

Oconto County Certified Survey (CSM) Review

Note: Land division by CSM in Oconto County and the Town of Oconto Falls requires prior review and approval from the **Town of Oconto Falls**. 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 Randy Schlorf (Town Plan Commission Chair) at 920.846.3410 at least 2 weeks prior to the next scheduled Plan Commission meeting 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 4th Tuesday of the month.
(The Town Plan Commission will make a recommendation to the Town Board regarding your Preliminary CSM.)

Step 5

Please contact Gwen Holtz (Town Clerk) at 920.848.2546 the Friday prior to the 1st Monday of the month and ask to be put on the Town Board agenda. Attend the Town Board Meeting held the 2nd Monday of the month.
(The Town Board will review your Preliminary CSM and make recommendations. This recommendation is forwarded to the Oconto County Planning & Zoning Office for consideration during the preliminary 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

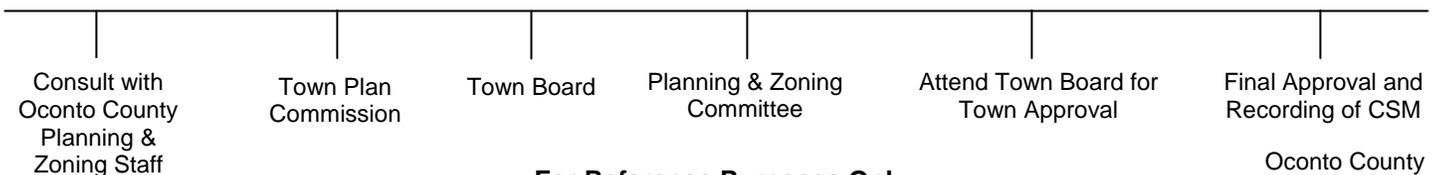
Please contact Gwen Holtz (Town Clerk) at 920.848.2546 the Friday prior to the 1st Monday of the month and ask to be put on the Town Board agenda.

Step 8

Attend the Town Board Meeting held the 2nd Monday of the month.
(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 Oconto Falls 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** – (7 Copies)
- **Location Map** – (7 Copies) – This should show the property at a sufficient scale so as to show the property in relation to the Town of Oconto Falls.
- **Zoning Map** – (7 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 Oconto Falls 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.