

Town of Lincoln
 S5705 County Road J
 Fall Creek, WI 54742

Office Use Only

Date Application Accepted:	
Accepted By:	
Receipt Number:	
Town Hearing Date:	
Scheduled Hearing Date:	

SPECIAL EXCEPTION PERMIT APPLICATION

Property Owner Name:	Phone#
Mailing Address:	
Email Address:	

Agent Name:	Phone#
Mailing Address:	
Email Address:	

SITE INFORMATION

Site Address:			
Property Description: _____ ¼ _____ ¼ Sec. _____, T _____ N, R _____ W, Town of _____			
Zoning District:		Code Section(s):	
Computer #(s):			
or			
PIN #(s):			

GENERAL APPLICATION REQUIREMENTS

Applications are due by Monday, three weeks prior to the Town of Lincoln Town Board monthly meeting/hearing. All information from the checklist below must be included. The Town Plan Commission is allowed 10 working days after submitting an application to determine if an application is approved, conditionally approved or denied.

<input type="checkbox"/> Complete attached information sheet	<input type="checkbox"/> Site Plan Drawn to Scale	<input type="checkbox"/> Confirmed with the COUNTY their submittal deadline and process. COUNTY SIGNATURE REQUIRED BELOW-	<input type="checkbox"/> Provide \$550.00 application fee (non-refundable). Send application LincolnTownClerkFCWI@gmail.com or to the address above.
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I certify by my signature that all information presented herein is true and correct to the best of my knowledge. I give permission to the Town of Lincoln to enter my property for the purpose of collecting information to be used as part of the public hearing process. I further agree to withdraw this application if substantive false or incorrect information has been included.

Owner/Agent Signature _____ Date _____

NOTICE: PERMIT FEES DOUBLE WHEN WORK BEGINS PRIOR TO ISSUANCE OF PERMITS & APPROVALS.

At the public hearing, the applicant may appear in person or through an agent or an attorney of his/her choice. The applicant/agent/attorney may present testimony, evidence, and arguments in support of the application. All site plans, pictures, etc. become the property of the Town and will remain in the file.

STANDARDS FOR CONDITIONAL USE PERMITS

The Town Board of the Town of Lincoln has the authority to grant conditional use permit only when the standards are met. The special exception permit standards are located in Section 18.21.060 and 18.32.040 of the Town of Lincoln Zoning Ordinance. Those standards are as follows:

- A. 18.21.060-Standards for special exception permit approval are:
 - A. The proposed use is in conformance with the purpose of the zoning district in which it is located;
 - B. That the use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, nor diminish and impair property values within the neighborhood;
 - C. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided;
 - D. Adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use;
 - E. Adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result;
 - F. Soil conditions are adequate to accommodate the proposed use;
 - G. Proper facilities and access points are provided which would eliminate any traffic congestion or hazard which may result from the proposed use.

- B. 18.32.040 Standards for approval of special exceptions in the Agricultural Preservation District.
When reviewing special exception permit requests for the A-P district, the commission shall consider the following factors:
 - A. The use and its location in the farmland preservation zoning district are consistent with the purposes of the A-P Agricultural Preservation zoning district;
 - B. The use and its location in the A-P Agricultural Preservation zoning district are reasonable and appropriate, considering alternative locations, or are specifically approved under state or federal law;
 - C. The use is reasonably designed to minimize conversion of land, at and around the site of the use, from agricultural use or open space use;
 - D. The use does not substantially impair or limit current or future agricultural use of surrounding parcels of land that are zoned for or legally restricted to agricultural use;
 - E. Construction damage to land remaining in agricultural use is minimized and repaired, to the greatest extent feasible;
 - F. The availability of local units of government to provide services without unreasonable burden; and
 - G. The effect of the proposed use on water and air pollution, soil erosion, sedimentation and other possible environmental damage.
 - H. That the special use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purpose already permitted, nor diminish and impair property values within the neighborhood

SUPPLEMENTAL INFORMATION FOR A CONDITIONAL USE PERMIT

In order to process your application as quickly as possible, please fill in all the sections below that are applicable to your request, and attach all appropriate maps or plans described below that are relevant to your request.

WRITTEN DESCRIPTION OF THE PROPOSED USE:

General description of the use (home occupation, accessory structure in excess of 1,200 square feet, filling in a floodplain, non-metallic mining, or any other listed conditional use in zoning districts).

IF THE PROPOSED USE INVOLVED A BUSINESS ACTIVITY, DESCRIBE THE PROPERTY

Description of the type of business activity:

Equipment used in the business activity:

Days and hours of operation:

Number of employees:

Nuisance abatement measures that will be implemented:

Noise abatement measures:

Vibration abatement measures:

Dust control measures:

Measures to control fumes or odors:

Visual screening measures (plants, fences, walls, etc.)

DESCRIPTION OF ANY OTHER FEATURES OR CHARACTERISTICS THAT MAY BE SUBJECT TO ZONING REGULATIONS

Exterior appearance of any structure, including a description of the building materials used, the height of eaves, the color of the structure, etc. (required for conditional use permit applications for accessory structures in excess of 1,200 square feet)

Any proposed excavation or fill, the amount of material that will be mined in a non-metallic mining operation, the amount of material that will be stockpiled, etc.

Other features or characteristics (signs, fences, outdoor display areas, etc.)

SCALED SITE PLAN- <https://beacon.schneidercorp.com/> (Select Wisconsin and then Eau Claire County, WI-View Map)

<input type="checkbox"/> Show parcel and building dimensions of all existing and proposed structures	<input type="checkbox"/> Landscape and screening plans
<input type="checkbox"/> Show all signs, fences and other features that may be regulated by zoning	<input type="checkbox"/> Show the well and septic system
<input type="checkbox"/> Site access, driveway, and nearest road (labeled)	<input type="checkbox"/> Parking areas with spaces
<input type="checkbox"/> Drainage plans including the erosion control plan	<input type="checkbox"/> Show all navigable water ways, wetlands, floodplains, slopes in excess of 20%, and any other unique limiting condition of the property
<input type="checkbox"/> The layout of the use within the structure; if the use only occupies part of the structure, the floor plan should illustrate only the layout of that part of the structure occupied by the use and any access to the use through halls, doorways, etc.	
<input type="checkbox"/> The location of any equipment that will be used	

FOR ALL NON-AGRICULTURAL ACCESSORY STRUCTURES

<input type="checkbox"/> Show floor plan, including attics
<input type="checkbox"/> Show scaled building elevations
<input type="checkbox"/> Show color scheme
<input type="checkbox"/> Provide information addressing 59.69 (5e) with substantial evidence supporting your request

EAU CLAIRE COUNTY USE ONLY

The County must sign off before submitting application to the Town

Overlay District:
Check Applicable

- Shoreland Floodplain Wellhead Protection

Permits:
Check Applicable

- Building Electrical Sanitation Erosion Control/Stormwater Mgt
- Other: _____

Date: _____

Eau Claire County Planning and Development Signature: _____