

Request to Divide/Split Parcels



Date Filed _____

Fee Paid _____

Fee for Change is: 300.00

Owner's Name _____ Phone Number _____

Physical Address _____

Mailing Address _____

Parcel number(s) you wish to divide/split: _____

Reason for request: Provide a written description of the proposed Land Division; _____

Current zoning: _____ Proposed Zoning: _____

THE UNDERSIGNED UNDERSTANDS THE FOLLOWING CONDITIONS:

This parcel will not be deemed divided/split until the Plan Commission and Village board approves the proposed CSM and the CSM been recorded with the Register of Deeds of Grant or Iowa County, Wisconsin and returned to the Village of Montfort. The approval conditions specified below must also be complied with.

Applicant's Signature: _____ Date _____

DO NOT WRITE BELOW THIS LINE.

Check off if complete

- _____ 1. They are contiguous and located within the same section, town, range, and municipality.
- _____ 2. Zoning is staying the same or change is requested.
- _____ 3. The ownership on the parcels is the same.
- _____ 4. There are no delinquent taxes due on any of the parcels.
- _____ 5. The owner of the property signs this request.
- _____ 6. The Plan Commission and Village Board approves this request.
- _____ 7. Attach CSM

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Plan Committee Action/Recommendation **Date:** _____

Approved under the following conditions: _____

Unconditional Approval

Application Denied.

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Certified Survey Map (CSM) Process

This document provides a summary and an approximate timeframe of the process for reviewing, amending, and approving Certified Survey Maps in the Village of Montfort.

Timeframe and Meeting Schedule

- Applicants should allow approximately **4-6 weeks** for this complete process to occur, depending on the complexity of the project
- **Plan Commission (PC)** will need to call a meeting to review the CSM and make a recommendation to the Village Board.
- **Village Board (VB)** meets on the 3rd Wednesday each month; in general PC recommendations are acted on at the next VB meeting after the PC meeting

1. Pre-submittal Meeting

- Before filing an application, the applicant will meet with the building inspector to review the proposal. The proposal is examined for its adherence to the Zoning Code, and then revised as necessary to meet regulations such as minimum lot size, adequate lot width, etc.

2. File application for Plan Commission (PC) Review and Recommendation

- The applicant will file the CSM with Village staff for PC review, which will make a recommendation to the VB. Two 8.5" x 14" copies and one electronic copy of the CSM must be submitted with the application for the review process. The applicant must pay all fees associated with the process at the time of application (i.e. current fee: \$300 to the Village of Montfort).

3. Approval of CSM by the Common Council (VB)

- The VB will take action on the proposal after the PC makes its recommendation. The CSM needs to be recorded after VB approval.

4. Final recording of CSM

- Before the CSM is recorded by the Village of Montfort, the applicant or his/her surveyor will be informed if the following have been completed:
 - Any corrections to the CSM have been made
 - All necessary approvals have been obtained
 - The original CSM map is in order, properly signed and notarized.
 - All applicable charges have been paid.
- The applicant must submit a final signed and notarized CSM to the Village Clerk for the final recording. The Village requires a minimum of seven (7) working days to perform the final processing and recording of the CSM. If the applicant needs the CSM to be recorded on or by a specific date, plan for appropriate lead time to ensure all the required materials are submitted to the Village allowing for its processing time. Failure to submit the required materials with the CSM for recording may cause added recording delays.