

# 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 2<sup>nd</sup> 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.)

Consult with Oconto County Planning & Zoning Staff	Town Plan Commission	Town Board	Planning & Zoning Committee	Attend Town Board for Town Approval	Final Approval and Recording of CSM
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*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](#).

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 \_\_\_\_\_ 1/4, \_\_\_\_\_ 1/4), 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.

Completed by P&Z Staff

		Surveyor's Signature	Date
		Submittal Date	Review Fee
CSM	(\$200 (up to 1 lot) + \$20 for each add'l lot)	_____	_____
Retracement CSM	(\$175)	_____	_____
Realignment CSM	(\$175)	_____	_____
County Plat	Preliminary (\$225) Review Date _____ Fee _____	Final (\$360 (up to 4 lots/units) + Review \$20 for each add'l lot/unit) Date _____ Fee _____	Final Approval Date _____
State Plat	Date _____ Fee _____	Date _____ Fee _____	Date _____
Condominium	Date _____ Fee _____	Date _____ Fee _____	Date _____

### 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 \_\_\_\_\_ ¼, \_\_\_\_\_ ¼), 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

Date: \_\_\_\_\_

Plan Commission Chairperson

#### Town Board

Recommend Approval  Recommend Denial

Date: \_\_\_\_\_

Town Clerk

**(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