

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

Note: A County, State, or Condominium Plat in Oconto County and the Town of Lena requires review and approval from the Town of Lena. 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 Tony Fetterly (Plan Commission Chairperson) at 920.829.6077, 14 days prior to the meeting date 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 1st Wednesday 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 3rd Thursday of the month. (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 Dawn Van Ark (Town Clerk) at 715.281.4672 to be placed on the Town Board agenda.

Step 8

Attend the Town Board Meeting held the 3rd Thursday of the month. (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 Lena 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 Plat** – (5 Copies) - (minimum size of 11x17)
- **Location Map** – (5 Copies) – This should show the property at a sufficient scale so as to show the property in relation to the Town of Lena.
- **Zoning Map** – (5 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** – (5 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/TownRecommendationFormforLandDivisions).

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 Lena 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.