

CONDITIONAL USE PERMIT

Fee: \$ 400.00

Receipt Number _____

CUP - _____ - _____

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: Section: _____ Township: _____ North Range: _____ East

Gov Lot: _____ OR Quarter/Quarter: _____

Lot Number: _____ Subdivision/CSM: _____

Property Address: _____

Zoning district: _____ Lot size _____ acres

Proposed use: _____

PLEASE NOTE: No later than 5 days of its submittal to the Zoning Administrator, the applicant shall transmit 2 identical copies of the petition and all applicable materials to the clerk of the town in which the proposal lies. Lincoln County Code of Ordinances 17.8.30 (2)

Applicants Initials _____

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

Owner(s) Name(s): _____

Mailing Address: _____

Daytime Phone: (_____) _____

Note: All owners must sign

Signature: _____

Date: _____

Date: _____

CO-APPLICANT (other than owner)

Name : _____

Mailing Address: _____

Phone: (_____) _____

FOR OFFICE USE ONLY

Ordinance section relating to the request _____

Use of adjoining property: _____

Date Application Received: _____ By (Staff) _____

Date of Hearing : _____

Town _____

Tax Parcel # _____

First Name

Last Name

Owner _____

PLOT PLAN DRAWING

Include on the drawing ALL of the information requested below that applies to the property.

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. Indicate ALL other existing buildings on parcel with "EB".

Complete the following if the request is for NEW Construction

6. Show the location of the proposed 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.
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



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



CONDITIONAL USE PERMIT PROCEDURES & INFORMATION

What is a Conditional Use Permit? In Lincoln County, our Zoning Districts classify land uses into three categories: Permitted, Prohibited, and Permitted Upon Condition. A “Conditional Use Permit” (or C.U.P. for short) is the latter of the categories. A C.U.P. allows for a specific land use provided certain conditions, as established by the committee, are met. The Lincoln County Land Services Committee consists of seven Lincoln County Board Supervisors who will hear and decide Conditional Use Requests to the terms of the Ordinance.

PUBLIC HEARING DATES (Thursdays)	APPLICATION DEADLINE (Wednesdays)
January 11, 2024	December 13, 2023
February 8, 2024	January 10, 2024
March 14, 2024	February 14, 2024
April 11, 2024	March 13, 2024
May 9, 2024	April 10, 2024
June 13, 2024	May 15, 2024
July 11, 2024	June 12, 2024
August 8, 2024	July 10, 2024
September 12, 2024	August 14, 2024
October 10, 2024	September 11, 2024
November 14, 2024	October 16, 2024
December 12, 2024	November 13, 2024
January 9, 2025	December 11, 2024

REQUIREMENTS TO TURN IN A CONDITIONAL USE APPLICATION:

- 1. COMPLETE APPLICATION** – Both sides of the application must be completely filled out. The second page must include a detailed plot plan following the instructions. If you need any assistance, please contact office staff.
- 2. PAYMENT OF FEE IN FULL** – Please see the Land Services Fee Schedule for current pricing.
- 3. TOWN RECOMMENDATION OR WRITTEN CONFIRMATION** – Your application is not considered complete until you provide us with the Town Recommendation OR written confirmation from the Town Clerk or Chair confirming that you will have a recommendation before the public hearing at the Land Services Committee Meeting. The Town Recommendation must specify that the town “approves”, “opposes” or “waives its right to make a formal recommendation” on the request. We recommend that you contact the Planning Commission and/or clerk at your Town as soon as possible and request to be added to the Town Agenda. *The Land Services Committee will not make a decision on any request that does not have the Town Recommendation.*

RECOMMENDED ADDITIONS TO A CONDITIONAL USE APPLICATION

- 1. A BRIEF DESCRIPTION OF YOUR REQUEST** – Usually one or two paragraphs providing the details of your request. More may be needed depending on the type of request.
- 2. AERIAL IMAGE OF THE PROPERTY** – These are available at no cost on our website through GIS mapping. Our office can also provide these for you upon request.

PLEASE NOTE

The Zoning Office is not able to determine the outcome of a request.
Final decisions are made by the Land Services Committee.

FREQUENTLY ASKED QUESTIONS

How Long Does it Take? 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 approximately thirty days prior to each scheduled hearing. A special meeting (one other than regularly scheduled) may be called by an applicant if requested and for an additional fee. Legal notice requirements must still be met.

Am I required to attend the public hearing? No. Although you are not required to attend, it is *highly* recommended that you, or a representative, attends in order to answer any questions the Committee may have regarding the request. Please note, if you have a representative attending in your stead, the Zoning Office will need written confirmation.

What if the Town Recommendation indicates that the Town opposes my request? The Town Recommendation is only a recommendation. The Committee takes the Town Recommendation into consideration, but may or may not vote accordingly. Regardless, *The Land Services Committee will not make a decision on any request that does not have the Town Recommendation.*

What if the Town Recommendation will not be submitted in time for the scheduled Land Services Committee Hearing? If the Town is unable to submit their recommendation to the Land Services Committee by the schedule public hearing date, the Town will request a one time, 30-day extension. This may result in the public hearing for your request to occur over two Committee meetings. (At the first meeting, the Committee will hear the request, staff report, and testimony. At the second meeting, the Committee will take additional testimony, consider the Town Recommendation, and take action.)

How can I avoid having a split meeting? The best way to avoid having a split meeting is to contact the Town ahead of time and see when the deadline is for their meeting. The goal would be to ensure that you can be heard by the Town prior to the Land Services Committee meeting. This may require you to submit your application to the Land Services office prior to the deadline.

If my request is denied, will I be refunded my application fees? No, you will not be refunded. The fees are used to pay for the costs of the hearing including the Public Hearing Notices, postage, publishing fees, etc.

If I am approved by the Committee can I start right away? Depending on the type of request, there may be additional permits needed to begin. When in doubt, please contact our office.

What if I need to change the date of my public hearing? It is possible to change your public hearing date with additional fees. The fee is determined based on how many cancellation notices and new notices our office must send out. See fee schedule for minimum charge.

What is the process?

1. Complete application and supporting materials submitted to the Zoning Office.
2. Hearing date set & notices published as Class II notice according to Chapter 985, Wisconsin Statutes.
3. Surrounding property owners and Town Officials notified.
4. Applicant notified by certified mail of time & place of hearing.
5. Land Services Staff prepares and distributes the Staff Report to the Town Officials and Applicant.
6. Staff and/or Committee Members visit the site of the request to prepare for the Public Hearing.
7. Public hearing is conducted.
8. Decision of Committee sent to applicant in written form.