

TOWN OF ANSON
Chippewa County

Minor Land Division Instructions

Questions? (715)382-4397

As per Section 10.1 of the Town of Anson Land Division Ordinance (the Ordinance), a Certified Survey Map (CSM) is required for all Minor Land Divisions. To be placed on the Board's agenda, a complete application must be received by the Town Clerk no later than noon and at least one week prior to the Town Board meeting at which the application will be heard. Incomplete applications will not be processed. The Town Board meets on the second Thursday of each month. In accordance with section 10.1.A of the Ordinance, a pre-application meeting scheduled in advance with the Town Board is recommended.

A complete application consists of the following:

If a particular line item is not applicable to your situation, check the "Not Applicable" box and move to the next line item. If a particular line item is relevant to your situation, then check the "Submitted" box to indicate such information is complete and/or will be included as part of the application.

Land Division application filled out, signed, and dated with these instructions attached.

All applicable fees submitted.

If the land owner is granting authority to an agent, then a separate document signed and dated by the land owner with the name address and contact information of the land owner and the Agent, and a statement granting the Agent permission to represent and/or act on behalf of the landowner must be attached.

Not Applicable Submitted.

Four (4) or fewer lots have been created within the last Five (5) years.

CSM includes:

Name and address of the landowner and surveyor.

Graphic scale and north arrow.

A legal description of the property being considered.

Bearings and distances along the exterior boundaries of the property being considered for division.

Names and width of proposed and existing roads.

Location of all environmentally sensitive areas within the property being considered.

Not Applicable Shown on the CSM.

Location of existing structures, water bodies, drainage ditches, and fences within the property being considered.

Not Applicable Shown on the CSM.

Location, size, and invert elevation of existing sanitary or storm sewers, culvert and drainpipes, manholes, catch basins, hydrants, electrical and communication facilities, and the location and size of existing water or gas mains within or adjacent to the exterior boundaries of the property being considered.

Not Applicable Shown on the CSM.

Land reserved for public purposes, including but not limited to parks, playgrounds, and open spaces.

Not Applicable Shown on the CSM.

Regional floodplain boundaries and vertical contour line, two (2) feet above the regional flood elevation.

Not Applicable Shown on the CSM.

- A Surveyor's certificate stating the CSM is a correct representation of the indicated features, and that the surveyor has fully complied with the provisions of the Ordinance.
- Seal and signature of the Surveyor and the date signed.
- An approval/signature block for the Town of Anson Chair.

Lots

- Minimum area, 1.0 acres (43,560 square feet excluding Right of Way).

Public Roads

- Not Applicable.
- Meets standards of the Ordinance and the appropriate Typical Detail in the Appendix to the Ordinance.

Private Roads

- Not Applicable.
- Meets standards of the Ordinance and the appropriate Typical Detail in the Appendix to the Ordinance.

When more than 1 lot is accessed by a private road:

- Repair and maintenance agreement submitted and shall be recorded with the CSM.
- and

Note on the map: "Access to this property is provided by a nonexclusive easement, is not a public road and the Town of Anson and Chippewa County have no responsibility for the road including but not limited to snow plowing or other maintenance or for the construction of a driving surface upon said easement".

Cul de Sac or Hammerhead Turn Arouds

- Not Applicable.
- Meets standards of the Ordinance and the appropriate Typical Detail in the Appendix to the Ordinance.

Utility Easements

- Not Applicable.
- Submitted.

- Five (5) paper copies of the CSM.
- One (1) electronic file of the CSM (Email is acceptable).

Note:

Check boxes are provided to assist in submitting a complete application and may not represent an all-inclusive listing. It is the responsibility of the applicant to verify submittal requirements.