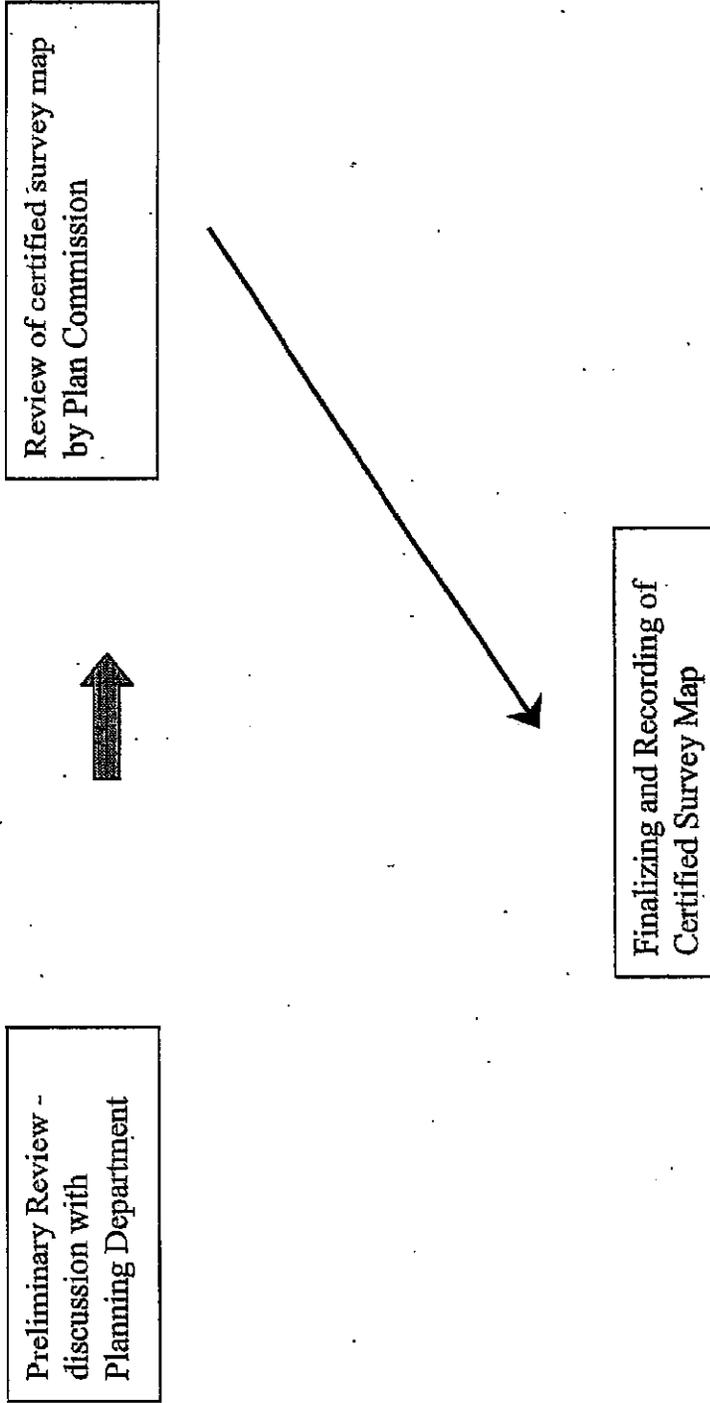


APPENDIX C

Private Development Flow Charts which include:

- Certified Survey Map Approval Process
- Certified Survey Map (CSM) Requirements
- Official Map Amendment
- Site Plan Approval Process
- Subdivision Approval Process
- Zoning Change Procedure
- Zoning Change Procedures

CERTIFIED SURVEY MAP APPROVAL PROCESS



CERTIFIED SURVEY MAP (CSM) REQUIREMENTS
CITY OF MANITOWOC, WI
JANUARY 1, 2002

The City of Manitowoc requires a CSM in accordance with §236.34 Wis. Stat. for all land divisions of land that result in the creation of a new lot of record, tract or parcel of land measuring ten (10) acres in gross area or less, and located within the corporate limits of the City or within the City's extraterritorial jurisdiction under §62.23(7a) Wis. Stat. CSM's are required in instances where four (4) or less lots of 1½ acres each or less have been created in a five (5) year period (§236.02(12) Wis. Stat.). CSM's can be used for dividing property, dedicating streets, or changing the boundaries of lots and outlots in subdivisions or recorded CSM's.

