

BARRON COUNTY

DEPARTMENT OF LAND SERVICES

David Gifford, Director

LAND INFORMATION * SOIL & WATER CONSERVATION * ZONING

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MEMO

12/29/2021

TO: Surveyors & real estate professionals

FROM:

David Gifford, Director of Land Services/Zoning Administrator
Catlon Phelps, County Surveyor
Rhonda Sukys, GIS Specialist

RE: Barron County land division review, tie sheet policy & survey document submittals

LAND DIVISION REVIEW - EVERYONE:

As we begin 2022, the land division review process will be streamlined to help ensure timely and accurate review. With all staff once again working in the office, land division review paperwork must be received as a **complete** hard copy submission. Final versions should be submitted with the exception of condominium and subdivision plats which may be submitted in preliminary versions since these categories of land divisions are approved through the Zoning Committee. A complete submission includes the following:

CSM:

- Final recordable CSM, approved/signed by any other required entities; you may want to consider creating a separate page for approval signatures to allow for easier correction of any possible typographical errors in the technical data
- Application for Review
- Town Checklist, if required (ie: vacant CSM lots 19 acres or less)
- Highway access approvals for county, state or US highways
- Ingress/egress easement document, if required
- "Right to Farm" statement (A-1 zoning district only)
- Review fee
- Recording fee

Land division via deed description:

- Final draft of conveyance document (including "attach to" wording, if required)
- Ingress/egress easement document, if required
- Review fee

Properties in the A-1 zoning district may require an Agricultural Preservation Covenant, and this is completed by the Zoning office and landowner(s). We appreciate your continued assistance with coordinating this process. Final approval of land divisions in A-1 may be contingent upon completion of the Ag Preservation Covenant.

As always, staff can discuss possible land division configurations prior to submittal; however, no approvals or technical reviews will be provided prior to a complete submittal. Incomplete or partial submissions will be rejected and/or returned. Applicants will be notified of approvals within 10 working days. Please plan your future land division review submittals accordingly. Staff will continue to strive for timely and accurate reviews.

TIE SHEET POLICY - SURVEYORS:

Barron County has spent many years searching for, remonumenting, and preserving the PLSS monuments throughout the county. In an effort to conserve the information already gathered and provide the most accurate information possible, we will be implementing a policy change dealing with the approval of Certified Survey Maps and filing of Maps/Plats of Surveys. In the last few months it has been found that some of the current information available does not match what is being found on the ground. So not only to keep our records accurate, which benefits everyone, but to also follow Wisconsin Administrative Code, we will be comparing all PLSS monuments submitted on maps to the most current maintenance record we have.

To help soften the impact and aid in our effort, we will be implementing a “Grace Period” from the time of this letter to June 1st, 2022. At this point we are going to be comparing the information from the submitted maps to the most recent maintenance records. During the grace period, when Maps and CSMs are submitted with PLSS corners that do not match the most recent maintenance record, we will be asking you to submit an updated maintenance record for the outdated PLSS monument. On June 1st, 2022 the grace period will end, and at that time, updated PLSS maintenance records will be required for any PLSS monument that does not match. When conditions do not allow for monuments to be placed, for example busy highways, exceptions will be made. We do realize this will affect all land surveyors who work in Barron County. It is not only in the best interest of all land surveyors and Barron County to make this change, it is part of Wisconsin administrative code. See A-E 7.08 (1) (c).

SURVEY DOCUMENT SUBMITTAL - SURVEYORS:

Currently we are in the beginning stages of accepting electronic submittals for Maps/Plats of Survey. These documents may now be emailed to catlon.phelps@co.barron.wi.us. However, we have come across a scaling issue with some submitted maps and we are working to find a fix; therefore, when submitting a map electronically, please submit in PDF format and note in the email what size of paper the map needs to be printed on.

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Again, we **thank you** for your continuing coordination with our department regarding the above and look forward to working with you in the coming years!