

Certified Survey Map (CSM) Review In Oconto County and the Town of Riverview

Note: A land division by CSM in Oconto County and the Town of Riverview requires review and approval from the Town of Riverview. This local approval is required prior to obtaining County approval and recording of 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 ensure 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. Refer to List of Professional Land Surveyors.

Step 3

Contact Tawny Booth (Plan Commission Secretary) at 715.850.0292 one week prior to the last Tuesday 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 last Tuesday of the month. (The Town Plan Commission will make a recommendation to the Town Board regarding your Preliminary CSM.)

Step 5

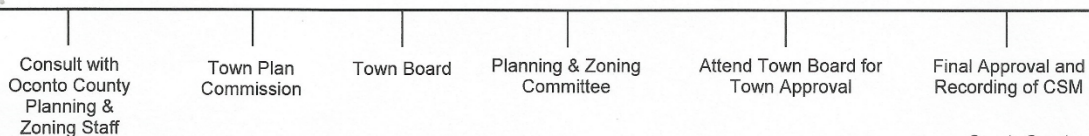
Attend the Town Board Meeting held the 2nd Tuesday of the month. (The Town Board will review your Preliminary CSM and make recommendations. This recommendation is forwarded to the Oconto County Planning & Zoning Office for consideration during the preliminary CSM review.)

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

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.)



This Guide is for Reference Purposes Only
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Oconto County
Planning & Zoning
Updated 1/2017

Note:

The Town of Riverview requires the following in order to be placed on the Plan Commission Agenda. Please have these materials ready prior to contacting the Town 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 an easy to read scale so as to show the property in relation to the Town of Riverview.
- **Zoning Map** – (8 Copies) – This map should show the zoning of the property and the adjoining parcels. This map should show the property at an easy to read scale; include aerial photography and zoning districts.
- **Town Recommendation Form** – (1 Copies) – The applicant should submit the Oconto County Town Recommendation form with all applicant and property information completed in a legible manner. A town recommendation form may be obtained from either of the Planning and Zoning Office locations, on the County Website under the Planning and Zoning Department, or by clicking on the following link [Town Recommendation Form for Land Divisions.](http://ocmaps.co.oconto.wi.us/SOLO/)

The location and zoning maps can be obtained online at: <http://ocmaps.co.oconto.wi.us/SOLO/> 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
17181 Twin Pines Road
Lakewood, WI 54138
715.276.6640

Note:

The applicant and/or agent is required to attend the Riverview 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.

Receipt # _____

Land Division # _____ - LD

APPLICATION FOR LAND DIVISION

OCONTO COUNTY PLANNING & ZONING

Completed by Surveyor

Parcel No _____ - _____ - _____

Location (Gov. Lot _____ or _____ ¼, _____ ¼), Section _____, T _____ N, R _____ E, Town of _____

(CSM - Vol. & Page _____, Lot _____) or (Plat Name _____, Block _____, Lot _____)

Owner(s) Name: _____

Address _____ City _____ State & Zip _____

Surveyor's Name: _____ Phone _____

Address _____ City _____ State & Zip _____

Email Address _____

I certify that this is a true representation of the property and that once submitted for review, no changes will be made other than those requested or disclosed with objecting and approving authorities. I understand that any substantial changes not requested may require re-submittal with applicable review fees.

Surveyor's Signature _____

Date _____

Submittal Date _____

Review Fee _____

Approval Date _____

CSM (\$200 (up to 1 lot) + \$20 for each add'l lot) _____

Retracement CSM (\$175) _____

Realignment CSM (\$175) _____

Preliminary (\$225)

Final (\$360 (up to 4 lots/units) +

Review

Review \$20 for each add'l lot/unit)

Final Approval

County Plat Date _____ Fee _____

Date _____ Fee _____ Date _____

State Plat Date _____ Fee _____

Date _____ Fee _____ Date _____

Condominium Date _____ Fee _____

Date _____ Fee _____ Date _____

Completed by P&Z Staff

Copies submitted to the following for review and comment:

Date Sent

Date Sent

____ Oconto County Surveyor
 ____ Oconto County Property Lister
 ____ Oconto County Treasurer
 ____ Oconto County Land Conservation
 ____ Oconto County Forestry and Parks Department
 ____ Oconto County Highway Department
 ____ Physical Address Coordinator
 ____ Register of Deeds (Plat Only)

____ WDNR
 ____ WDOT
 ____ School District
 ____ Utilities – Electric/Gas
 ____ Utilities – Phone Company
 ____ Town
 ____ City/Village of _____
 ____ Extraterritorial Review
 ____ Other

We the above objecting / approving authority, (have / have no) comments regarding this land division proposal.

Contact Person: _____ Phone: _____

Comments: _____

TOWN RECOMMENDATION FORM

For Land Divisions within Oconto County

THIS TOWN RECOMMENDATION FORM SHOULD BE SUBMITTED TO THE PLANNING & ZONING OFFICE DURING THE PRELIMINARY LAND DIVISION REVIEW. PLEASE CONTACT THE OCONTO COUNTY PLANNING & ZONING OFFICE WITH ANY LAND DIVISION RELATED QUESTIONS AT 920.834.6827.

Petitioner Information

Owner:

Last Name _____ First Name _____

Surveyor's Name: _____

Property Information

Parcel No. _____ - _____ - _____ - _____

Location (Gov. Lot _____ or _____ $\frac{1}{4}$, _____ $\frac{1}{4}$), Section _____, T _____ N, R _____ E, Town of _____

- The following questions should be answered by the Town -

Does land division proposal meet local ordinance standards (if applicable)? ☐ Yes ☐ No

If No, explain required changes:

Does the proposal agree with the Town Vision Statement as found in the Town Comprehensive Plan? ☐ Yes ☐ No

Explain:

Does the proposal agree with the Town Goals, Objectives & Development Strategies as found in the Town Comprehensive Plan? ☐ Yes ☐ No

(Please give detailed information including page numbers from the comprehensive plan supporting the recommendation)

If No, please explain:

(Please attach any additional comments, minutes, or information further supporting the recommendation)

Town Plan Commission

☐ Recommend Approval ☐ Recommend Denial

Plan Commission Chairperson

Date: _____

Town Board

☐ Recommend Approval ☐ Recommend Denial

Town Clerk

Date: _____

(Note: This information assists County staff in the review of the land division proposal and coordinating revisions with the surveyor. The town officially approves the land division by signing the Town Certificate (usually at a later date). By signing the certificate the town is approving the proposal and acknowledging that:

- proposal meets all applicable local ordinance requirements (If Applicable)
- there are no unpaid local special assessments (If Applicable)
- proposal agrees with local comprehensive plan
- Town is accepting any public dedications shown on the map

Remit to: Oconto County Planning & Zoning – 301 Washington St – Oconto WI 54153