

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

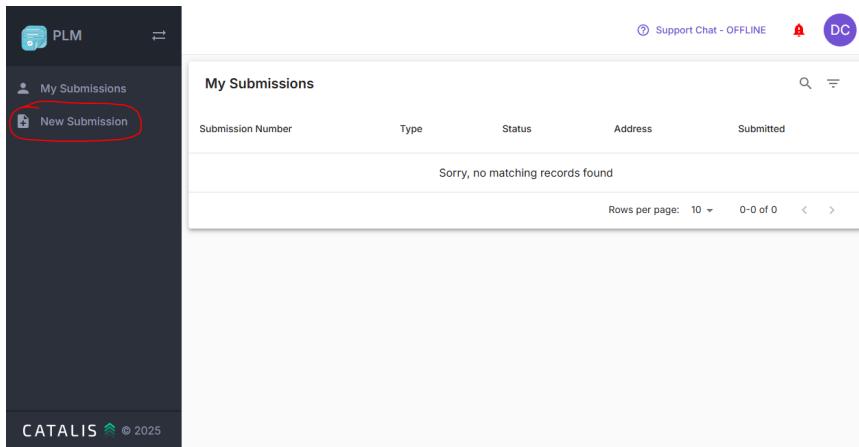
Land Records & G.I.S.

POWTS & Wells

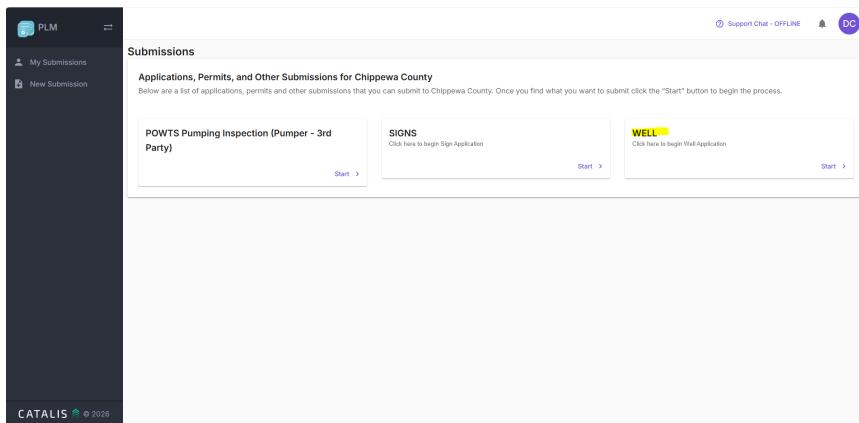
Date: February 9, 2026

WELL SUBMISSION DIRECTIONS:

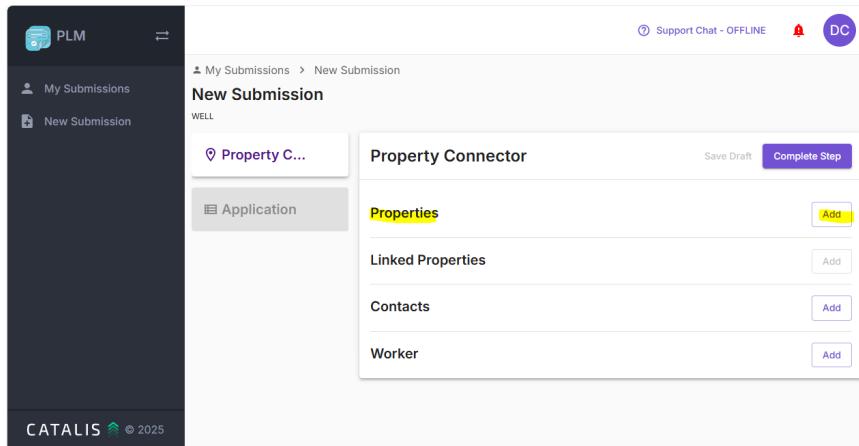
1. Click "New Submission" in left hand column.



