

LAND USE APPLICATION - INSTRUCTIONS & FORM

LND-A

4. Required Submittal Materials

Pursuant to Section 28.181(4), MGO, no application is complete unless all required information is included and all application fees have been paid. **The Zoning Administrator may reject an incomplete application.** Use this checklist to prepare a complete Land Use Application. **Note:** Not all development plan materials listed below are required for all applications. Submittal materials are as determined by staff. Those application types which have specific additional submittal requirements, as noted below, are outlined in Land Use Application Form LND-B (<https://www.cityofmadison.com/dpced/bi/documents/LUAChecklist.pdf>).

Req.	Required Submittal Information	Contents	No. of Copies	✓
✓	Filing Fee (\$ <u>150.00</u>)	Refer to the Fee Schedule on Page 6. Make checks payable to City Treasurer.	1	
✓	Land Use Application	Forms must include the property owner's authorization.	1	
✓	Legal Description (For Zoning Map Amendments only)	Legal description of the property, complete with the proposed zoning districts and project site area in square feet and acres.	1	
✓	Pre-Application Notification	Proof of written 30-day notification to alder, neighborhood association, and business associations. In addition, Demolitions require posting notice of the requested demolition to the City's Demolition Listserv at least 30 days prior to submitting an application. For more information, see Page 1 of this application.	1	
✓	Letter of Intent (LOI)	Narrative description of the proposal in detail, including, but not limited to, the existing site conditions, project schedule, phasing plan, proposed uses, hours of operation, number of employees, gross square footage, number of units and bedrooms, public subsidy requested, project team, etc. ** When submitting, you must collate the Letters of Intent with the Development Plans **	28	
✓	Development Plans	Twenty-Eight (28) <u>legible & scaled</u> 11" x 17" copies, collated and stapled.	28	
	Site Plan	** When submitting, you must collate the Letters of Intent with the Development Plans ** For a detailed list of the content requirements for each of these plan sheets, please see Land Use Application Form LND-B (https://www.cityofmadison.com/dpced/bi/documents/LUAChecklist.pdf)		
	Survey or site plan of existing conditions			
	Grading Plan			
	Utility Plan			
	Landscape Plan and Landscape Worksheet			
	Building Elevations			
	Roof and Floor Plans			
	Fire Access Plan and Fire Access Worksheet			
	Supplemental Requirements (Based on Application Type)	Additional materials are required for the following application types noted below. Please see Land Use Application Form LND-B (https://www.cityofmadison.com/dpced/bi/documents/LUAChecklist.pdf) for a detailed list of the submittal requirements for these application types. The following Conditional Use Applications: <ul style="list-style-type: none"> <input type="checkbox"/> Lakefront Developments <input type="checkbox"/> Outdoor Eating Areas <input type="checkbox"/> Development Adjacent to Public Parks <input type="checkbox"/> Demolition Permits <input type="checkbox"/> Modifications to Parking Requirements (i.e. Parking Reductions or Exceeding the Maximum) <input type="checkbox"/> Development within Downtown Core (DC) and Urban Mixed-Use (UMX) Zoning Districts <input type="checkbox"/> Zoning Map Amendments (i.e. Rezoning) <input type="checkbox"/> Planned Development / General Development Plans (GDPs) / Planned Development Specific Implementation Plans (SIPs) 	Include in Plan Set as required	
	Digital Copies of all Submitted Materials	Digital copies of all items, submitted in hard copy are required. All development plan set sheets must be scalable to full- and half-size sheets. Individual PDF files of each item submitted should be compiled on a CD or flash drive, or in an email to pcapplications@cityofmadison.com . The email must include the project address, project name, and applicant name. Electronic submittals via file hosting services (such as Dropbox.com) are not allowed. Applicants who are unable to provide the materials electronically should contact the Planning Division at (608) 266-4635 for assistance.	1	

City of Madison
Planning Division
126 S. Hamilton St.
P.O. Box 2985
Madison, WI 53701-2985
(608) 266-4635



All Land Use Applications must be filed with the Zoning Office at the above address.

