



Department of Development and Land Services
Zoning Administration
410 S. Walnut St | Appleton, WI 54911
Administration Building, 3rd Floor
Phone: 920-832-5255 | Fax: 920-920-832-4770
www.outagamie.org

NOTICE

April 28, 2017

TO: All Town, City, and Village Clerks of Outagamie County, area Surveyors, Utility and Paving Contractors

FROM: Timothy P. Roach, Zoning Administrator

SUBJECT: Preservation of all PLSS Monuments and Records in Outagamie County

Outagamie County has devoted a considerable amount of money to re-survey the entire county over the past 28 plus years. It is the responsibility of the Outagamie County Zoning Department to oversee the program, and to preserve and maintain the Public Land Surveying System (PLSS) monuments (i.e. section corners and their witness monuments).

When a road is reconstructed or resurfaced, and all or some of the PLSS corners and witness monuments within the disturbed area will be destroyed, the town, city, or village is responsible for maintaining these corners and witness monuments. The Outagamie County Zoning Department will not be financially responsible for the work required to re-set and perpetuate the PLSS corners and witness monuments.

The town, city, or village will be financially responsible for checking the existing corners and witnesses prior to construction, for resetting the PLSS corners and witnesses after construction, and revising existing monument records or drafting new monument records if required. The Outagamie County Surveyor must be notified one month prior to construction so that there is ample time to visit all affected corners and witness monuments.

James A. Hebert, PLS County Surveyor, will invoice the Outagamie County Zoning Department for the required work and the Zoning Department will bill the town, city or village for reimbursement. There will be as many as three separate invoices for each road:

First Invoice: For work prior to construction.

Second invoice: For resetting the corner & witnesses after construction.

Third invoice: For revising existing monument records or drafting new monument records if required.

Please leave money in your road construction budget for maintaining the PLSS monuments. The Outagamie County Zoning Department contacts are James A. Hebert, PLS County Surveyor, and Dave Johnson, Deputy County Surveyor, at 920-832-5255. If you have any questions, please contact me.

CC: Thomas Nelson, County Executive



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MEMO

April 28, 2017

TO: All Town, City, and Village Clerks of Outagamie County, area Surveyors, Utility and Paving Contractors

FROM: James A. Hebert, PLS County Surveyor

**SUBJECT: The Preservation and Restoration of PLSS Corners during road construction
(Wisconsin Statutes 59.74(2)(a))**

PURPOSE:

To preserve all PLSS (Public Land Surveying System) corners prior to, during, and after road construction. Corner locations can be found at www.outagamie.org (GIS Maps – County Surveyor).

ADMINISTRATION:

The Outagamie County Zoning Department will be the administrative department. The Outagamie County Zoning Department has appointed the Outagamie County Surveyor to oversee all restoration and/or preservation of the PLSS corners.

PROCEDURE:

Please notify the Outagamie County Surveyor's Office as to which roads will be blacktop surfaced, re-surfaced, constructed or reconstructed this season. If possible, this notification should be one month in advance of commencing work. The Outagamie County Zoning Department contacts are Jim Hebert, County Surveyor, and Dave Johnson, Deputy County Surveyor at 920-832-5255.