Applicants must submit a preliminary CSM to the City Planning Office for review and approval. The preliminary CSM requires approval of the Manitowoc City Plan Commission. Applicants should plan on a minimum thirty (30) calendar day period from the time of initial submittal of a preliminary CSM, to the time it is finalized for recording purposes.

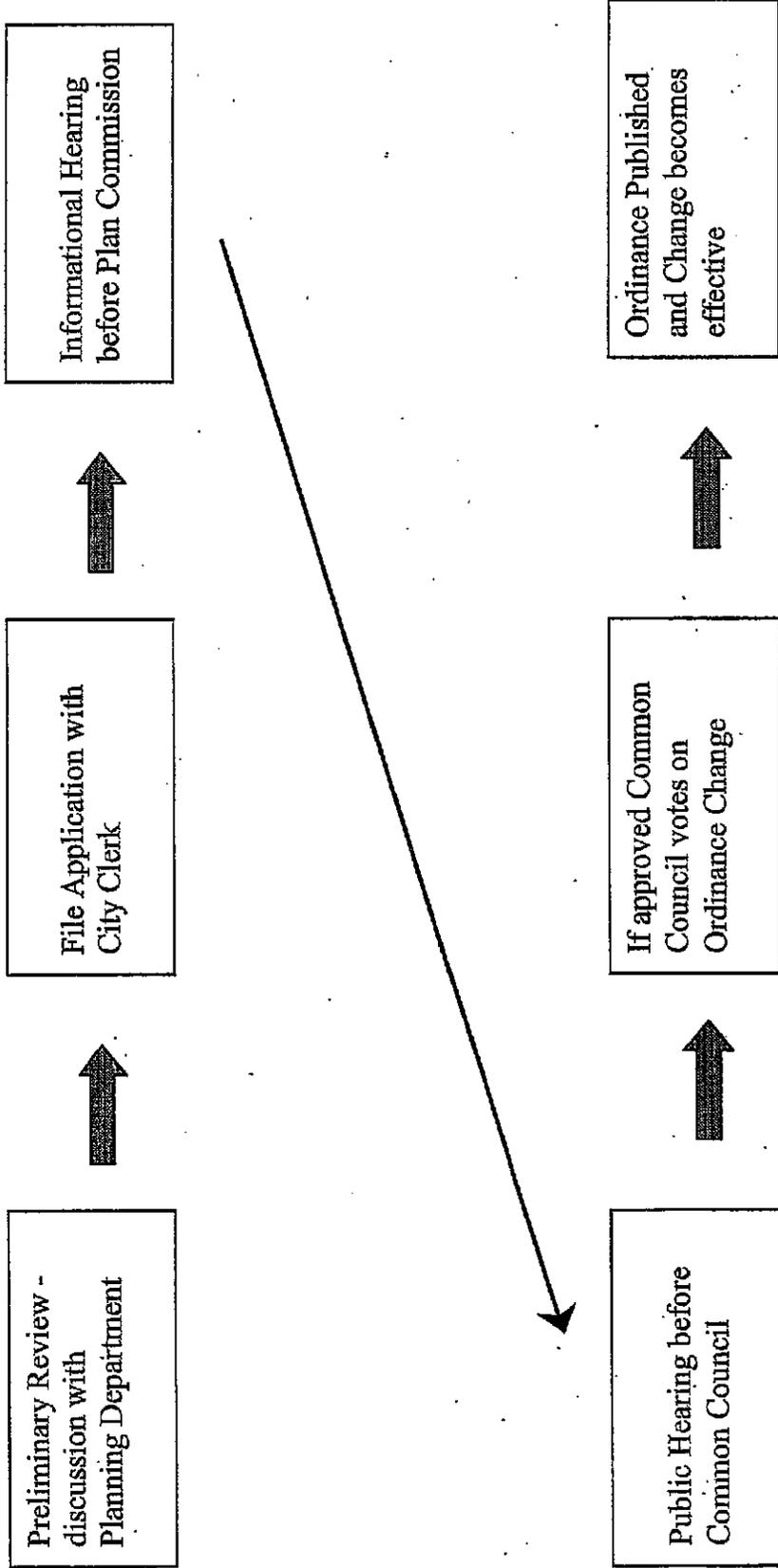
The fee for review of a CSM is \$10 per lot, and is payable at the time the City is asked to affix its signature and stamp on a CSM prior to it being recorded.

