

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

Note: A land division by CSM in Oconto County and the Town of Lakewood requires review and approval from the Town of Lakewood. 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 Professional Land Surveyor, who will work on your behalf in completing the following steps. Refer to [List of Professional Land Surveyors](#).

Step 3

Contact Tim Barthel (Plan Commission Secretary) at 715.276.3579 (Option 4) or email at TBarthel@townoflakewood.com prior to the 1st of the month and ask to be placed on the Plan Commission agenda. *(Most efficient way to contact is via email. If you call please leave a message. Application payment is due to the town clerk prior to the first of the month. Refer to the back of this sheet for materials required by the Town.)*

Step 4

Attend the Plan Commission meeting usually held the 2nd Monday of the month at 6:00 pm at the Town of Lakewood Administrative Offices located on Twin Pines Road in Lakewood. *(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 Monday of the month at 7:00 pm. *(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

Obtain Signatures

Final Approval and
Recording of CSM

Note:

The Town of Lakewood 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:

- **\$25 Application Fee**
- **Preliminary Certified Survey Map** – (7 Copies)
- **Location Map** – (7 Copies) – This should show the property at an easy to read scale so as to show the property in relation to the Town of Lakewood.
- **Zoning Map** – (7 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** – (7 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://oc17maps.co.oconto.wi.us/SOLO/TownRecommendationFormforLandDivisions).

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 Lakewood 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.