

5.05

**Land Division (Certified Survey Map)  
Application and Approval.**

- (1) **Pre-Application Consultation.** The applicant is encouraged to first consult with the Town Planning Staff regarding the requirements for Certified Survey Maps before submission of the final map to the Planning Commission. The subdivider shall not be charged for a pre-application consultation session with the Planning Commission, if one is needed. Sketch plans should be reviewed following the procedures for preliminary plats in 5.04 (1).
  
- (2) **Land Division (Certified Survey Map) Application Requirements.** Following consultation **an official letter of application, and 13 11"x17" copies of the final map in the form of a Certified Survey Map,** shall be submitted to the Town Administrator at least 25 days prior to the meeting of the Planning Commission **along with the appropriate application fees.** An application for a CSM review shall not be official and complete until all elements required by this Ordinance are received by the Town and deemed satisfactory.
  - (a) **Review Procedures.** The CSM shall be reviewed pursuant to the procedures used for Preliminary Plats, including:
    - (1) **Applicable supplementary data required.** As per Section 5.04(2)(a) and consultation with Town Planning Staff.
    - (2) **Notice and hearing requirements.** As per Section 5.04(2)(c).
  
  - (b) **Town Approval Process for Complete Land Division Applications.** The Planning Commission shall review such applications and will have final approval and disapproval powers.