



Customer Information

809 N. Broadway, 2nd Floor/Milwaukee, WI 53202/414-286-5695
city.milwaukee.gov/Planning

Final Certified Survey Maps

A final certified survey map (“CSM”) is prepared by a registered land surveyor and submitted via email to the Planning Administration section of the Department of City Development by the owners or agent for review, processing and approval.

Application Fee: \$230.00

Engineer Review Fee: \$380.00
(An additional \$200 may be requested for CSMs which require more than two reviews by DPW)

Recording Fee: \$30.00

****These fees will be combined into a single fee of \$640. Instructions on how to pay this fee will be emailed to the applicant after a CSM application and a proposed CSM have been emailed to kkusche@milwaukee.gov.***

The Planning Administration section of the Department of City Development will process the application and review the CSM for compliance with the subdivision regulations (Chapter 119 of the Milwaukee Code of Ordinances). A copy of the CSM will also be sent to the Development Center of the Department of Neighborhood Services to be reviewed for compliance with zoning regulations (Chapter 295 of the Milwaukee Code of Ordinances) and applicable building codes.

After the map is approved by the Planning Administration section, the CSM is submitted to the City Engineer. The City Engineer review takes approximately one month, depending on the accuracy of the CSM.

If corrections are needed the original CSM will be returned to the surveyor who prepared it with corrections. The surveyor should then submit the revised CSM directly to the Central Drafting and Records Section of the Department of Public Works.

When the map is signed by the City Engineer, engineering staff will forward 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, including properties on the instalment plan, prior to the Treasurer signing the CSM.

After the certified survey map is signed by the City Treasurer, Planning Administration picks up the map. The Department of City Development then prepares a letter of recommendation and submits it along with the final CSM to the Common Council for their consideration.

If the CSM contains a dedication to the City of Milwaukee for public street, alley, or pedestrian way purposes, the Department of City Development will refer the CSM to the City Plan Commission (CPC) and then to the Zoning, Neighborhoods and Development Committee (ZND) for a recommendation prior to being considered by the full Common Council.

When the CSM is approved by the Common Council it will be signed by the Mayor and City Clerk and forwarded to Planning Administration.

Planning Administration staff will then have the CSM recorded at the Milwaukee County Register of Deed’s office. After the recording information is received from the Register of Deeds, Planning Administration will notify the applicant and send an electronic copy (pdf) of the approved CSM to the email address provided on the application.

The entire approval process takes approximately three months from the day the certified survey map and application are submitted to the day the original certified survey map is recorded.

Revised 03/28/2022