

The Town Plan Commission and Reviewing Land Division Requests

Prior to the Meeting:

NOTE: The owner/agent should contact the Oconto County Planning and Zoning Office prior to contacting the Town to be placed on the Plan Commission agenda.

- Consider establishing a deadline for plan commission agenda items.
 - Determine time needed to distribute materials to the plan commissioners and allow time for adequate review prior to meeting.
- Consider requiring certain materials be submitted to the Plan Commission by the agenda deadline.
 - Consider the types of materials that will assist each of the plan commissioners review the request. (ex. General Location Map, Zoning Map, and copies of a preliminary Certified Survey Map or plat)

NOTE: Parcel and Zoning maps can be obtained online at <http://solo.co.oconto.wi.us/ocontoco/> or at either of the Oconto County Planning & Zoning Offices.

- Consider establishing a protocol for plan commissioners to review land division requests prior to the plan commission meeting.
 - Review the questions to be completed by the Town. These questions are:
 - Does the proposal agree with the Town Vision statement as found in the Town Comprehensive Plan?
 - Does the proposal agree with the Town Goals, Objectives, and Development Strategies as found in the Town Comprehensive Plan?
 - Does the proposal raise concerns that may need to be addressed in the future with plan revisions, and/or ordinance creation/revision?

For the Meeting:

- The Plan Commission should discuss the findings, questions and recommendations of each of the plan commissioners at Plan Commission meeting.
- The Plan Commission should establish an approval or disapproval recommendation for the Town Board.
 - The Plan Commission recommendation to the Town Board should be accompanied by specifics from the Town Comprehensive Plan supporting the recommendation.

For Additional Information:
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Land Division Process

Refer to the Oconto County Land Division Ordinance for specifics on Certified Survey Map (CSM) and County/State Plat requirements and review. Note that it is the responsibility of the landowner or designated agent to take the proposal through the review process.

