

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.

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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.

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.

Land Division Fee Schedule (Per Application)

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

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*

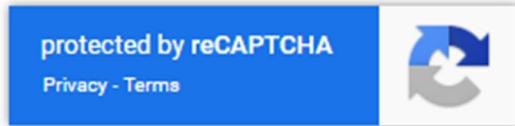
mm/dd/yyyy

Note: You may submit multiple attachments in the form. If you have additional materials to submit that were not uploaded to the form, please send them directly to Matt Halada, Calumet County Planner, at matthew.halada@calumetcounty.org.

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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 select the Click Here to Pay land Division Fees button pictured below.



Welcome to the Calumet County, Wisconsin Planning & Zoning Department Online Payment Portal

Pay Calumet County Land Division Fees Online Through MSB

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 2.50% convenience fee will be charged for Credit card payments using Visa, Mastercard, American Express, and Discover with a \$2.00 minimum fee.
- A flat rate of \$2.95 convenience fee will be charged for Debit card payments using Visa, Mastercard, American Express, and Discover.
- A \$1.50 convenience fee will be charged for E-Check.

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.



By continuing, you agree to accept our [Privacy Policy](#), [Terms of Use](#) and [Terms and Conditions](#).

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Order Details

The next screen you will see is where you select your order details and enter your payment information. At the top of this screen, you will find the Reference line and the Select Item dropdown. The reference line is a required field, which should be used to describe what you are paying for. In our example, we will be paying for a Preliminary Plat – Unincorporated review. For the reference line, we have indicated that we are paying for the “John Smith Preliminary Plat,” which is enough information for our staff to accept the payment.

The next step is to select the item you will be paying for. This can be done using the Select Item dropdown menu.

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.



The screenshot shows the 'Order Details' section of a payment interface. The 'Reference' field contains 'John Smith Preliminary Plat'. Below it, the 'Item' dropdown menu is open, showing a list of items including 'Preliminary Plat Review-Unincorporated (Please ensure to add Lot Fees) : Fee', which is highlighted. To the right, the 'Amount' is 0.00 and the 'Quantity' is 1. A '+ Add Item' button is visible. On the right side of the form, there is a 'Payment Summary' section showing a subtotal and total amount of \$0.00, and a 'Submit payment' button.

In the example below, our unincorporated preliminary plat review will be 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 quantity 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.



The screenshot shows the 'Order Details' section of a payment interface. The 'Reference' field contains 'John Smith Preliminary Plat'. Below it, the 'Item' dropdown menu is open, showing a list of items including 'Preliminary Plat Review-Unincorporated (Please ensure to add Lot Fees) : Fee', which is selected. To the right, the 'Amount' is 200.00 and the 'Quantity' is 1. A '+ Add Item' button is circled in red. Below the form, there is a table with columns for 'Item', 'Amount', and 'Actions'. The text 'Your cart is currently empty' is displayed below the table.

After you click Add Item, the fee will be added to your Item list as pictured below a new section will appear with the item and its description as pictured below, and added to your initial payment summary total. Since we are doing a 50-lot unincorporated preliminary plat in our example, we will now have to add the unincorporated lot fee and adjust the quantity to 50 to represent the total number of lots. When the quantity has been adjusted to the correct number, we will hit Add Item again.



Order Details

* Reference

John Smith Preliminary Plat

Item	Amount	Quantity	
\$50 Lot Fee - Unincorporated : Fee	50.00	50	<input type="button" value="+ Add Item"/>

Item	Amount	Actions
Preliminary Plat Review-Unincorporated (Please ensure to add Lot Fees) Fee	\$200.00	

1

Payment Summary

Subtotal	\$200.00
Total amount	\$200.00

I agree to the Terms and Conditions

[Cancel payment](#)

With both items added, we can now review our items in the cart and make adjustments as needed. If you need to make a change, you can simply select the trash can icon under Actions to delete any items that have been added to your cart.



Order Details

* Reference

John Smith Preliminary Plat

Item	Amount	Quantity	
Select item	0.00	1	<input type="button" value="+ Add Item"/>

Item	Amount	Actions
Preliminary Plat Review-Unincorporated (Please ensure to add Lot Fees) Fee	\$200.00	
\$50 Lot Fee - Unincorporated Fee	\$50.00	

1

Payment Summary

Subtotal	\$2,700.00
Total amount	\$2,700.00

I agree to the Terms and Conditions

[Cancel payment](#)

Continued on next page.

Payments Details

After the items have been added to the cart, we can enter our payment details. In this section, you will select your payment type and enter your billing information. All fields that are required in this section will be denoted with a red asterisk. After you select the payment type, the required information may change, so it's best to select the payment type first before filling out the billing information. In the image below, we have selected to pay via credit/debit card. For this option, please enter all of the necessary information under payment details. For this option, the only additional required field is the Zip Code, located under Billing Details pictured below. You are not required to fill out any other information for billing details to process the payment. If you include your email address in the Billing Details section, you will be emailed a copy of your receipt directly from MSB.

Payment Details

* Payment type
Credit/Debit Card

* Cardholder name
Enter Cardholder name

* Card type
Displayed upon card number entry

* Card number
Enter card number

* Expiration date
Enter expiration date

* CVV
Enter CVV

Billing Details

Address line 1
Enter address line 1

Address line 2
Enter address line 2

Country
United States

City
Enter city

State/Province/Territory
Select

* Zip code
Enter zip code

Phone number
(999) 999-9999

Email address
email@address.com

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ECheck Payments

If you would like to pay as an eCheck (ACH) payment, 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. EChecks are the recommended form of payment for applications as they incur the smallest convenience fee (\$1.50).

Payment Details

* Payment type
eCheck

* Name on account
Enter Name on account

* Bank routing number ?
Bank name

* Bank account number ?
* Confirm bank account number

Billing Details

Address line 1
Enter address line 1

Address line 2
Enter address line 2

Country
United States

City
Enter city

State/Province/Territory
Select

Zip code
Enter zip code

Phone number
(999) 999-9999

Email address
email@address.com

Submit Payment

Once you have entered all of your billing information, you can scroll to the top of the page to review the Payment Summary section. This section will include your subtotal, convenience fee, and the total payment. If everything looks accurate, you will need to accept the terms and conditions and authorization statement provided by MSB if you would like to proceed with the payment. If you would like to proceed, you may select the submit payment button.

Payment Summary

Subtotal	\$2,700.00
Convenience fee	\$1.50
Total amount	\$2,701.50

I agree to the [Terms and Conditions](#)

By checking here, I authorize Municipal Services Bureau to initiate a single ACH electronic debit to my account ending in in the amount of \$2,701.50 on 01/22/2026. 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.

[Submit payment](#)

[Cancel payment](#)