Step #1 - Discussion of Planned CSM with City Planning Department. The first step in any proposed land division is to contact the Manitowoc City Planning Department at (920)686-6930, to set up a meeting for a preliminary consultation. This consultation is used to promote a better understanding of the applicant's needs, and the City's ordinances and requirements. This early contact can reduce potential delays in the review and approval process by providing all parties with a clear understanding of what is needed to meet all local and state CSM requirements.

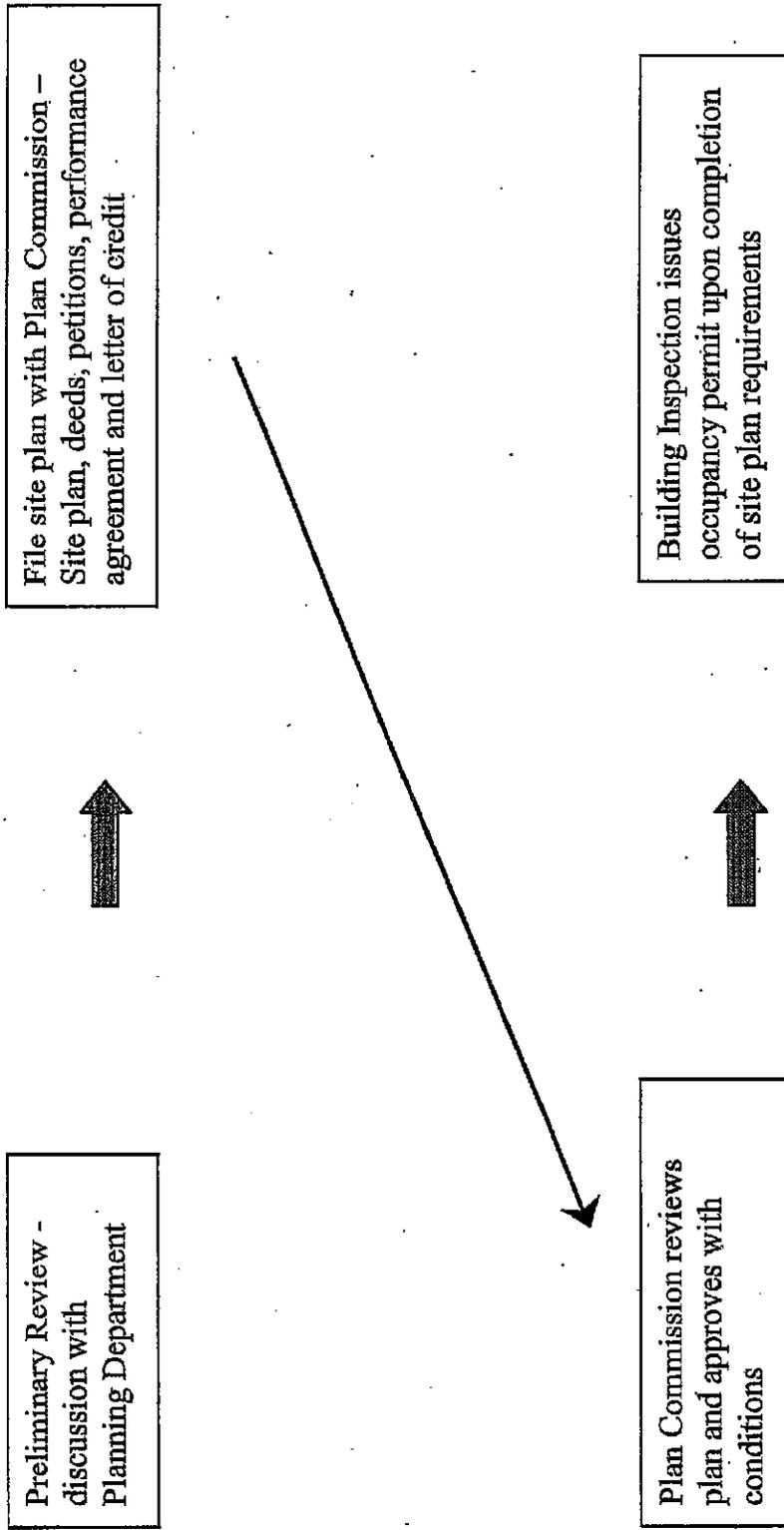
Step #2 - Review of CSM by City Plan Commission. After completion of Step 1, the proposed CSM will be placed on the next upcoming agenda for the City Plan Commission. The Commission meets on the second Wednesday after the first Monday of every month. The Department will present the facts related to the proposed CSM, and the Commission will either approve, deny or defer action on the CSM in the event of unusual or extenuating circumstances. If the CSM is approved by the Commission, proceed to Step #3. If the CSM is not approved, no further action is required.

