

Calumet County Land Division Online Application Submission Guide

Thank you for utilizing the Calumet County Online Application Submission Process. In this guide, we will go through the steps for submitting an application and payment through our online form. If you have any questions throughout the process, please do not hesitate to contact the Planning, Zoning, and Land Information Department at 920-849-1442. It will be much easier for both parties to address questions before you submit than to process a reimbursement request.


Table of Contents

Submitting An Application	2
Form Submission.....	3
Submitting A Payment	4
Order Details	4
Credit Card/Debit Card Payments.....	7
ECheck Payments	8



Submitting An Application

To begin the application process, please fill out all required fields of the application form. All fields of this form are required to be filled out, and this is to make the process easier for our staff to identify the project area and get in contact with the applicant if we have any additional questions.



Land Division Online Application Submittal Instructions:
Please fill out the fields below with the necessary information and required attachments. After you have filled out the form, please click the submit button and it will redirect you to our online payment processor, Municipal Services Bureau (MSB).

Please check out the Payment Guide for details on how to submit a payment. If you have any questions about how much you need to pay, or are confused about the process, please do not hesitate to contact us at 920-849-1442.

Application Type:*
-- Select One --
Please select from the applicable permit/application you are submitting today.

Certified Survey Map Review	\$150
Preliminary Plat Review - Unincorporated	\$200 + \$50/lot
Preliminary Plat Review - Incorporated	\$200 + \$25/lot
Final Plat Review	\$250
Condominium Plat	\$200 + \$50/unit

Property Address or Parcel ID:*
Please include either the address of the subject property or the Parcel ID.

City Village or Township:
-- Select One --
Please indicate the City, Village, or Township that the project will be taking place.

Plan Submittal*
Choose File | No file chosen
Note: Only one file may be attached at a time. Additional documents can be emailed to:
Matthew.halada@calumetcounty.org

Please submit a copy of your application and any support materials that may be required as part of the application process.

Primary Contact for Application:*
Please include the name of the primary contact person for the

Email Address*
Please include an email address for the primary point of contact for the

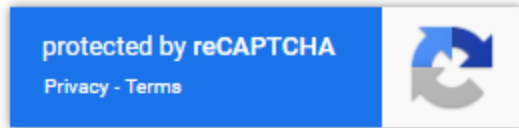
Date of Submittal*
mm/dd/yyyy

Note: As noted in the form, only one file can be uploaded at a single time into the form. If you have multiple attachments, or applications, please send them directly to Matt Halada, Calumet County Planner, at matthew.halada@calumetcounty.org. Multiple applications can be submitted at one time.

Continued on next page.

Form Submission

When you have completed filling out the application, you have the option to receive a copy of this form via email. If you would like a copy, make sure the box is checked as pictured below and enter in the email address where the form should be sent. When complete, please hit the submit button. By clicking the submit button, you will be redirected to our payment processor, Municipal Services Bureau (MSB).



Receive an email copy of this form.

Email address

This field is not part of the form submission.

Submit

* indicates a required field

Continued on next page.

Submitting A Payment


Once you are redirected, you will be sent to the page pictured below. This page will go over the payment processing details provided by our vendor along with the associated convenience fees. Each transaction will have an associated convenience fee and the convenience fee is based on the transaction type (Credit Card, Debit Card, and E-Check). Please review the associated fees to determine which method may be best for you to submit your payment. When you are ready to proceed, please click the Start Payment button.



Welcome

Calumet County Planning and Zoning
Land Division

- Please note that payments tendered through this portal will be assessed a one-time convenience fee based on the total amount due. Convenience fees are in addition to the amount(s) owed and are calculated as follows:
- A 2.20% convenience fee will be charged for Credit card payments using Visa, Mastercard, American Express, and Discover with a \$1.00 minimum fee. The convenience fee is based on the total amount due.
- A flat rate of \$3.95 convenience fee will be charged for Debit card payments using Visa, Mastercard, American Express, and Discover.
- A \$0.50 convenience fee will be charged for E-Check. The convenience fee is based on the total amount due. You will have the opportunity to review the total amount due with the convenience fee prior to payment submission.
- While you will be paying fees to Calumet County, the full amount of the convenience fee is passed to Municipal Services Bureau (MSB) as the provider of this online payment service.



Order Details

The next page you will see is the Order Details page. On this page you will find the Select Item drop down, which will let you select the specific application you are applying for. **Note: If you are paying for Preliminary Plat Review – Unincorporated, Preliminary Plat Review – Incorporated, or Condominium Plat, you will need to select both the associated fee and its corresponding lot fee.**



Order Details

Select Item	Price	Quantity	
<input type="text" value=""/>	\$0.00	1	<input type="button" value="Add Item"/>

Certified Survey Map Review : Certified Survey Map Review | Stock: 9999
Preliminary Plat Review-Unincorporated : Preliminary Plat Review-Unincorporated (Please ensure to add Lot Fees) | Stock: 9999
Preliminary Plat Review-Incorporated : Preliminary Plat Review-Incorporated (Please ensure to add Lot Fees) | Stock: 9999
Final Plat Review : Final Plat Review | Stock: 9999
Condominium Plat : Condominium Plat | Stock: 9999
\$50 Lot Fee - Unincorporated : \$50 Lot Fee - Unincorporated | Stock: 9999
\$25 Lot Fee - Incorporated : \$25 Lot Fee - Incorporated | Stock: 9999
Condo Unit Fee : Condo Unit Fee | Stock: 9999

CREDIT CARD / DEBIT CARD

ECHECK

In the examples below, we will be paying for a Preliminary Plat Review – Unincorporated for a 50-lot subdivision. In the first image, we have selected the Preliminary Plat Review-Unincorporated fee, which will be for a single unit at \$200.00. If we had multiple unincorporated preliminary plats to submit, we would increase the unit number to match the number of plats being submitting for review. With our item selected and the appropriate quantity, we will now hit the Add Item button.

