

# CHIPPEWA COUNTY DEPARTMENT OF PLANNING & ZONING

• 711 North Bridge Street, Chippewa Falls, WI 54729 • Phone: 715.726.7940 • www.chippewacountywi.gov •

Land Management

Land Planning

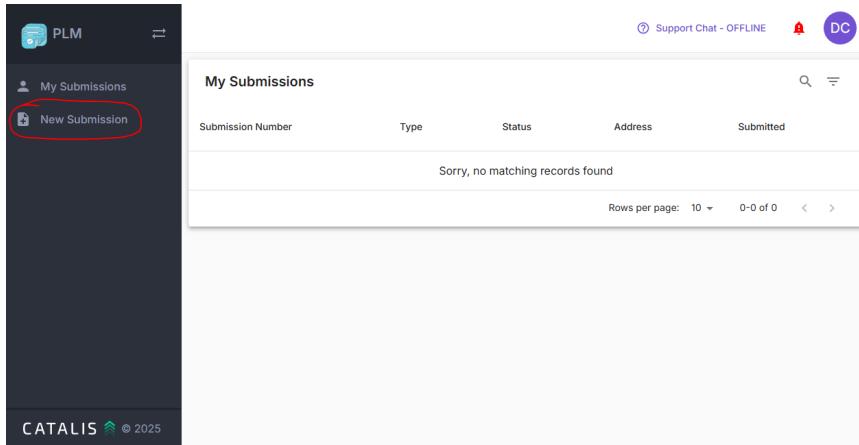
Land Records & G.I.S.

POWTS & Wells

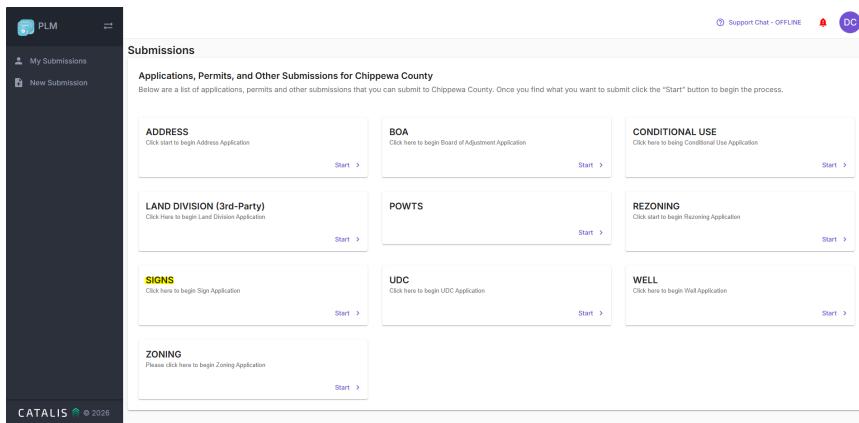
Date: January 7, 2026

## SIGN SUBMISSION DIRECTIONS:

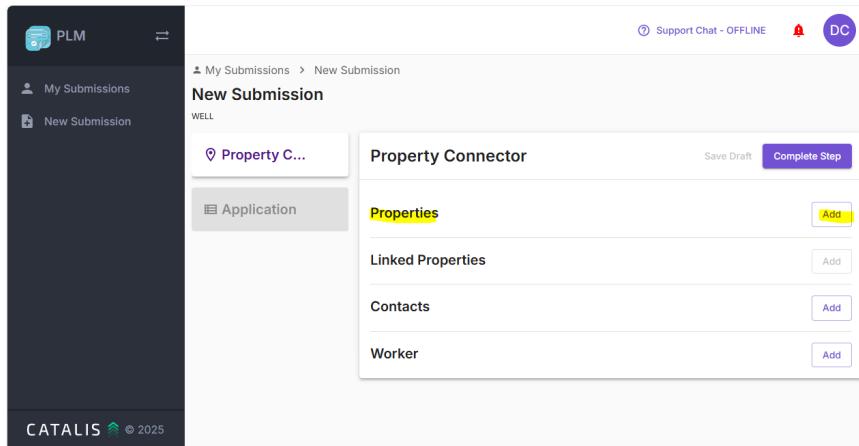
1. Click "New Submission" in left hand column.



