

Fee: \$ 350.00

Receipt Number _____

CUP - _____ - _____

CONDITIONAL USE PERMIT

To the Lincoln County Planning and Zoning Administration: The undersigned hereby makes application for a CONDITIONAL USE PERMIT for a determination that the following described site is suitable for the purpose indicated, and that suitable safeguards are met in accordance with the requirements of the Lincoln County Zoning Ordinance and with all other applicable County Ordinances and the laws and regulations of the State of Wisconsin. I declare that the information that I am supplying is true and accurate to the best of my knowledge and I acknowledge that this information will be relied upon for the issuance of this permit. By signing this application I am also granting permission to the zoning department staff to enter my property at any reasonable time for the purpose of inspection to assure compliance with the zoning laws relative to the issuance of this permit.

Legal description of the property: GL 1/4, 1/4, Sec _____, T. _____ N - R. _____ E

and/or Lot Number _____, Subdivision Name _____

Property Address _____

Tax Parcel Number _____ PIN _____

Zoning district _____ Lot size _____

Ordinance section relating to the request _____

Proposed use: _____

Use of adjoining property: _____

COMPLETE A PLOT PLAN DRAWING ON REVERSE SIDE OR ATTACH A SEPARATE SHEET

Owner(s) Name: _____

Mailing Address: _____

Daytime Phone: (____) _____

CO-APPLICANT (other than owner)
Name : _____
Address: _____

Signature: _____

Date: _____

Note: All owners must sign

FOR OFFICE USE ONLY
Date Application Received: _____, 20____ By (Staff) _____
Date of Hearing : _____ 20____

Owner _____ Town _____
 Last Name _____
 First Name _____
 Property Desc _____
 Tax Parcel # _____
 Block _____
 Subdiv. _____
 Lot _____
 E _____
 N, R _____
 T _____
 1/4, Sec. _____
 1/4 _____
 GL _____

PLOT PLAN DRAWING

A detailed drawing of the plot plan **MUST** be given. Include on the drawing **ALL** of the information requested below that applies to the property. If parcel has a CSM (Certified Survey Map) please attach a copy.

1. Shape of parcel, include all lot line dimensions.
2. Indicate NORTH.
3. Show the location and names of all surrounding roads/highways.
4. Show the location and names of all area water bodies (lakes, rivers, creeks, ponds, etc.)
5. Show the location of the (new) construction on the parcel. Include the following measurements:
 - a) Distance from the centerline of any/all roads.
 - b) Distance from the right-of-way of any/all roads.
 - c) Distance to all lot lines.
 - d) Distance to any/all water bodies adjacent to or within the parcel.
6. Indicate **ALL** other existing buildings on parcel with "EB".
7. Indicate distance from septic tank or holding tank to proposed construction.
8. Indicate distance from sewage system drainfield to proposed construction.
9. Indicate distance from well to proposed construction.
10. (IF on water) Indicate proposed clearings within the vegetative buffer zone (please refer to Shoreland Ordinance for limitations on different water classifications).

SITE SHOULD BE MARKED OR FLAGGED PRIOR TO ZONING ONSITE INDICATING EXISTING LOT LINES, PROPOSED LOT LINES AND ANY PROPOSED CONSTRUCTION

Additional information/Description of Proposal: _____

NO CONSTRUCTION SHALL BEGIN UNTIL A LAND USE PERMIT HAS BEEN ISSUED

CONDITIONAL USE PROCEDURES & INFORMATION

The Lincoln County Land Services Committee consists of seven Lincoln County Board Supervisors who will hear and decide Conditional Uses to the terms of the Ordinance.

Applicant needs town recommendation (either in written form or attendance at the public hearing by a town official) stating that the town "approves", "opposes" or "waives its right to make formal recommendation" on the request.

We recommend that you contact the Planning Commission and/or clerk at your town as soon as possible. You will probably be required to attend a meeting at the town level before they can tell you if they approve/oppose your proposal. The Land Services Committee would likely layover any request that does not have the town opinion.

CONDITIONAL USE PERMIT FEE MUST ACCOMPANY APPLICATION:

Please see current "Fee Schedule" for the proper Conditional Use application fee (If granted; must be followed up with a Land Use Permit & fee IF building a structure)

A "Conditional Use Permit" does NOT change the actual zoning district of a particular property. Basically, it allows for a specific use of the land which is not permitted by the Ordinance, but allowed by a conditional use permit provided certain conditions are met.

Time required from date of application to hearing could run from 4 to 8 weeks, depending upon when the application is submitted. Due to legal requirements of hearing notice publication (Class II according to Chapter 985, Wisconsin Statutes), an application & fee submittal deadline is set approx. thirty days prior to each scheduled hearing. A "special meeting" (one other than regularly scheduled) may be called by an applicant if necessary – contact the Zoning Office for details. Legal notice requirements must still be met.

PROCEDURES

1. Application & fee submitted to Zoning Office.
2. Hearing date set & notices published as Class II notice according to Chapter 985, Wisconsin Statutes. (The official publication for Lincoln County is the Tomahawk Leader)
3. Surrounding property owners notified.
4. Applicant notified by "certified mail" of time & place of hearing.
5. Hearing.
6. Decision of COMMITTEE sent to applicant in written form.

REQUIREMENTS

The applicant **MUST** submit to the Zoning Office a detailed drawing of the site indicating:

1. Shape & dimensions of lot or parcel;
2. Location of all existing and proposed structures;
3. Setback distances from lot lines, road centerline & right-of-way (for proposed use);
4. Location or proposed location of private sewage system, alternate system location if known, and well.

In order to make a decision the COMMITTEE may require:

1. A plan of the area showing contours, soil types, highwater marks, groundwater, floodplain elevations, bedrock, slope and vegetative cover.
2. Other pertinent information to determine if the proposed use meets the requirements of the Ordinance.

*Each site must be staked out prior to the hearing date (lot lines and building site).

* Approx. one-two weeks prior to the hearing, Zoning Office staff will view the site. The Land Services Committee may then view the exact site prior to the hearing.

THE ZONING OFFICE IS NOT IN THE POSITION TO DETERMINE THE OUTCOME OF HEARINGS. ALL DECISIONS ARE MADE BY THE LAND SERVICES COMMITTEE.

NOTE – IF GRANTED & ONCE PERMIT IS ISSUED; Failure to adhere to conditions included by the Land Services Committee in your permit, may cause revocation of the permit.

Town Recommendation Form
Conditional Use Request, Petition for Modification of Subdivision Ord., Plat Approval
Town of _____
Lincoln County

Name of Applicant _____
Request: _____

The **Town Planning Commission** has made a recommendation on this date _____ to:

___ Approve the Request: by a vote of ___ For and ___ Against

Conditions: _____

___ Deny the Request: by a vote of ___ For and ___ Against

___ Delay the Request for 30 days: by a vote of ___ For and ___ Against

Comments/Reasons for any of the above recommendations: _____

The **Town Board** has made a recommendation on this date _____ to:

___ Approve the Request: by a vote of ___ For and ___ Against

Conditions: _____

___ Deny the Request: by a vote of ___ For and ___ Against

___ Delay the Request for 30 days: by a vote of ___ For and ___ Against

Comments/Reasons for any of the above recommendations: _____

___ (Check here if:) The Town hereby waives its right to make a formal recommendation on this Request to the Lincoln County Land Services Committee.

Dated this _____ day of _____, 20__.

Town Chairman Signature

Town Board Supervisor Signature

Town Board Supervisor Signature

Town Board Supervisor Signature