



CITY OF FOND DU LAC

Certified Survey Map (CSM) Submittal Requirements

Checklist for submittal of a Certified Survey Map (CSM)

- Original drawing and three copies of the certified survey map**
- Filing Fee (Non-refundable): \$250**

Where to submit

The original drawing, three copies of the certified survey map and the filing fee, may be submitted in person at the City Clerk's office located on the 1st floor of the City-County Government Center. For questions, please contact the City Clerk's office at 920.322.3430.

Mailing address: City of Fond du Lac – City Clerk
 160 S Macy Street, PO Box 150
 Fond du Lac, WI 54936-0150

Timeline & Approval

Sections 705-25 and 705-28 (Subdivision Code) of the City of Fond du Lac outlines the requirements for CSMs (To view the full Subdivision Code, please visit the following link: <https://ecode360.com/15561655>). Submittal requirements:

- Owner must file an original and three copies of the CSM to the City Clerk.
- The City Clerk will forward the CSM to Engineering and Community Development within 2 days of receipt.
- Within 10 days, City staff will provide, in writing, whether the CSM is approved, approve conditionally or denied.
- If the owner disagrees with the determination, the owner can request, in writing, to have Plan Commission review the CSM. The owner must specify in detail the reason they are requesting review of the CSM by Plan Commission.
- Land divisions created by CSMs which require a new street, right-of-way, alley or other public dedication shall conform to the Official Map and require Plan Commission and City Council review and approval.
- The owner is responsible for recording the CSM with the Register of Deeds.