

Town of Linden Building Site Approval Process*

1. Applicant goes to Iowa County Zoning office to get necessary County zoning approvals.
2. Applicant requests a building site approval application packet from the Town Clerk, Ellie Nelson 608-623-2124.
3. Applicant compiles required information
 - a. A sketch map showing the following:
 - i) North arrow, date, scale, reference to section corner.
 - ii) Recorded easements.
 - iii) Property lines.
 - iv) Zoning setbacks.
 - v) Location of existing buildings.
 - vi) Location of proposed building or buildings with distances to existing buildings, property lines, and public roadways.
 - vii) Side view of proposed buildings, showing elevation.
 - viii) Additional information, if deemed necessary by the Commission.
 - b. A copy of the relevant plat book page with the parcel highlighted.
 - c. Aerial Photo/Site Analysis. The aerial photo should be marked to show property lines, existing fencerows and hedgerows, farm fields, pastures, existing field roads and driveways, existing vegetation, wetlands, floodplains, lake and river shorelines, streams/ditches and other watercourses.
 - d. Soils Map and Soil and Slope Analysis. The soils map should include highlights showing prime farmland, existing topography (contours, ridgelines, and hilltops) and lands unsuitable for development due to critical slope conditions.
 - e. Proof of access to Town, County, or State road or highway as applicable.
 - f. Plan for driveway consistent with Town of Linden Driveway Ordinance.
4. Applicant returns applications along with \$150 to the Town Clerk
5. The Town Clerk checks application for completeness. If it is complete, the Clerk forwards the packet to the Town Plan Commission. If it is incomplete, the Clerk returns the packet to the applicant with a note of what is missing.
6. The Plan Commission schedules and completes a site visit.
7. The Plan Commission reviews the application at its next scheduled meeting and makes a recommendation to the Town Board.
8. The Town Board either approves or disapproves the application at its next regularly scheduled board meeting.

*Note: Town approval is only one part of the process of obtaining a building permit. The larger process begins at the Iowa County Office of Planning and Development.