

---

---

**MEMORANDUM**  
**DEPARTMENT OF CITY DEVELOPMENT**

---

---

**TO:** ZONING NEIGHBORHOODS AND DEVELOPMENT COMMITTEE, MILWAUKEE COMMON COUNCIL

**FROM:** DEPARTMENT OF CITY DEVELOPMENT, PLANNING DIVISION

**SUBJECT:** AN ORDINANCE RELATING TO FILING FEES FOR PLATS, CERTIFIED SURVEY MAPS, AND PLAT OR MAP CORRECTION INSTRUMENTS (FILE NO. 170249).

**DATE:** 6/7/2017

---

The Department of City Development (DCD) is requesting this ordinance change to improve the efficiency of the process of collecting application and recording fees for plats, certified survey maps, and plat or map collection instruments.

Under the current ordinance, DCD is required to collect separate checks from applicants for the application fee and the charge associated with recording the approved plat or map at the conclusion of the process. The check for recording fees (\$30) must be made out to the Milwaukee County Register of Deeds and is held by DCD throughout the time an application remains in process.

The result is that DCD remains in possession of applicant's uncashed checks for recording fees for extended periods of time. The Milwaukee County Register of Deeds does not accept checks more than 90 days old. For various reasons, it is not uncommon that the CSM process takes longer than 90 days from application to recording. In these cases DCD must request a new check from the applicant prior to recording, delaying the process and posing customer service inefficiencies.

This proposed ordinance change would eliminate the requirement that applicants provide a check made payable to the Milwaukee County Register of Deeds for the recording fee associated with their application. Simultaneously, the ordinance would increase the application fee for plats, certified survey maps, and plat or map correction instruments by an equivalent amount. The Department of City Development will utilize the additional \$30 collected at the time of application through the increased application fee to cover the City's cost of recording the document at the conclusion of the process. This consolidation of fees will improve efficiency of the certified survey map process and eliminate the need for the department to hold checks. The total cost paid by applicants will not increase as a result of this change.