deeds (S.703.11(2)(am))

☐ 28. The survey includes a clear and concise description of the surveyed property as described in S.236.34(1m)(d)2 (S.703.11(2)(b)3)

☐ 29. The name of the condominium and county where the property is located appears on each sheet (S.703.11(2))

☐ 30. Each sheet is consecutively numbered and shows the relationship of that number to the total number of sheets (ex. Sheet 1 of 2) (S.703.11(2)(a))

☐ 31. Diagrammatic floor plans with dimensions, floor area and location of units and comments show graphically (S.703.11(2)).

☐ 32. All existing driveways, field entrances and proposed approved driveways along county trunk highways must be shown on map.

☐ 33. Label the source of right-of-way information.

☐ 34. Every unit shall be designated on the condominium plat by the unit number (S.703.11(3))

☐ 35. Pages with revisions after the first submittal should have the revision date shown on them.

Comments:

SUBMIT FORM TO DODGE COUNTY LAND RESOURCES AND PARKS DEPARTMENT * 127 EAST OAK STREET – ROOM 303 * JUNEAU, WI 53039

Surveyor Signature: _____

Name of Contact: _____

Email: _____ **Phone:** _____

Release for Recording*: ☐ **YES** ☐ **NO**

**NO presumed if nothing checked.*

REVIEW POLICY FOR SURVEY MAPS

Please Contact Office for Staff Availability

Under authority of the Dodge County Land Resources and Parks Committee of the Dodge County Board of Supervisors, Land Resources and Parks Department staff will review and recommend approval of Certified Survey Maps as per the policy presented below.

1. The first submittal may be in a portable document format (PDF) with date, stamp and signature but all submittals there after shall be originals and in a recordable form, and signed and stamped by the surveyor, and shall be accompanied by a completed and signed Surveyor's Checklist (attached) and fees.

2. Any submission received that is not deemed legible may be rejected and a new hard copy will need to be submitted before review.

3. A fee will be charged for each review in accordance with the Fee Schedule approved by the Land Resources and Parks Committee.

4. The review process may be completed within 10 working days after it is logged in (S.703.115).

5. All supporting documents being prepared in conjunction with the C.S.M. (i.e. Plats of Surveys or other documents) shall be submitted at the same time as part of the review.

6. A resubmittal will be treated as a new submittal and subject to the same review process as the original.

7. We will align the CSM with orthophotography and discrepancies with occupation or other areas of concern shall be noted for review by the surveyor.

8. Certified Surveys shall contain a Surveyor's Report as part of the recordable document that shall provide an explanation for any part of the survey which does not correspond to previously recorded surveys or other documents of record. The Surveyor's Report shall also identify the source of right-of-way information. If this information is incorporated elsewhere in the survey or is not applicable, a separate Surveyor's Report can be waived.

9. Once finalized, the survey shall be signed by the appropriate review officer and released to the surveyor to be recorded at the Office of the Register of Deeds.

10. Surveys shall be recorded with the County Register of Deeds within 30 days of its approval, after the certificates of the town and Land Use Administrator and the surveyor are placed on the map (County Code 2.3.9.I). Any survey that is not recorded within one year of final approval will require re-submittal and be subject to the same review process and approval as a new survey.

11. All surveys are subject to field verification.

12. Any surveyor with a survey of record which does not meet the standards prescribed in Wis. Stat. 236 or Administrative Code AE-7 shall receive notification outlining the problems. If the issue is not resolved in a reasonable period of time, a complaint may be filed with the State Examining Board.

13. If a recorded survey is found to be in error, the surveyor and/or landowner will be notified and the survey will show in our records as being in error. This includes all surveys recorded in Towns, Villages and Cities.

14. Required signature for Dodge County Land Resources and Parks Department (See example below).

DODGE COUNTY LAND RESOURCES AND PARKS DEPARTMENT APPROVAL

THIS LAND DIVISION IS HEREBY APPROVED BY DODGE COUNTY ON
THIS _____ DAY OF _____, 20_____.

_____

DODGE COUNTY LAND USE ADMINISTRATOR OR DESIGNEE– PRINT NAME

_____

SIGNATURE

Example

Adopted by Land Resources & Parks Committee, June 7, 2021.

Feb. 24, 2025 Revision	First submittal may be in PDF, all others must be original. Consolidate Items 4 & 8. Change to "within one year of final approval" (from 6 months). Add example LRP signature block.
Mar. 2, 2026 Revision	Review may take 60 days (2.3.9.F.1), remove "logged". Add Recordation Section (2.3.9.I) to item #10. Remove LRP Activity Number from example LRP signature block. Add revision table.