

Town of Pensaukee

Certified Survey Map Review

Step 1

Select a registered land surveyor, who will work on your behalf in completing the following steps.



Step 2

Submit preliminary Certified Survey Map to the Oconto County Planning and Zoning Office for preliminary review.

(If unsure of your property's zoning contact the Oconto County Planning and Zoning Office. If the intended use of your property is not compatible with your current zoning contact Plan Commission Chair to be placed on the appropriate agenda.)

Step 3

Please contact Bill Danz (Plan Commission Secretary) at 920-826-5776 prior to the 28th day of the month to be put on the Plan Commission agenda. Be prepared to attend this meeting with six (6) copies of all pertinent information and supporting maps.



Step 4

Attend Planning Commission meeting usually held the 1st Monday of the month.

(Town Plan Commission will make recommendation to Town Board regarding your Certified Survey Map and if **requested** schedule you on the Town Board agenda. If **not requested** contact the Town Clerk to be put on the agenda.)

Step 5

Attend Town Board meeting usually held the 2nd Tuesday of the month. (Town Board will submit comments to Planning and Zoning Office) **Please note that the Town Board does not approve or deny the CSM at this point. The Board only makes recommendations to the Oconto County Planning and Zoning Office.**



Step 6

Oconto County Planning and Zoning Staff will return to the surveyor any comments, concerns or corrections. Once preliminary review is complete and corrections have been made, the final Certified Survey Map shall be prepared.

Step 7

Contact Joyce Stoegbauer (Town Clerk) prior to the 1st Wednesday of the month at 920-835-5370 and ask to be put on the Town Board agenda.



Step 8

Attend Town Board Meeting usually held the 2nd Tuesday of the Month.

Please note that the Town Board approves by signing the Certified Survey Map if all issues and conditions are met.



Submit the final Certified Survey Map to the Planning and Zoning Office for final approval

Submit preliminary Certified Survey Map to the Planning and Zoning Office for Preliminary review.

Attend Town Planning Commission Meeting (If Applicable)

Attend Town Board Meeting

Corrections and Concerns addressed and final review process completed through Planning and Zoning office.

Attend Town Board Meeting

Final Approval with Planning and Zoning Office