

# CHIPPEWA COUNTY DEPARTMENT OF PLANNING & ZONING

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Land Management

Land Planning

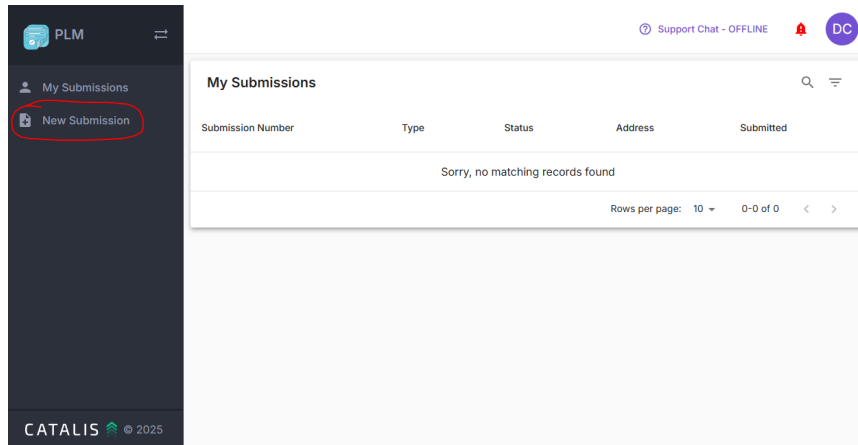
Land Records & G.I.S.

POWTS & Wells

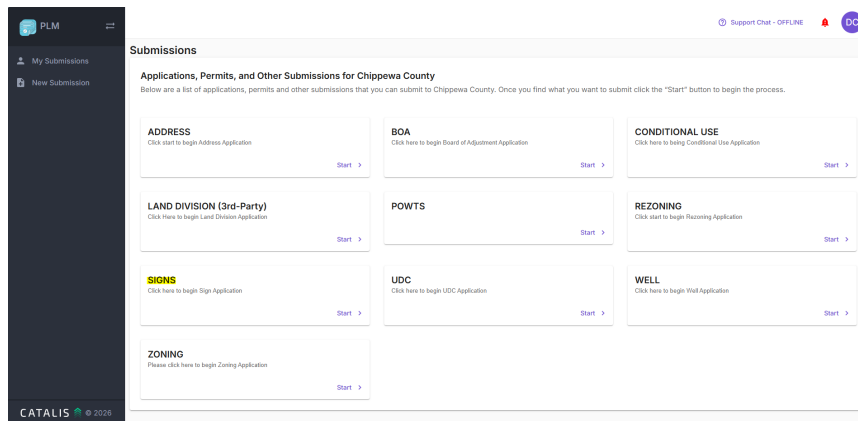
Date: January 7, 2026

## SIGN SUBMISSION DIRECTIONS:

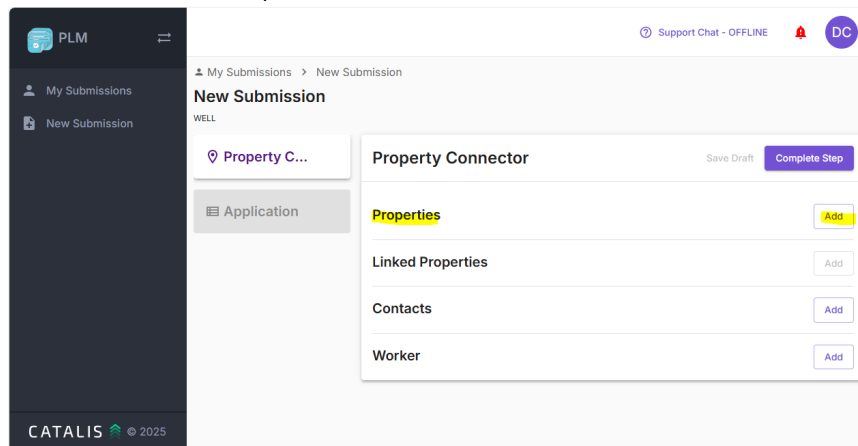
1. Click “New Submission” in left hand column.



2. Select “Signs”



3. Select “Add” under Properties



4. In the “New Property” window, use the “Search” box to search by parcel number, address or name. Please verify that you have the correct address, property owner, etc. **DO NOT** fill in anything below the red line at this point in time (see the screen shot below).

The screenshot shows the 'New Property' form. At the top is a 'Search' dropdown menu. Below it is a red line. A red arrow points to the 'Tax Parcel #' field, which is above the red line. Below the red line are fields for 'Zone', 'Long Legal Description', and 'Short Legal Description'. Below these is a section titled 'Property Address Information' containing fields for 'Address\*', 'City', 'State', 'Zip Code', 'Country', 'Parcel Area', and 'Electoral Area'. At the bottom of this section is a checkbox labeled 'Add owner as applicant'. At the very bottom of the form are 'Cancel' and 'Save' buttons.