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).

**New Property**

Search   
Search by address, roll number, long legal, and short legal.

Tax Parcel #\*  Zone

Long Legal Description  Short Legal Description

Property Address Information

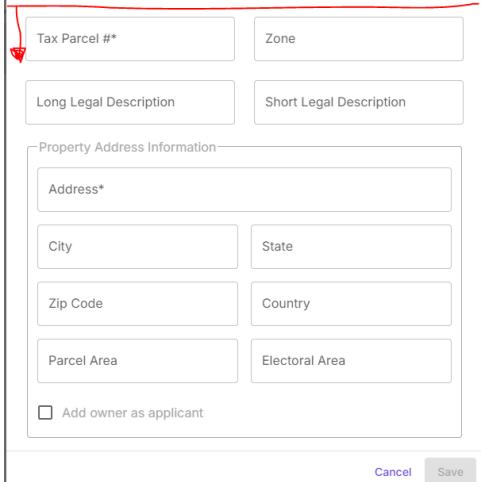
Address\*

City  State

Zip Code  Country

Parcel Area  Electoral Area

Add owner as applicant



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”.

**New Property**

Search  X

CHIPPEWA COUNTY COURTHOUSE & JAIL  
711 BRIDGE ST  
06-28N-08W SW NE  
ALLEN'S ADDITION BLOCKS 21 & 22 & VACATED MASON ST DOC #493204 V682 P86 V679 P87 V679 P194 V678 P510 V678 P638 V678 P637 V678 P459 V678 P457. SUBJECT TO EASEMENT TO NSP PER DOC #878163. EX LAND CONVEYED TO CITY FOR HWY PURPOSES

Property Address Information

Address\*

City  State

Zip Code  Country

Parcel Area  Electoral Area

Add owner as applicant

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~~X~~. 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”.

