

TO: Engineer/Surveyor  
RE: Informational Requirements for Plats of Survey

This letter is relative to plats of survey being submitted for review by the Office of the Building Inspector and the Engineering Department for new building construction. In order to provide uniformity, each plat shall contain the following information and conform to the following criteria.

- Labeled – Plat of Survey
- Name, Address and Telephone Number of Survey Firm
- Wisconsin Registered Land Surveyor Stamp and Signature
- Surveyor's Certificate and Date
- Location of Survey
- Name of Builder (and Owner, if available)
- North Arrow and Drawing Scale
- Drawing Scale shall be a minimum of 1" = 30'
- Bench Mark (Give Description and Location) to Development Datum
- Legal Description of Property
- Bearings and Dimensions of Property Lines
- Street Name (s)
- Center Line of Street(s) R.O.W.
- Show all Structures and Appurtenances Located on Described Property and within the Influence of that Property to the Center Line of the Street, i.e. Fences, Hydrants, Utilities, etc.
- Show only Trees Located in Street Right-of-Way
- Show Driveway Location and Existing Curb Opening/Culvert Location – Driveways must be shown a minimum of 6 ft. from Side Property Line
- Show Easements (Recorded and Apparent, Purpose & Dimensions)
- Include Legend – Sample Zoning R-7

Building Setbacks  
Front yard 30 Ft.  
Side yard 10 Ft.  
Rear yard 30 Ft.

Do not show Building Setback Lines on Plat of Survey

- Show all Protected Natural Resource Easements and Associated Set Backs
- Show Existing Edge of Pavement, Ditch Lines, Curb and Gutter Driveway and Sidewalks where Applicable (Dimension)
- External Dimensions of Proposed Building (Label Dwelling and Garage)
- Setbacks of Proposed Building
- Status of Adjacent Properties. Vacant or show Existing Buildings with Appropriate Existing Setbacks
- Existing Elevations at:
  1. Building Corners
  2. Lot Corners
  3. Significant Grade Changes, i.e. Berms, Banks, etc.
  4. Existing Buildings on Adjacent Properties
  5. Side Property Lines Extended to top of Curb and Gutter, Center Line of Ditches, Edge of Pavement, Center Line of Pavement and Sidewalks
  6. Center Line of Driveway extended to Top of Curb
  7. Side Property Lines Adjacent to Building Corners
- Suggest Yard Grade(s) at Building Garage Floor
- Show Proposed Erosion Control, ie: Silt Fence, Stone Drive, etc., Placed and of Sufficient Quantities to Prevent Migration of Silt from the Property
- Revision Date(s) (if Applicable)
- Blank space on Plat for Approval Stamp 2 1/4" x 4" (Can be Horizontal or Vertical)
- Provide Five (5) Copies of Plat of Survey

Your cooperation in adherence to these requirements will assist our office in a speedy approval of your plat of survey.