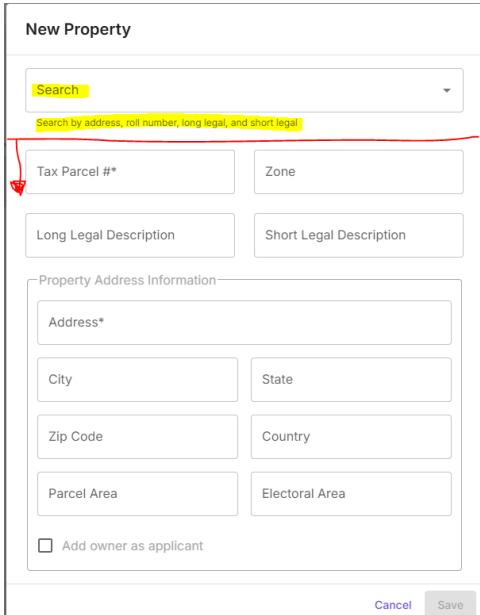
2. Select "Well"



3. Select "Add" to the right of 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

Tax Parcel #*

Zone

Long Legal Description

Short Legal Description

Property Address Information

Address*

City State

Zip Code Country

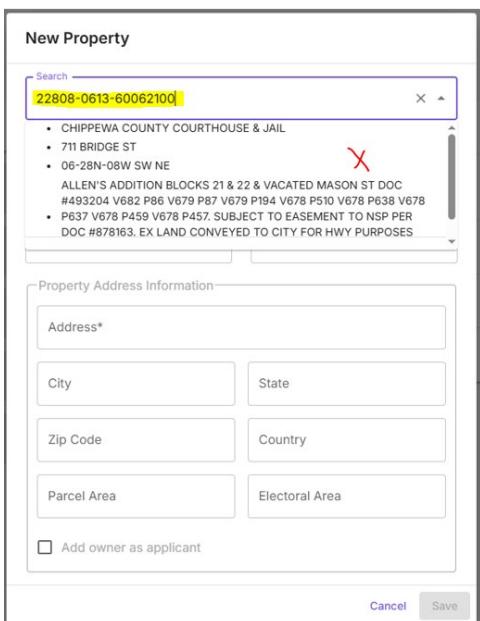
Parcel Area Electoral Area

Add owner as applicant

Cancel Save

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

CHIPPEWA COUNTY COURTHOUSE & JAIL
711 BRIDGE ST
06-28N-08W SW NE

X

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

Cancel Save

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

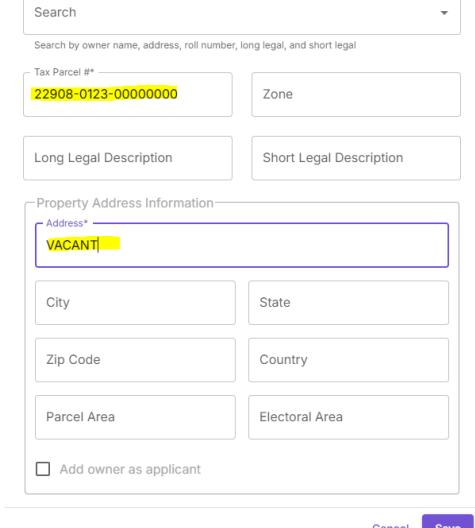
Country

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

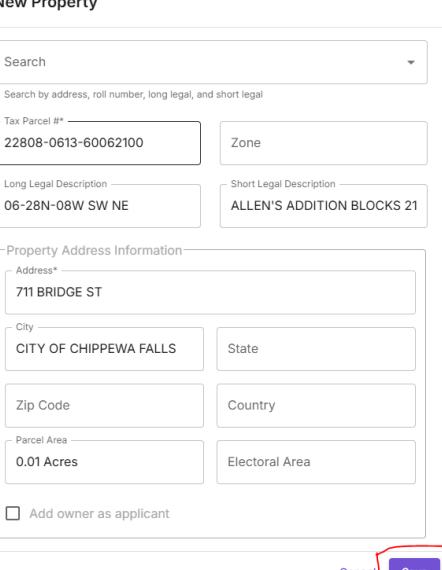
