The Town Plan Commission and Reviewing Land Division Requests

Prior to the Meeting:

NOTE: The owner/agent should contact the Oconto County Planning and Zoning Office prior to contacting the Town to be placed on the Plan Commission agenda.

• Consider establishing a deadline for plan commission agenda items.
  o Determine time needed to distribute materials to the plan commissioners and allow time for adequate review prior to meeting.

• Consider requiring certain materials be submitted to the Plan Commission by the agenda deadline.
  o Consider the types of materials that will assist each of the plan commissioners review the request. (ex. General Location Map, Zoning Map, and copies of a preliminary Certified Survey Map or plat)

NOTE: Parcel and Zoning maps can be obtained online at http://solo.co.oconto.wi.us/ocontoco/ or at either of the Oconto County Planning & Zoning Offices.

• Consider establishing a protocol for plan commissioners to review land division requests prior to the plan commission meeting.
  o Review the questions to be completed by the Town. These questions are:
    ▪ Does the proposal agree with the Town Vision statement as found in the Town Comprehensive Plan?
    ▪ Does the proposal agree with the Town Goals, Objectives, and Development Strategies as found in the Town Comprehensive Plan?
  o Does the proposal raise concerns that may need to be addressed in the future with plan revisions, and/or ordinance creation/revision?

For the Meeting:

• The Plan Commission should discuss the findings, questions and recommendations of each of the plan commissioners at Plan Commission meeting.

• The Plan Commission should establish an approval or disapproval recommendation for the Town Board.
  o The Plan Commission recommendation to the Town Board should be accompanied by specifics from the Town Comprehensive Plan supporting the recommendation.

For Additional Information:
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Land Division Process

Refer to the Oconto County Land Division Ordinance for specifics on Certified Survey Map (CSM) and County/State Plat requirements and review. Note that it is the responsibility of the landowner or designated agent to take the proposal through the review process.

A Preliminary CSM or County/State Plat is submitted to the Oconto County Planning and Zoning Office

Objecting Authorities
- County Property Lister
- County Surveyor
- County Land Conservation
- County Forestry and Parks
- County Highway Department
- WDNR
- DOT
- School District
- Utilities
- Town Plan Commission
- Others as required

Objecting and Approving Authority Review Recommendations and comments required within (15) days of receiving

For approving authorities, approval is based on meeting the requirements of the authority. For instance, a Town would review proposal as it relates to local plans, local subdivision ordinances etc. and if accepting all dedications as shown on the map. Approval should take place at Town Board meeting.

Comments and Corrections submitted by objecting and approving authorities are forwarded to the surveyor.

A Final CSM after being approved by all approving authorities is submitted to the Planning and Zoning Office for final approval. Once, approved the CSM is recorded as a legal document.

A Final County/State Plat is submitted to the Oconto County Planning and Zoning Office for review. Any corrections or concerns after this review will be forwarded to the surveyor.

Oconto County Planning & Zoning preliminary approval required for County/State Plats.

A Final County/State Plat after being approved by all approving authorities is submitted to the Planning and Zoning Office for final approval. Once, approved the County/State Plat can be recorded as a legal document.