This completed form is required for all applications for Plan Commission review except subdivisions or land divisions, which should be filed using the Subdivision Application found on the City's web site.

FOR OFFICE USE ONLY:

Paid _____ Receipt # _____

Date received _____

Received by _____

Parcel # _____

Aldermanic district _____

Zoning district _____

Special requirements _____

Review required by _____

UDC PC

Common Council Other _____

Reviewed By _____

1. Project Information

Address: 1020 Sherman Ave., Madison, WI 53703

Title: An ADU (Accessory Dwelling Unit) for Maura & Michael Crooks

2. This is an application for (check all that apply)

Zoning Map Amendment (rezoning) from _____ to _____

Major Amendment to an Approved Planned Development-General Development Plan (PD-GDP) Zoning

Major Amendment to an Approved Planned Development-Specific Implementation Plan (PD-SIP)

Review of Alteration to Planned Development (PD) (by Plan Commission)

Conditional Use or Major Alteration to an Approved Conditional Use

Demolition Permit

Other requests

3. Applicant, Agent and Property Owner Information

Applicant name Ryan Schultz Company OpeningDesign

Street address 316 W. Washington, Suite 675 City/State/Zip Madison, WI 53703

Telephone 773-425-6456 Email Ryan Schultz

Project contact person Ryan Schultz Company OpeningDesign

Street address 316 W. Washington, Suite 675 City/State/Zip Madison, WI 53703

Telephone 773-425-6456 Email Ryan Schultz

Property owner (if not applicant) Maura & Michael Crooks

Street address 1020 Sherman Ave City/State/Zip Madison, WI

Telephone 608-287-3926 Email mcrooks@vonbriesen.com

4. Project Description

Provide a brief description of the project and all proposed uses of the site:

This project proposes a 1 story, 700sf footprint ADU. The 1st floor will be dedicated to a 280sf (1) car garage, and a 420sf ADU facing the lake. There will be a occupiable deck on the flat roof.

Scheduled start date Winter of 2019 Planned completion date Spring of 2020

5. Required Submittal Materials

Refer to the Land Use Application Checklist for detailed submittal requirements.

- Checkboxes for Filing fee, Land Use Application, Letter of intent, Legal description, Pre-application notification, Vicinity map, Survey or existing conditions site plan, Development plans, Land Use Application Checklist (LND-C), Supplemental Requirements, and Electronic Submittal*.

*Electronic copies of all items submitted in hard copy are required. Individual PDF files of each item submitted should be compiled on a CD or flash drive, or submitted via email to pcapplications@cityofmadison.com.

For concurrent UDC applications a separate pre-application meeting with the UDC Secretary is required prior to submittal. Following the pre-application meeting, a complete UDC Application form and all other submittal requirements must be submitted to the UDC Secretary.

6. Applicant Declarations

- Pre-application meeting with staff. Prior to preparation of this application, the applicant is strongly encouraged to discuss the proposed development and review process with Zoning and Planning Division staff. Note staff persons and date.

Planning staff Chris Wells Date April 9th, 2019
Zoning staff Jenny Kirchgatter Date April 9th, 2019

- Demolition Listserv
Public subsidy is being requested (indicate in letter of intent)

- Pre-application notification: The zoning code requires that the applicant notify the district alder and any nearby neighborhood and business associations in writing no later than 30 days prior to FILING this request. List the alderperson, neighborhood association(s), business association(s), AND the dates you sent the notices;

Ald. Patrick Heck, Tenney-Lampham Neighborhood Association were notified on 1/19/20.

The alderperson and the Director of Planning & Community & Economic Development may reduce the 30-day requirement or waive the pre-application notification requirement altogether. Evidence of the pre-application notification is required as part of the application materials.

The applicant attests that this form is accurately completed and all required materials are submitted:

Name of applicant Ryan Schultz Relationship to property Architect

Authorizing signature of property owner [Signature] Date 2/19/2020