Parcel Area

0.01 Acres

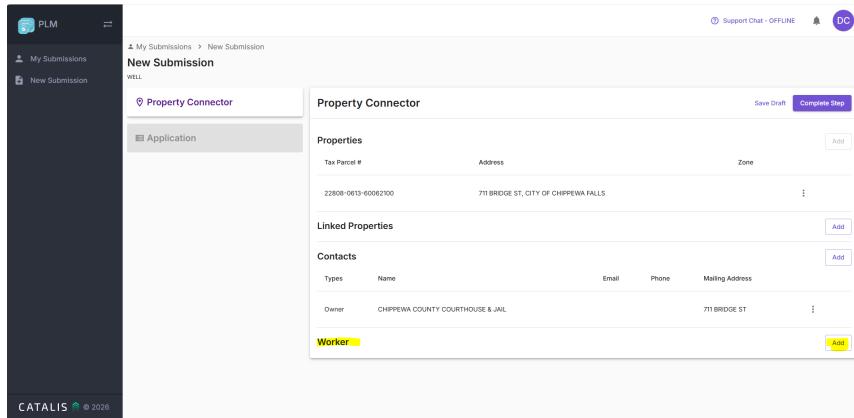
Electoral Area

Add owner as applicant

Cancel Save

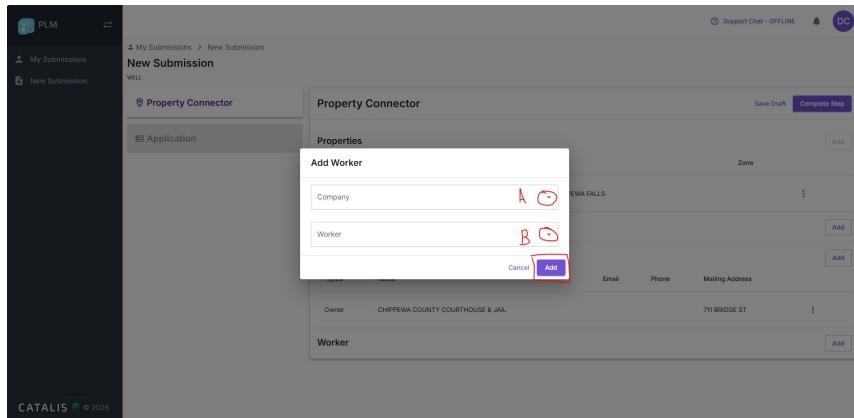


8. Select “Add” to the right of Worker:



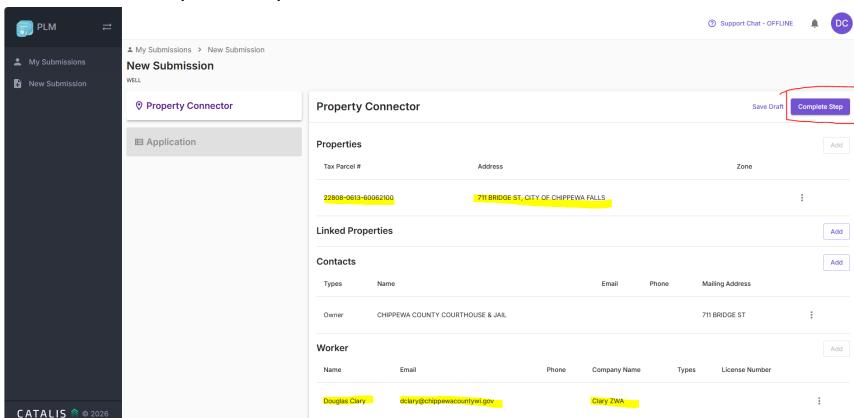
The screenshot shows the 'Property Connector' section of the 'New Submission' form. The 'Worker' field is highlighted with a yellow box and an arrow pointing to the 'Add' button. The main form fields include 'Properties' (Tax Parcel #, Address, Zone), 'Linked Properties', 'Contacts', and 'Worker'.

9. Click the arrow to the right of Company and choose your Company. Then, select the applicable “worker” by clicking on the arrow to the right of Worker. Once both A & B are filled, then click “Add”.



