

Process for obtaining a Certified Survey Map (CSM)
Updated: October 6, 2011

1. The landowner contacts a Registered Land Surveyor. The Surveyor should be someone who is familiar with the City of Madison's rules and who has surveyed the area before.
2. The landowner contracts with the surveyor for the CSM. (cost should be between two and four hundred dollars)
3. The surveyor prepares a "Preliminary CSM" which is considered the CSM application.
4. It is then sent to Dan Everson at Dane County Zoning where he will review it for any potential zoning issues and conflicts with the Wisconsin State Statutes and Dane County Code of Ordinances. Dan can be reached at 267.1541. If Dan approves the map then...
5. The preliminary CSM is sent to the Madison Planning department for review and approval. Contact person here is Al Martin or Tim Parks and they can be reached at 266-4635. If it meets their approval then...
6. It is then officially certified by the surveyor and everyone else who has reviewed it.
7. The CSM is sent to the Town Office.
8. The Town Board must pass a resolution, approving the CSM.
9. It is signed by the Blooming Grove Town Clerk.
10. The landowner files the CSM with the Dane County Register of Deeds.

NOTE: It is suggested that the person who wants the CSM discuss the issue with the City of Madison first - because if they have no intention of approving it - all prior steps and expenses can be saved.