

# Oconto County Certified Survey (CSM) Review

Note: Land division by CSM in Oconto County and the Town of Gillett requires prior review and approval from the **Town of Gillett**. This local approval is required prior to obtaining County approval and recording the CSM with the Register of Deeds. The steps to pursuing a land division by CSM 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 on your behalf in completing the following steps.

## Step 3

Contact Tom Cota (Plan Commission Chair) at 920.855.6574 two weeks prior to the 1<sup>st</sup> Thursday of the month and ask to be placed on the Plan Commission agenda. **(Refer to the back of this sheet for materials required by the Town)**

## Step 4

Attend the Plan Commission meeting usually held the 1<sup>st</sup> Thursday of the month at 7:00 pm.  
(The Town Plan Commission will make a recommendation to the Town Board regarding your Preliminary CSM.)

## Step 5

Attend the Town Board Meeting held on the 2<sup>nd</sup> Tuesday of the month at 7:00 pm. (The Town Board will review your Preliminary County or State Plat and make recommendations. This recommendation is forwarded to the Oconto County Planning & Zoning Office for consideration during the preliminary plat review.)

## Step 6

Oconto County Planning & Zoning staff will review preliminary CSM and return any comments, concerns, or corrections to the surveyor.  
(The surveyor shall make necessary revisions and prepare a final CSM for final approval.)

## Step 7

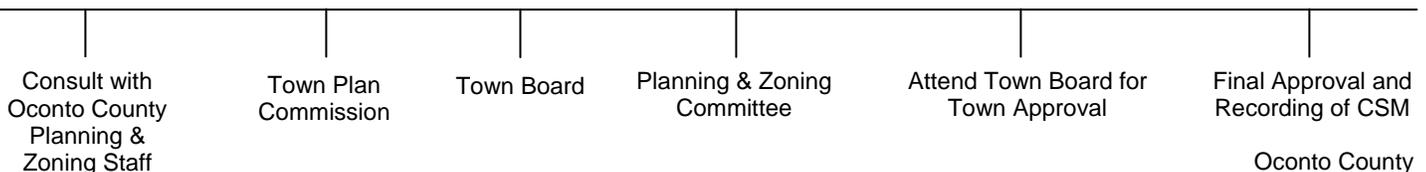
Contact Renee Carlson (Town Clerk) at 920.855.2149 and ask to be placed on the Town Board agenda.

## Step 8

Attend the Town Board Meeting held on the 2<sup>nd</sup> Tuesday of the month at 7:00 pm. (The Town Board will approve the CSM by signing the Town Certificate and Treasurer's Certificate.)

## Step 9

Submit the Final CSM 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 Gillett requires the following in order to be placed on the Plan Commission Agenda. Please have these materials ready prior to contacting the Plan Commission Chair to be put on the Plan Commission Agenda (Step 3).

**Required Materials:**

- **Preliminary Certified Survey Map** – (5 Copies)
- **Location Map** – (5 Copies) – This should show the property at a sufficient scale so as to show the property location in relation to the Town of Gillett.
- **Zoning Map** – (5 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/ocontocol> 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 Gillett Plan Commission meeting. Proposals where the applicant and/or agent is not in attendance may delay action by the Plan Commission until a subsequent monthly meeting.