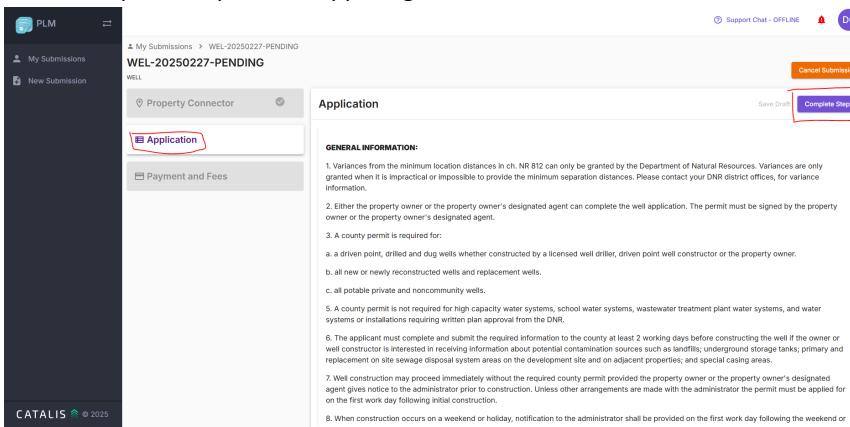
The screenshot shows the 'Add Worker' dialog box. The 'Company' and 'Worker' fields are highlighted with red circles labeled A and B respectively. The 'Add' button is highlighted with a red box.

10. Double check to make sure the highlighted information has been added under Properties and Worker. If it's there, then Click “Complete Step” on the main window:



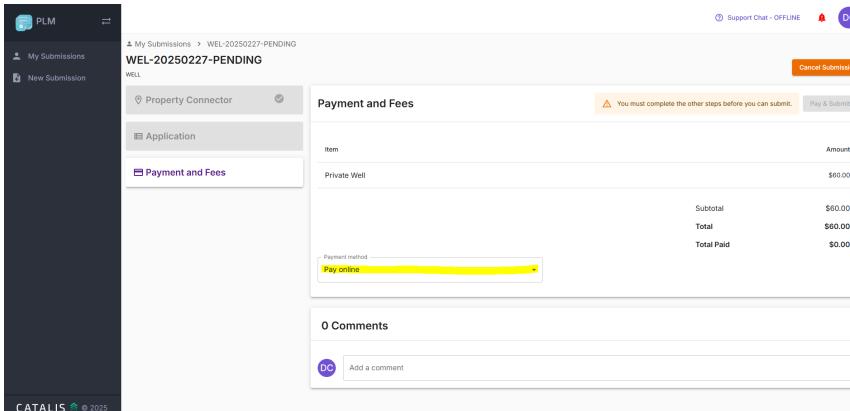
The screenshot shows the 'Property Connector' section of the 'New Submission' form. The 'Address' field and the 'Worker' table are highlighted with yellow boxes. The 'Complete Step' button is highlighted with a red box.

11. Fill in all of the required information, which is after the “General Information”. Once all the information is filled in, click “Complete Step” in the upper right-hand corner.



The screenshot shows the CATALIS PLM application interface. The left sidebar has 'My Submissions' and 'New Submission' options. The main content area is titled 'Application' and shows 'GENERAL INFORMATION'. At the top right of this section is a 'Complete Step' button, which is highlighted with a red box. Other buttons include 'Cancel Submission' and 'Save Draft'.

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



The screenshot shows the 'Payment and Fees' tab of the CATALIS PLM application. The 'Payment method' dropdown menu is open, with 'Pay online' selected, which is highlighted with a yellow box. Other options in the dropdown are 'Check' and 'Credit Card'. The table below shows a single item: 'Private Well' with an amount of '\$60.00'. The table has columns for 'Item', 'Amount', 'Subtotal', 'Total', and 'Total Paid'.

13. Select “Pay & Submit” in the upper right-hand corner. This will take you to an outside vendor for payment via Credit Card.

14. Once you finalize the Credit Card payment, the submission is entered into the system and then ready for us to act upon.