

Memo

To: Village Board

Fr: Trevor Fuller, Planning and Zoning Administrator

Re: Approval of New CSM Process CSM Process

Date: April 30, 2014

Research was completed on the process that surrounding communities go through when reviewing a Certified Survey Map (CSM).

Attached is a table that compiles various surrounding communities and their CSM approval process and fees, along with my analysis. Please review.

It is my recommendation that the Village propose a fee for the review of a Certified Survey Map (CSM). The fee should be within reasonable boundaries (\$100-\$300). Most developers expect a fee when they complete a CSM, and therefore enacting one would not deter them from building in the Village. In regards to the approval process, the Village is in line closely with other communities and should maintain its policies. Village staff probably averages 10- 15 hours of time to move the CSM thru the village's process. The County currently charges \$650.00 for a CSM review.

The Plan Commission recommended the addition of a fee of \$200.00 for the CSM process.

Village Board is asked to approve adding a fee of \$200.00 to the CSM review process.

CSM Research – What do other communities require?

The data below was compiled through direct inquiries with various surrounding communities and research of their ordinances.

<u>Community</u>	<u>Fee?</u>	<u>Boards/Committees</u>
<i>Allouez</i>	None.	Plan Commission & Village Board
<i>Appleton</i>	\$100	None. Staff level approval
<i>Ashwaubenon</i>	\$250	Plan Commission (Village Board if part of a PUD)
<i>Bellevue</i>	\$175	Plan Commission & Village Board
<i>De Pere</i>	\$300	Plan Commission (If there is a dedication to the public or it is City land it must also be approved by the Council)
<i>Green Bay</i>	\$300	None. Staff level approval.
<i>Howard</i>	\$25	Plan Commission and Village Board
<i>Little Chute</i>	Actual Cost (Subj. to Change)	Plan Commission and Village Board
<i>Suamico</i>	\$100	Planning and Zoning Commission and Village Board
<i>Wrightstown</i>	\$300 + \$25/each lot	Plan Commission and Town Board

Allouez Code 12.03 states, "The land divider shall submit to the Village Board two copies of the certified survey map for approval. Approval shall be based upon the requirements set forth in Section 12.01 and other applicable ordinances and statutes. The Village Board shall approve, approve conditionally, or reject such map."