

Oconto County

County, State, or Condominium Plat Review

Note: A County, State, or Condominium Plat in Oconto County and the Town of Pensaukee requires prior review and approval from the **Town of Pensaukee**. This local approval is required prior to obtaining County approval and recording the plat with the Register of Deeds. The steps to pursuing a land division by County or State Plat are as follows:

Step 1

Consult with Oconto County Planning & Zoning staff regarding your proposal to assure compliance with the Oconto County Zoning and Land Division Ordinances.

Step 2

Select a Registered Land Surveyor, who will work with you to complete the following steps.

Step 3

Contact Town Plan Commission at quarters@bayland.net prior to the 28th day of the month and ask to be placed on the Planning Commission agenda.
(Refer to the back of this sheet for materials required by the Town)

Step 4

Attend the Planning Commission meeting usually held the 1st Monday of the month.
(The Town Planning Commission will make a recommendation to the Town Board regarding your Preliminary County, State, or Condo Plat.)

Step 5

Contact Town Clerk at 920.826.2010 by noon the Friday prior to the 2nd Tuesday to be placed on the Town Board Agenda.

Step 6

Attend the Town Board Meeting held the 2nd Tuesday of the month.
(The Town Board will review your Preliminary County, State, or Condo Plat and make recommendations. These recommendations are forwarded to the Oconto County Planning & Zoning Office for consideration during the preliminary plat review.)

Step 7

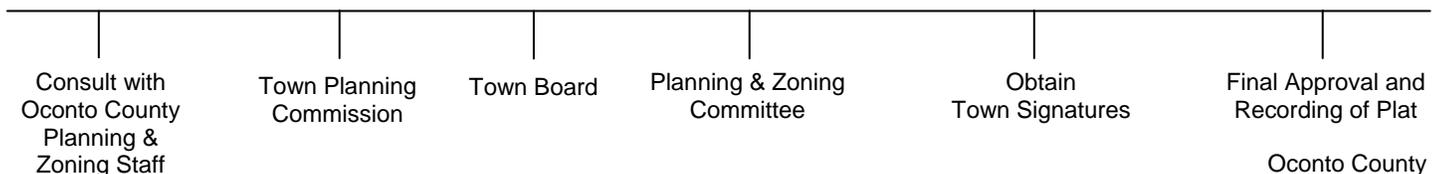
Attend the Oconto County Planning & Zoning Meeting for committee approval or disapproval of the Preliminary County, State, or Condo plat. (Oconto County Planning & Zoning staff will return a copy of the preliminary plat along with any comments, concerns, or corrections to the surveyor. The surveyor shall prepare a final plat for review by Planning & Zoning staff. Once the preliminary and final reviews are complete, the surveyor shall prepare the final plat.)

Step 8

If Town has approved Plat in Step 6 and not yet signed final CSM, contact Town Clerk at 920.826.2010 to coordinate obtaining all necessary town signatures.

Step 9

Submit the final County or State Plat to the Oconto County Planning & Zoning Office for final approval.
(All signatures of approving authorities are required prior to Planning & Zoning approval.)



For Reference Purposes Only

The Town of Pensaukee requires the following in order to be placed on the Planning Commission Agenda. Please have these materials ready prior to contacting the Planning Commission Chair to be put on the Planning Commission Agenda (Step 3).

Required Materials:

- **Preliminary Plat** – (6 Copies) - (minimum size of 11x17)
- **Location Map** – (6 Copies) – This should show the property at a sufficient scale so as to show the property in relation to the Town of Pensaukee.
- **Zoning Map** – (6 Copies) – This map should show the zoning of the property and the adjoining parcels. This map should show the property at a sufficient scale; include aerial photography and zoning districts.

The location and zoning maps can be obtained online at: <http://solo.co.oconto.wi.us/ocontoco/> or at either of the Planning & Zoning Office locations:

Oconto County Planning & Zoning
301 Washington St.
Oconto, WI 54153
920.834.6827

Oconto County Planning & Zoning Northern Satellite Office
17340 Hwy 32
Townsend, WI 54175
715.276.6640

Note:

The applicant and/or agent is required to attend the Pensaukee Planning Commission Meeting. Proposals where the applicant and/or agent is not in attendance may delay action by the Planning Commission until a subsequent monthly meeting.