

Oconto County Certified Survey (CSM) Review

Note: Land division by CSM in Oconto County and the Town of Spruce requires prior review and approval from the **Town of Spruce**. 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 Barb Baugnet (Town Clerk) at 920.848.8439 prior to the 1st 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 2nd Tuesday of the month.
(The Town Plan Commission will make a recommendation to the Town Board regarding your Preliminary CSM.)

Step 5

Attend the Town Board Meeting held the 2nd Tuesday of the month after the Plan Commission meeting.
(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

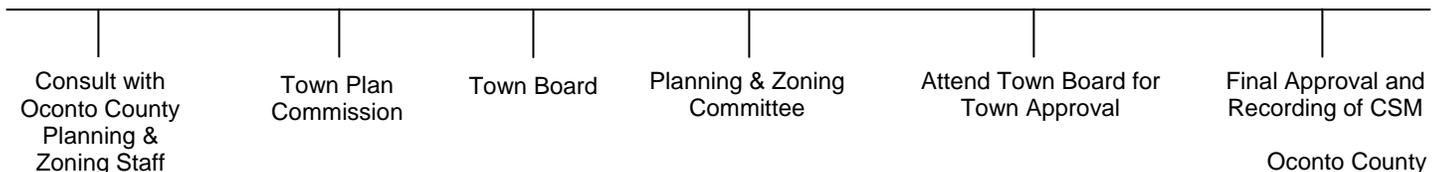
Contact Barb Baugnet (Town Clerk) at 920.848.8439 prior to the last Tuesday of the month and ask to be placed on the Town Board agenda.

Step 8

Attend the Town Board Meeting held the 2nd Tuesday 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

Note:

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

Required Materials:

- **Preliminary Certified Survey Map** – (8 Copies)
- **Location Map** – (8 Copies) – This should show the property at a sufficient scale so as to show the property in relation to the Town of Spruce.
- **Zoning Map** – (8 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 Spruce 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.