New Property

Search  
Search by owner name, address, roll number, long legal, and short legal

Tax Parcel #\*  
22908-0123-00000000

Zone

Long Legal Description

Short Legal Description

Property Address Information

Address\*  
VACANT

City

State

Zip Code

Country

Parcel Area

Electoral Area

Add owner as applicant

Cancel Save

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

New Property

Search  
Search by address, roll number, long legal, and short legal

Tax Parcel #\*  
22808-0613-60062100

Zone

Long Legal Description  
06-28N-08W SW NE

Short Legal Description  
ALLEN'S ADDITION BLOCKS 21

Property Address Information

Address\*  
711 BRIDGE ST

City  
CITY OF CHIPPEWA FALLS

State

Zip Code

Country

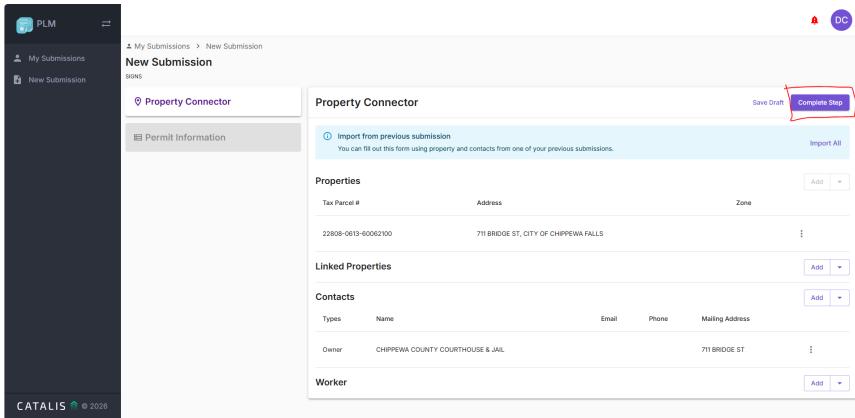
Parcel Area  
0.01 Acres

Electoral Area

Add owner as applicant

Cancel Save

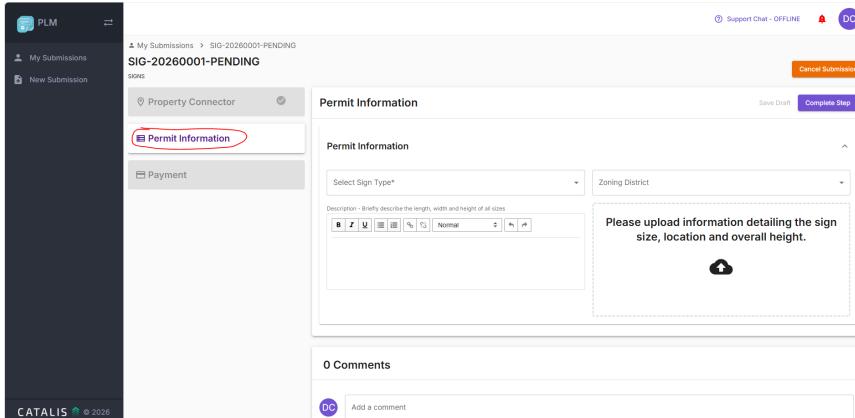
8. Click “Complete Step” on the main window:



The screenshot shows the 'New Submission' interface. The 'Property Connector' tab is active. At the top right, there are 'Save Draft' and 'Complete Step' buttons, with 'Complete Step' highlighted by a red box. The 'Properties' section contains fields for Tax Parcel # (22808-0613-00062100), Address (711 BRIDGE ST, CITY OF CHIPPEWA FALLS), and Zone. The 'Linked Properties' and 'Contacts' sections are also visible. The 'Worker' section is at the bottom.

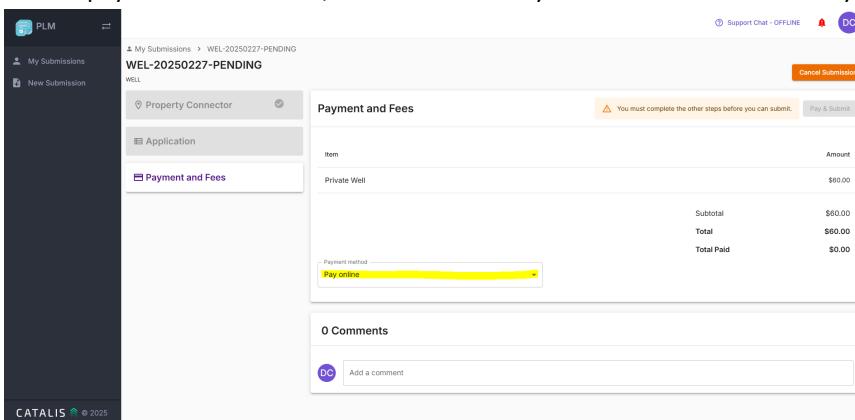
9. Fill in all of the required information on the “Permit Information” tab, including attaching the necessary information.

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 'SIG-20260001-PENDING' submission window. The 'Permit Information' tab is active. The 'Permit Information' section includes fields for 'Select Sign Type' (dropdown), 'Zoning District' (dropdown), and a 'Description' text area. A note says 'Please upload information detailing the sign size, location and overall height.' with a file upload icon. The 'Comments' section is below.

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



The screenshot shows the 'WEL-20250227-PENDING' submission window. The 'Payment and Fees' tab is active. The 'Payment and Fees' section shows a table with one item: 'Private Well' at \$60.00. The 'Payment method' dropdown is set to 'Pay online', which is highlighted by a yellow box. The 'Comments' section is below.

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.