

Town of Pensaukee

County or State Plat Review

Step 1

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



Step 2

Submit preliminary County or State Plat 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 the 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 County or State Plat and schedule you on the Town Board agenda if **requested**. 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 Plat at this point. The Board only makes recommendations to the Oconto County Planning and Zoning Office.**



Step 6

Attend Oconto County Planning and Zoning Committee Meeting for committee approval or disapproval of preliminary plat. Oconto County Planning and Zoning staff will return to the surveyor any comments, concerns or corrections. Surveyor shall prepare a final plat for review by the Planning and Zoning Staff. Once the preliminary and final reviews are complete, the surveyor shall prepare the final plat.

Step 7

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

Town Board will approve through the signing of the Final Plat at this point if all conditions are met.



Step 8

Submit the final County or State plat to the Oconto County Planning and Zoning Office for final approval.

Submit preliminary County or State Plat 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

Attend Town Board Meeting

Final Approval with Planning and Zoning