

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

Note: A land division by CSM in Oconto County and the Town of Spruce requires review and approval from the Town of Spruce. 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 Lisa Peitersen (Town Clerk) at 920.829.5111 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 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

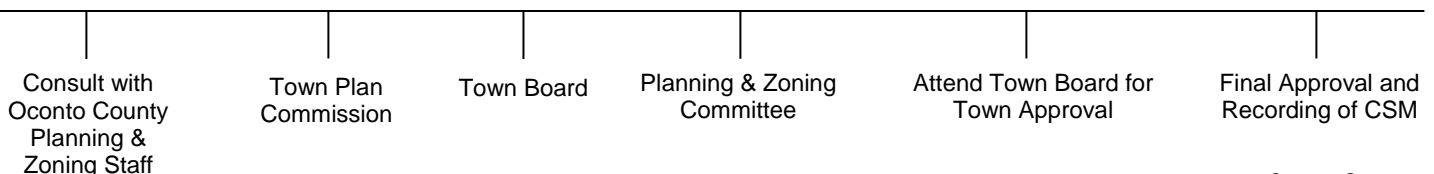
Contact Lisa Peitersen (Town Clerk) at 920.829.5111 and ask to be placed on the Town Board agenda.

Step 8

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



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 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 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 an easy to read scale; include aerial photography and zoning districts.
- **Town Recommendation Form** – (8 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 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.