Step #3 - Finalizing and Recording the CSM. Once a CSM is approved by the City Plan Commission, it is the applicant's responsibility to have his or her land surveyor finalize the CSM to meet all requirements under §236.34 Wis. Stat. and Section 21.06(3) of the City's Municipal Code. It is important to remember that "finalizing" the CSM includes the satisfaction of all other City and State requirements including verification by the Engineering Department that the CSM has closure of its field traverse, the preparation, execution and delivery of easement agreements, land dedications, public works petitions, or other agreements required by the City to the Department's sole satisfaction. The applicant is required to pay to the City Planning Department a fee in the amount of \$10 per lot, before the Department will affix its stamp to the CSM, and sign the CSM. The applicant is responsible for recording the CSM at the office of the Manitowoc County Register of Deeds.

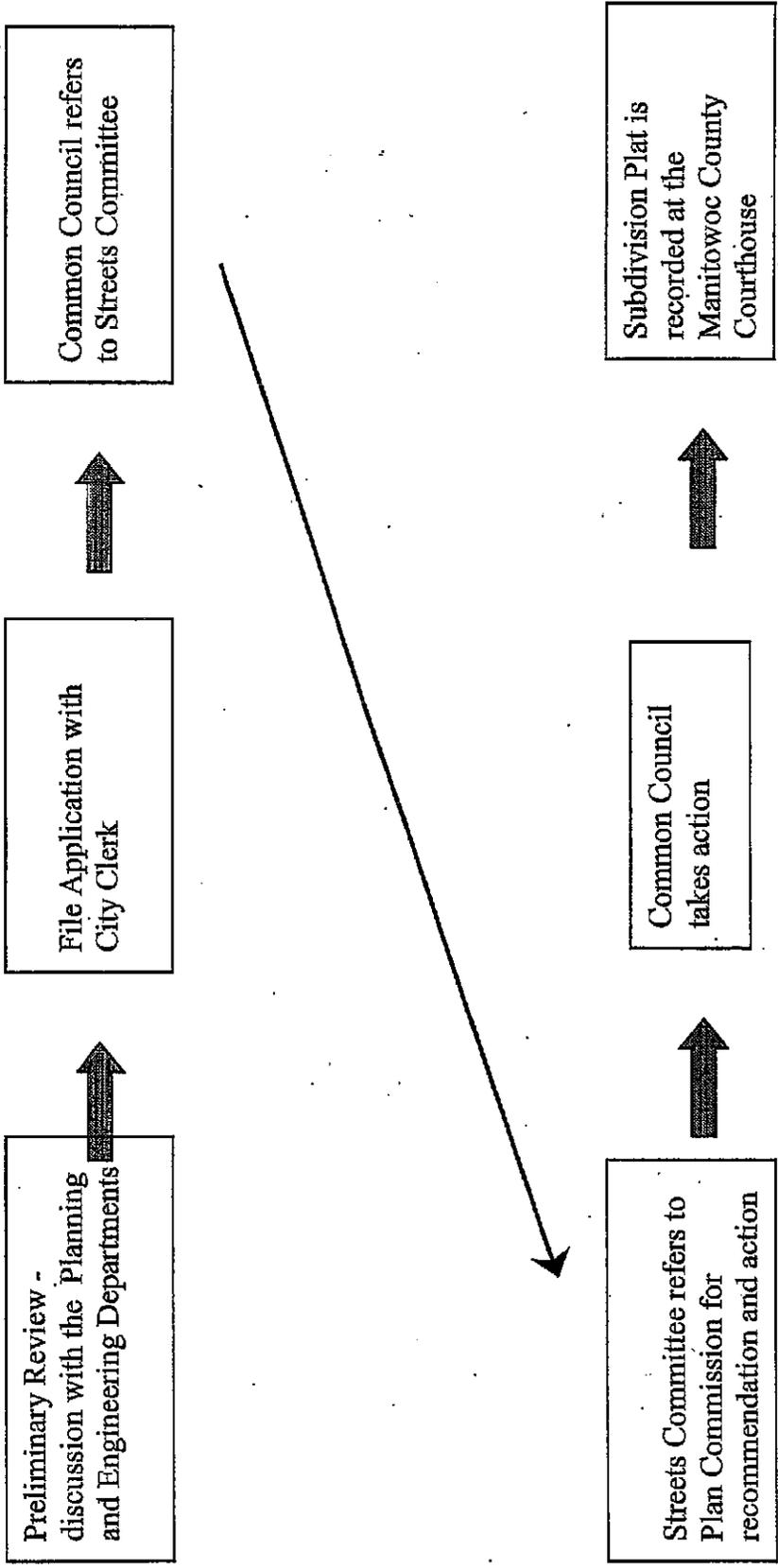
OFFICIAL MAP AMENDMENT



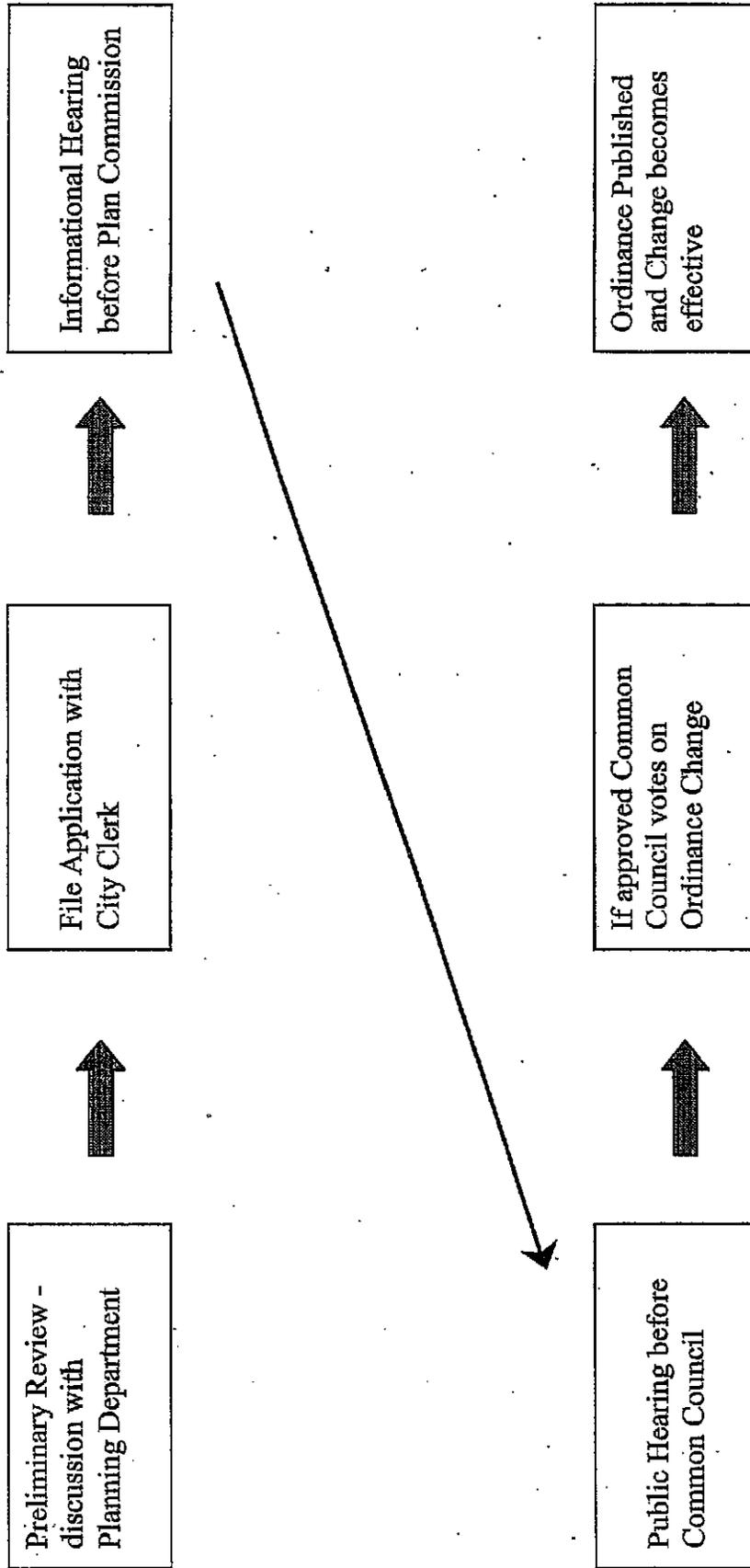
SITE PLAN APPROVAL PROCESS



SUBDIVISION APPROVAL PROCESS



ZONING CHANGE PROCEDURE



Zoning Change Procedures

CITY OF MANITOWOC, WISCONSIN

1. PRELIMINARY DISCUSSION

Applicant discusses proposed change with Plan Commission Staff and conformance with Comprehensive Plan and Relevant City Community Development Policies.

2. PETITION INITIATION

The following may initiate an action to consider an amendment to the Zoning Ordinance:

- a. The owners of all the property proposed for rezoning.
- b. The Common Council.
- c. The City Plan Commission.

3. APPLICATION FORMS

Available at City Plan Commission Office (see application form).

Applicant's own informational items necessary:

- a. Addressed to Mayor and Common Council.
- b. Current and proposed zone classification.
- c. Legal description and map of area.
- d. Reasons for request.
- e. Signatures of owners.

4. COMMON COUNCIL

Receives Application and refers to City Plan Commission.

5. PLAN COMMISSION

Sends notices and holds public informational meeting and makes recommendation to Common Council following receipt of application.

6. COMMON COUNCIL

Holds Public Hearing and considers recommendation of Plan Commission as well as citizen input.

7. ACTION

Common Council Approval or Denial of request by applicant.

*NOTE: Time Duration from filing of petition to Action by Council is approximately 3 months.