5. **If the property can be found**, the information will appear in a box below the “Search Box”. You will need to click on the information (see red “X” below) and a majority of the information below the red line (as identified above) will auto populate. The only additional piece of information that YOU may need to fill out below the red line is the Address box.
- If the address box is blank and you know the assigned address, you can enter the number and road only.
  - If the address box is blank and you do not know the address, just type in “VACANT”.

The screenshot shows the 'New Property' form with the 'Search' dropdown menu open. The search results list several properties, including 'CHIPPEWA COUNTY COURTHOUSE & JAIL', '711 BRIDGE ST', and '06-28N-08W SW NE'. A red 'X' is placed over the third result, '06-28N-08W SW NE', indicating it is the correct property. Below the search results is a red line. Below the red line are fields for 'Address\*', 'City', 'State', 'Zip Code', 'Country', 'Parcel Area', and 'Electoral Area'. At the bottom of this section is a checkbox labeled 'Add owner as applicant'. At the very bottom of the form are 'Cancel' and 'Save' buttons.

6. **If the property CANNOT be found**, a box will appear under “Search” indicating “No Options”. At this point, you’ll need to type in the Tax Parcel # and the address.
- The parcel number should be in the following format: 12345-1234-12345678<sup>X</sup>. Note: After the last dash, there is typically only eight (8) numbers. However, in some situations you’ll see a letter or an extra number as the ninth (9) character.
  - If the address box is blank and you know the assigned address, you can enter the number and road only.
  - If the address box is blank and you do not know the address, just type in “VACANT”.

The screenshot shows the 'New Property' form. The 'Search' dropdown is at the top. Below it is a search instruction: 'Search by owner name, address, roll number, long legal, and short legal'. The 'Tax Parcel #' field contains '22908-0123-00000000'. The 'Zone' field is empty. The 'Long Legal Description' and 'Short Legal Description' fields are empty. The 'Property Address Information' section has the 'Address\*' field containing 'VACANT'. Below this are fields for 'City', 'State', 'Zip Code', 'Country', 'Parcel Area', and 'Electoral Area', all of which are empty. At the bottom left of this section is a checkbox labeled 'Add owner as applicant'. At the bottom right of the form are 'Cancel' and 'Save' buttons.

7. Once populated (via step 5 or 6) click “Save” in the lower right-hand corner.

The screenshot shows the 'New Property' form with populated fields. The 'Search' dropdown is at the top. Below it is a search instruction: 'Search by address, roll number, long legal, and short legal'. The 'Tax Parcel #' field contains '22808-0613-60062100'. The 'Zone' field is empty. The 'Long Legal Description' field contains '06-28N-08W SW NE'. The 'Short Legal Description' field contains 'ALLEN'S ADDITION BLOCKS 21'. The 'Property Address Information' section has the 'Address\*' field containing '711 BRIDGE ST'. Below this are fields for 'City' (containing 'CITY OF CHIPPEWA FALLS'), 'State', 'Zip Code', 'Country', 'Parcel Area' (containing '0.01 Acres'), and 'Electoral Area', all of which are empty. At the bottom left of this section is a checkbox labeled 'Add owner as applicant'. At the bottom right of the form are 'Cancel' and 'Save' buttons. The 'Save' button is highlighted with a red rectangle.

8. Click “Complete Step” on the main window:

The screenshot shows the 'New Submission' form in the PLM system. The 'Property Connector' tab is selected in the left sidebar. The main form area displays the 'Property Connector' section with fields for 'Tax Parcel #', 'Address', and 'Zone'. Below these are sections for 'Linked Properties', 'Contacts', and 'Worker'. The 'Complete Step' button is highlighted in the top right corner of the form.

9. Fill in all of the required information on the “Permit Information” tab, including attaching the necessary information.  
Note: You will not need to fill out a paper zoning application, but we need all of the necessary information that is required. Once all the information is filled in, click “Complete Step” in the upper right-hand corner.

The screenshot shows the 'Permit Information' tab selected in the left sidebar. The main form area displays the 'Permit Information' section with fields for 'Select Sign Type\*', 'Zoning District', and a description field. Below these is a section for 'Please upload information detailing the sign size, location and overall height.' with a cloud upload icon. The 'Complete Step' button is highlighted in the top right corner of the form.

10. On the payment and fees tab, make sure the “Payment Method” is set to “Pay Online”

The screenshot shows the 'Payment and Fees' tab selected in the left sidebar. The main form area displays the 'Payment and Fees' section with a table of fees and a 'Payment Method' dropdown set to 'Pay Online'. The 'Pay & Submit' button is highlighted in the top right corner of the form.

Item	Amount
Private Well	\$60.00
Subtotal	\$60.00
Total	\$60.00
Total Paid	\$0.00

11. Select “Pay & Submit” in the upper right-hand corner. This will take you to an outside vendor for payment via Credit Card.  
12. Once you finalize the Credit Card payment, the submission is entered into the system and then ready for us to act upon.