

Conceptual Site Plan Review

A conceptual site plan is an early-phase, high-level drawing that shows how a proposed building or project fits on a piece of land. It outlines basic elements like building footprints, parking areas, and traffic flow to test a project's feasibility before investing in detailed engineering.

To set up a conceptual meeting, please contact the Village Zoning Administrator.

Core Elements

- **Building Footprints:** Rough shapes and sizes showing where structures will sit.
- **Access and Circulation:** General paths for cars and people entering and moving through the property.
- **Parking Layouts:** Estimated spaces and zones for vehicles.
- **Open Spaces:** Designated areas for landscaping, buffers, or conservation.

Main Purposes

- **Feasibility Testing:** Check if a specific use or building size can physically work on a lot.
- **Zoning Review:** Provide local authorities an early look to catch major rule conflicts.
- **Stakeholder Communication:** Help owners and groups visualize the project before paying for precise architectural drafts.

The purpose of a conceptual meeting is to allow the Village of Lincoln the opportunity to informally review a development proposal before any building or opening begins. It makes sure a project follows all safety laws, building rules, and local codes. This process helps catch mistakes early, saves money, and keeps people safe.

Main Goals

- **Check rules:** Make sure designs match local building, fire, and health codes.
- **Find mistakes:** Spot design errors or missing details while plans are still on paper.
- **Save money:** Fix costly problems before actual work or buying equipment starts.
- **Stop delays:** Prevent work from stopping later due to failed inspections or broken laws.

The Zoning Administrator will do a review of your conceptual plan. He will also inform you of agencies to contact for your development review. These agencies may include public safety, soil erosion, building, drain commissioner or other relevant contacts.

The Zoning Administrator will set up a meeting with the Planning Commission. The Planning Commission meets every 3rd Monday of the month at 6:30 in the Village Hall. Your project materials need to be provided to the Planning Commission at least 15 days before the monthly meeting. Seven copies will need to be provided to allow individual members to review your project.

At the meeting, Planning Commission staff will review and discuss, at a minimum, the following:

- Review the proposed use to determine the alignment and conformance to Village Ordinances.
- Provide productive feedback, if applicable.
- Provide information on the proposed property (if applicable), such as zoning district, utilities, etc.
- Discuss the process for development including site plan review, special use permits, variances, etc.