



Customer Information

809 N. Broadway, 2nd Floor/Milwaukee, WI 53202/414-286-5726

Certified Survey Maps

A final certified survey map (“CSM”) is prepared by a registered land surveyor and submitted to the Planning Administration section of the Department of City Development by the owners or agent for review, processing, and approval. The original map (with owner’s signature and notary) and application must be accompanied by the required filing and recording fees. As a matter of policy since we have the most direct contact with the owner or surveyor, we also collect 3 checks for review and recording fees:

Engineer Review Fee:

\$380.00 for the first review and corrections by DPW (\$200.00 additional for more review time, *only if requested*)

City Filing Fee:

\$ 230.00

payable to City of Milwaukee, Treasurer

Recording Fee:

\$30

payable to Register of Deeds, Milwaukee County

• The Planning Administration section of the Department of City Development reviews the preliminary or final map for compliance with the subdivision regulations (Chapter 119 of the Milwaukee Code) and the zoning regulations (Chapter 295 of the Milwaukee Code).

• When the map is approved by the Planning Administration section, the CSM is submitted to the City Engineer. The City Engineer review takes approximately 2 to 3 weeks.

• If changes need to be made, the original map is returned to the surveyor for revisions. The surveyor submits the revised map directly to the

Infrastructure Division of the Dept. of Public Works.

• When the map is signed by the City Engineer, the engineering staff forwards the map to the City Treasurer for review to confirm there are no outstanding taxes or special assessments. Current year and prior year taxes and special assessments must be paid in full prior to the Treasurer signing the CSM.

• When the map is signed by the City Treasurer, Planning Administration picks up the Certified Survey Map. The Department of City Development then prepares a letter of recommendation and submits it along with the map to the Zoning, Neighborhoods and Development Committee for consideration. Certified Survey Maps do not require introduction to Common Council.

• If the preliminary or final map contains a dedication for public street, alley or pedestrian way, the Department of City Development also refers the map to the City Plan Commission for approval prior to the ZND meeting.

• Upon approval by the Zoning, Neighborhoods and Development Committee, the map is forwarded to the Common Council for final approval.

• When the map is approved by the Common Council and is signed by the Mayor and City Clerk, the original Certified Survey Map is recorded at the Milwaukee County Register of Deeds by Planning Administration.

• The entire approval process takes 2.5 to 3 months. (from the day the CSM and application are submitted to the day the original CSM is recorded.

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