Order Details

Select Item: Preliminary Plat Review-Unincorporated : Preliminary Plat Review-Ur | Price: \$200.00 | Quantity: 1 | **Add Item**

No items selected

Reference *
Enter Reference

Payment Method
 CREDIT CARD / DEBIT CARD
 ECHECK

Cancel | Continue with Payment

After you click Add Item, a new section will appear with the item and its description as pictured below. As noted in the description, remember to please add lot fees to your order. Since we are doing a 50-lot unincorporated preliminary plat in our example, we have selected the unincorporated lot fee and have changed the quantity to 50 to match the number of lots in our plat. When the quantity has been adjusted to the correct number, we will hit Add Item again.

Order Details

Select Item: \$50 Lot Fee - Unincorporated : \$50 Lot Fee - Unincorporated | Stock: | Price: \$50.00 | Quantity: 50 | **Add Item**

Item	Description	Price	Quantity	Amount	Action
Preliminary Plat Review-Unincorporated	Preliminary Plat Review-Unincorporated (Please ensure to add Lot Fees)	\$200.00	1	\$200.00	
Total Amount				\$200.00	

Reference *
Enter Reference

Payment Method
 CREDIT CARD / DEBIT CARD
 ECHECK

Cancel | Continue with Payment

In the image pictured below, you can see that we have added a reference to the order details and have selected our payment method. Both items will need to be completed prior to advancing to Continue with Payment. In this example we will be submitting our payment with a credit card/debit card.

Note: To enter a reference, there currently is a bug in the program which does not allow you to enter in a phrase with spaces. To work around this, you can type in CamelCase (Eg. TestSubdivision) or include a dash between words, as pictured below. You will receive an error message if your reference does not meet the program's criteria.



Order Details

Select Item Price Quantity

Item	Description	Price	Quantity	Amount	Action
Preliminary Plat Review-Unincorporated	Preliminary Plat Review-Unincorporated (Please ensure to add Lot Fees)	\$200.00	1	\$200.00	<input type="button" value="trash"/>
\$50 Lot Fee - Unincorporated	\$50 Lot Fee - Unincorporated	\$50.00	50	\$2,500.00	<input type="button" value="trash"/>
Total Amount				<u>\$2,700.00</u>	

Reference *

Payment Method

CREDIT CARD / DEBIT CARD

ECHECK

Continued on next page.

Credit Card/Debit Card Payments

In the image below, you can see the credit card payment details page. On this page, you will need to enter in the required information that is not greyed out. Once your information has been entered, all fields will be populated, and you can hit the Submit Payment button.



Credit-Card Payment Details

Amount
\$2,700.00

Convenience Fee
Displayed after Card entered.

Total Amount
Displayed after Card entered.

Card Type *
Displayed after Card entered.

Card Number *
Enter Card Number

Name on Card *
Enter Name on Card

Expiration Date (MM/YY) *
Enter Expiration Date

CVV Number *
Enter CVV Number

Billing Zip Code *
Enter Billing Zip Code

Previous Submit Payment

This site is protected by reCAPTCHA and the Google Privacy Policy and Terms of Service apply.

Continued on next page.

ECheck Payments

For ECheck payments, you will be required to enter your bank account information to process the payment. Your bank account number and bank routing number can be found in multiple locations, but it will depend upon your specific bank. The numbers can be found at the bottom of checks for the specific account you are trying to use, otherwise most banks also include the information in bank statements, through online banking, or by using your bank's mobile application. Once all of your information has been entered into the required fields, you will be able to check the acknowledgement statement and click on the Submit Payment button. EChecks are the recommended form of payment for applications as they incur the smallest convenience fee (\$0.50).

PAYMENT PROCESSING

eCheck Payment Details

Amount
\$2,700.00

Convenience Fee
\$0.50

Total Amount
\$2,700.50

Name on Bank Account *
Enter Name on Bank Account

Bank Account Number *
Enter Bank Account Number

Re-Enter Bank Account Number *
Re-enter Bank Account Number

Bank Routing Number *
Enter Bank Routing Number

By checking here, I authorize Municipal Services Bureau to initiate a single ACH electronic debit to my account ending in in the amount of \$2,700.50 on 05/01/2023. I agree that ACH transactions I authorize comply with all applicable laws. Once payment is authorized, there cannot be any changes or corrections. I understand that I may call during normal business hours if I have any questions.
It is recommended that you print a copy of this authorization and maintain it for your records.

Previous **Submit Payment**