

**Village of Mount Horeb
Building & Zoning Department**
138 E Main Street
Mount Horeb, WI 53572
Phone (608) 437-6884 / Fax (608) 437-3190
mhbuildinginspector@mounthorebwi.info
www.mounthorebwi.info

**CSM - Zero Lot Line
Application & Procedure**

Date: _____

Parcel # _____

([Parcel Number Search](#) 157/060X-XXX-XXXX-X)

APPLICANT: Name: _____

Address: _____

City ST Zip: _____

Phone: _____ Email: _____

OWNER: Name: _____

Address: _____

City ST Zip: _____

Phone: _____ Email: _____

I, the undersigned owner (agent) of the property herein described hereby requests consideration of a certified survey map for the following described property:

Location of Property (street address)

Block, Lot, Subdivision

SIGNED: _____
(Applicant)

(Applicant's interest in the property)

Office Use:

Fee Paid \$ _____ Date: _____ Receipt # _____

Nonrefundable administrative fee of \$100. (100-443100-0)

Deposit toward engineer review fees of \$100, plus \$75 per lot created. (100-174000-0)

Professional Fees charged: _____

Refundable deposit coded to 100-174000-0. If invoices come in related to this project code the expenses to 100-174000-0

Certified CSM Received

Deposit Refund \$ _____ Date: _____ Signed _____

PROCEDURE FOR CSM - ZERO LOT LINE

- Property Owner (PO) submits application to the Building Department to determine if the lot conforms.

18.25 CERTIFIED SURVEY MAP PROCEDURE FOR ZERO LOT LINE DWELLING. (Cr. #2006-08) [Chapter 18.25](#)

No certified survey map purporting to create lots to accommodate zero lot line dwellings may be recorded unless the Zoning Administrator first determines that the lots are zoned R-2 or R-3 Residential District, conform to the minimum standards in Chapters 17 and 18 of this Code, and properly show existing easements, dedications and restrictions

- Lot conforms. PO submits the following to the Building Inspector:

- Preliminary CSM

The Certified Survey must display the following paragraphs somewhere on the survey:

“When attached dwelling units are created, matters of mutual concern to the adjacent property owners, due to construction, catastrophe, use, and maintenance, shall be dealt with by private covenants and deed restrictions and the approving authorities shall not be held responsible for the same.”

“Both lots subject to a perpetual easement along and 6 ft either side of the existing water and sewer laterals for the purpose of maintaining, improving and repairing the same.”

- FEES [Chapter 18.61](#) (Check Payable to the Village of Mount Horeb)

Certified Survey Maps

1. A nonrefundable administrative **fee of \$100.**
2. A deposit toward engineer review **fees of \$100, plus \$75 per lot created.**

Professional Fees. In addition to the fees required above, each applicant shall reimburse the Village for all professional fees, including reasonable engineering, planning, and legal review fees, incurred by the Village in connection with such application.

- Preliminary CSM approved, the PO submits the original CSM (*signed by licensed surveyor, owner and notarized*) to the Building Inspector for final review and village clerk signature.
- PO submits signed CSM to Dane County for certification.
- PO submits a copy of the CERTIFIED CSM to the Building Inspector.
- Village Clerk returns any remaining deposit.

These guidelines are informational only. Village, County, and State ordinances are the final authority.