

# County, State, or Condominium Plat Review In Oconto County and the Town of Townsend

*Note: A County, State, or Condominium Plat in Oconto County and the Town of Townsend requires review and approval from the Town of Townsend. This local approval is required prior to obtaining County approval and recording the plat with the Register of Deeds. The steps to pursuing a land division by County, State or Condominium Plat 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 Town Clerk at 715.276.6856 prior to the 3<sup>rd</sup> Monday 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> Tuesday of the month.  
*(The Town Plan Commission will make a recommendation to the Town Board regarding your Preliminary County, State, or Condo Plat.)*

## Step 5

Attend the Town Board Meeting held the 2<sup>nd</sup> Tuesday of the month at 6:00 pm.  
*(The Town Board will review your Preliminary County, State, or Condo Plat and make recommendations. These recommendations are forwarded to the Oconto County Planning & Zoning Office for consideration during the preliminary plat review.)*

## Step 6

Attend the Oconto County Planning & Zoning meeting for committee approval or disapproval of the Preliminary County, State, or Condo plat. *(Oconto County Planning & Zoning staff will return a copy of the preliminary plat along with any comments, concerns, or corrections to the surveyor. The surveyor shall prepare a final plat for review by Planning & Zoning staff. Once the preliminary and final reviews are complete, the surveyor shall prepare the final plat.)*

## Step 7

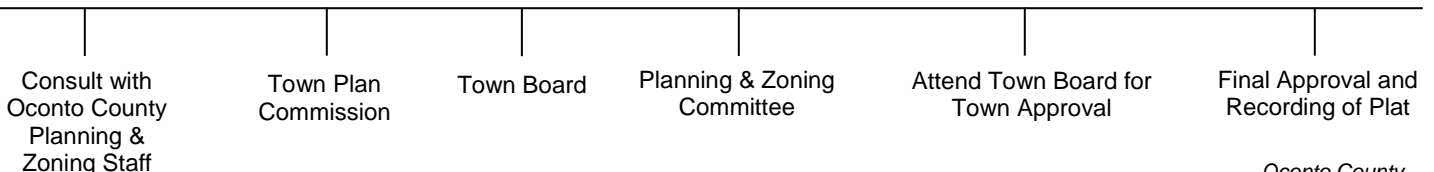
Contact the Town Clerk at 715.850.2444 and ask to be placed on the Town Board agenda.

## Step 8

Attend the Town Board Meeting held the 2<sup>nd</sup> Tuesday of the month at 6:00 pm.  
*(The Town Board will approve the County, State, or Condo Plat by signing the Town Certificate and Treasurer's Certificate.)*

## Step 9

Submit the Final County or State Plat 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 Plat

**Note:**

The Town of Townsend 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:**

- **\$50 Fee**
- **Preliminary Plat** – (7 Copies) - (minimum size of 11x17)
- **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 Townsend.
- **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.
- **Town Recommendation Form** – (1 Copy) – 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://oc17maps.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 Townsend Plan Commission meeting. Proposals where applicants and/or agents are not in attendance may delay action by the Plan Commission until a subsequent monthly meeting.