

Do I need a Site Plan Review?

Before you can receive a building permit for your project, you should determine if you need to submit a Site Plan Review Application or a Building Permit Application.

Do you need a Site Plan Review?

No if...

- You are constructing a single dwelling on a lot of record;
- You are building a hunting cabin;
- You qualify for a Building Permit as specified under the **“Do I need a building permit?”** fact sheet; or
- You do not need a Building Permit as specified under the **“Do I need a building permit?”** fact sheet.

Yes if...

- **you are not exempted** under one of the above, **you do need to apply** for a site plan review.

Note: A Site Plan Review cannot be authorized if the applicant has any outstanding violations or obligations with the Town of Lincoln. These must be satisfied before a Site Plan Review application can be accepted. (see ToL ZO Section 10.1107: Delinquency)

Application for a Site Plan Review shall be made to the Lincoln Town Building/Zoning Administrator by the landowner or authorized agent and shall include the following:

1. The completed Site Plan Review Application and Materials Checklist v1.2 (**see following pages for the Site Plan Review Application and Materials Checklist v1.2**);
2. All drawings, maps, architectural views, and other renderings specified in the Site Plan Review Application;
3. The Site Plan Review Fee;
4. Any other information requested by the Building/Zoning Administrator or Plan Commission Chairman that the Plan Commission may need to make their determination.

Once all of the above has been submitted to the Zoning Administrator, the chair of the Plan Commission will schedule the Site Plan Review with the Plan Commission.

Note: The Plan Commission will approve said plans only after determining the proposed building or buildings will not impair an adequate supply of light and air to adjacent property, or substantially increase the danger of fire, or traffic congestion, or otherwise endanger the public health or safety. (ToL ZO Section 10.0706)

Note: The Plan Commission may, at its discretion, require an application for a Building Permit requiring a Site Plan Review to enter into a Development Agreement with the Town. All Development Agreements shall be approved by the Town Board of Supervisors. (ToL ZO Section 10.0706)

Site Plan Review Fees can be found at

<https://storage.googleapis.com/juniper-media-library/168/2025/08/Resolution%202025-1-Fee%20Schedule.pdf>

Site Plan Review Application and Materials Checklist (v1.2)

In accordance with Section 10.0702 on the Lincoln Township Zoning Ordinance, all applicants for a building permit are required to submit an application for a site plan review except for residential construction. Hunting cabins must be approved by the Zoning Administrator. The Zoning Administrator or Plan Commission may waive certain materials that are not critical to the purpose of a site plan review.

Note: A site plan review cannot be authorized if the applicant has any outstanding violations or obligations with the Town of Lincoln. These must be satisfied before a site plan review application can be accepted.

Five paper copies or one electronic copy (preferred) of the site plan (#6), the architectural plans (#29), and this application must be submitted to the Zoning Administrator who shall transit all applications and their accompanying plan to the Plan Commission for their review.

Please initial all items as you go through the list so that both you and we know you have completed them.

1. Name of project:

2. Owner's (and, if appropriate, developer's) name and address:

3. Architect and/or engineer's name and address:

4. Dimensions of lot/size of parcel: _____

5. Zoning classification of the lot/parcel: _____

6. **Provide a detailed site plan drawn to a recognized engineering scale not less than one (1) inch equals 50 feet. Drawing must include items 7 – 28. For items that are not applicable enter "DNA" in margin.**

7. Scale of drawing (indicate here as well as on the site plan) _____

8. Dimensions of lot/size of parcel (must be included on drawing as well)

9. North directional arrow shown.

10. Existing nearest street name(s).
11. Location of existing and proposed rights-of-way and easements and widths (the Zoning Administrator should know these).
12. The type, size, and location of all existing and proposed buildings/structures with all building/structure dimensions shown including their setbacks from property lines and roads.
13. Height of existing and new building(s)/structure(s).
14. Existing and general location of proposed sanitary disposal systems.
15. Existing and proposed topography shown at a contour interval not less than two (2) feet.
16. Existing woodlands, treelines and wetlands.
17. The characteristics of soils related to contemplated specific uses. (In general: are the soils clay, muck, sandy, wetland indicators, or other).
18. The depth to bedrock and water table per Kewaunee County Land & Water Department or Lincoln Township maps. (If unsure, contact Kewaunee County Land & Water Conservation Department. If no features are shown on the site plan, the Plan Commission will research Karst features on the property. **If you do not complete this requirement, the site plan review will be held up until the proper information is submitted.**)
19. Location of proposed, existing, and abandoned wells on the property and their setbacks from all existing and proposed buildings and other structures, property lines, and roads.
20. Setback distances to existing and proposed building(s)/structure(s) from all drainage features on the property; include type of feature e.g: "grassed water way", "creek", "seasonal stream".
21. Location of all confirmed and suspected Karst features on the property, e.g.: exposed rock, trace lines and sink holes. (If unsure, contact Kewaunee County Land & Water Conservation Department. If no features are shown on the site plan, the Plan Commission will research Karst features on the property. **If you do not complete this requirement, the site plan review will be held up until the proper information is submitted.**)
22. All proposed storm water management facilities, including detention/retention areas.
23. Location of driveways, parking, and provisions for traffic circulation (both existing and proposed).
24. Location of pedestrian sidewalks and walkways (both existing and proposed).
25. Total number of parking spaces noted including location and dimension (existing and proposed).
26. Location, extent, and type of proposed plantings.
27. Any development/material staging.

28. Outdoor lighting on the property and the buildings on the site plan. Indicate lighting "reach". (Note Outdoor Lighting Regulations in Section 10.0313 of the Zoning Ordinance).

29. Separate from the site plan, submit architectural plans, elevations, and perspective drawings and sketches illustrating the design and character of proposed building(s)/structure(s).

30. Detail any future expansion plans. (This is required information. If you do not complete this requirement, the site plan review will be held up until the proper information is submitted.)

31. A certified survey may be required by the Plan Commission.

Note to the applicant: per Section 10.0806 of the Town's Zoning Ordinance, "The Plan Commission may, at its discretion, require an application for a Building Permit requiring a Site Plan Review to enter into a Development Agreement with the Town. All Development Agreements shall be approved by the Town Board of Supervisors."

This Site Plan is submitted by: _____

Signed: _____

Date: _____

Note to the applicant: a Site Plan Review does not guarantee that you will receive a building permit for your project.

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<https://storage.googleapis.com/juniper-media-library/168/2025/08/Resolution%202025-1-Fee%20Schedule.pdf>