

City of Madison  
 Planning Division  
 Madison Municipal Building, Suite 211 Martin  
 Luther King, Jr. Blvd.  
 P.O. Box 2985  
 Madison, WI 53701-2985  
 (608) 266-4635



**FOR OFFICE USE ONLY:**

Paid \_\_\_\_\_ Receipt # \_\_\_\_\_  
 \_\_\_\_\_  
 Date received \_\_\_\_\_  
 Received by \_\_\_\_\_  
 Original Submittal       Revised Submittal  
 Parcel # \_\_\_\_\_  
 Aldermanic District 5/1/21 **RECEIVED**  
9:41 a.m.  
 Zoning District \_\_\_\_\_  
 Special Requirements \_\_\_\_\_  
 Review required by \_\_\_\_\_  
 UDC       PC  
 Common Council       Other \_\_\_\_\_  
 Reviewed By \_\_\_\_\_

**All Land Use Applications must be filed with the Zoning Office. Please see the revised submittal instructions on Page 1 of this document.**

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](#).

**APPLICATION FORM**

**1. Project Information**

Address (list all addresses on the project site): \_\_\_\_\_ 2302 Packers Ave, Madison, WI 53704

Title: \_\_\_\_\_ Villa Tap \_\_\_\_\_

**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)
- 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** \_\_\_\_\_ Chris Warren \_\_\_\_\_ **Company** \_\_\_\_\_ Villa Tap \_\_\_\_\_  
**Street address** \_\_\_\_\_ 2302 Packers Ave \_\_\_\_\_ **City/State/Zip** \_\_\_\_\_ Madison, WI 53704 \_\_\_\_\_  
**Telephone** \_\_\_\_\_ 608-334-2431 \_\_\_\_\_ **Email** \_\_\_\_\_ chico.warren@gmail.com \_\_\_\_\_

**Project contact person** \_\_\_\_\_ Reese Railling \_\_\_\_\_ **Company** \_\_\_\_\_ n/a \_\_\_\_\_  
**Street address** \_\_\_\_\_ 1902 Melrose St \_\_\_\_\_ **City/State/Zip** \_\_\_\_\_ Madison, WI 53703 \_\_\_\_\_  
**Telephone** \_\_\_\_\_ 406-581-1561 \_\_\_\_\_ **Email** \_\_\_\_\_ reesewoody1@gmail.com \_\_\_\_\_

**Property owner (if not applicant)** \_\_\_\_\_  
**Street address** \_\_\_\_\_ **City/State/Zip** \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

M:\Planning Division\Development Review\Application Forms & Schedules\Land Use Application - October 2020

**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. Make sure to review the *Submittal Requirements for PDFs* (listed on Pages 3 and 4). 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](#).

Req.	Required Submittal Information	Contents	✓																											
	Filing Fee (\$ )	Refer to the Fee Schedule on Page 8 and the Revised Fee Submittal Instructions on Page 1.																												
	Digital (PDF) Copies of all Materials noted	Digital (PDF) copies of all items are required. All PDFs <b>must comply</b> with the <i>Submittal Requirements for PDFs</i> (listed on Pages 3 and 4) and follow the revised submittal <b>below</b> procedures outlined on Page 1.																												
	Land Use Application	Forms must include the property owner’s authorization																												
	Legal Description	Legal description of the property, complete with the proposed zoning districts and (For Zoning Map Amendments only) project site area in square feet and acres.																												
	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 <a href="#">City’s Demolition Listserv</a> at least 30 days prior to submitting an application. For more information, see Page 1 of this document.																												
	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.																												
	Development Plans	For a detailed list of the content requirements for each of these plan sheets, see <a href="#">Land Use Application Form LND-B</a>																												
	<table border="1"> <thead> <tr> <th>Req.</th> <th></th> <th>✓</th> <th>Req.</th> <th></th> <th>✓</th> <th>Req.</th> <th></th> <th>✓</th> </tr> </thead> <tbody> <tr> <td></td> <td>Site Plan</td> <td></td> <td></td> <td>Utility Plan</td> <td></td> <td></td> <td>Roof and Floor Plans</td> <td></td> </tr> <tr> <td></td> <td>Survey or site plan of Landscape Worksheet</td> <td></td> <td></td> <td>Landscape Plan and Fire Access Worksheet</td> <td></td> <td></td> <td>Plan and existing conditions</td> <td></td> </tr> </tbody> </table>	Req.		✓	Req.		✓	Req.		✓		Site Plan			Utility Plan			Roof and Floor Plans			Survey or site plan of Landscape Worksheet			Landscape Plan and Fire Access Worksheet			Plan and existing conditions			
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	Supplemental Requirements (Based on Application Type)	Grading Plan Building Elevations Additional materials are required for the following application types noted below. See <a href="#">Land Use Application Form LND-B</a> for a detailed list of the submittal requirements for these application types. <ul style="list-style-type: none"> <li><input type="checkbox"/> The following Conditional Use Applications:                             <ul style="list-style-type: none"> <li><input type="checkbox"/> Lakefront Developments</li> <li><input type="checkbox"/> Outdoor Eating Areas</li> <li><input type="checkbox"/> Development Adjacent to Public Parks</li> </ul> </li> <li><input type="checkbox"/> Demolition Permits</li> <li><input type="checkbox"/> Zoning Map Amendments (i.e. Rezoning)</li> <li><input type="checkbox"/> Planned Development General Development</li> <li><input type="checkbox"/> Plans (GDPs) / Planned Development Specific Implementation Plans (SIPs)</li> </ul> Modifications to Parking Requirements																												

(i.e. Parking Reductions or Exceeding the Maximum)

Development within Downtown Core (DC) and Urban Mixed-Use (UMX) Zoning Districts

**APPLICATION FORM (CONTINUED)**

**5. Project Description**

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

\_Outdoor dining area (16' x 36') on the backside of Villa Tap. It will replace 4 parking stalls and consist of 6 small tables.\_

**Proposed Square-Footages by Type:**

Overall (gross): 576 Commercial (net): 576 Office (net): \_\_\_\_\_  
 Industrial (net): \_\_\_\_\_ Institutional (net): \_\_\_\_\_

**Proposed Dwelling Units by Type (if proposing more than 8 units):**

Efficiency: \_\_\_\_\_ 1-Bedroom: \_\_\_\_\_ 2-Bedroom: \_\_\_\_\_ 3-Bedroom: \_\_\_\_\_ 4+ Bedroom: \_\_\_\_\_  
 Density (dwelling units per acre): \_\_\_\_\_ Lot Size (in square feet & acres): \_\_\_\_\_

**Proposed On-Site Automobile Parking Stalls by Type (if applicable):**

Surface Stalls: \_\_\_\_\_ Under-Building/Structured: \_\_\_\_\_

**Proposed On-Site Bicycle Parking Stalls by Type (if applicable):**

Indoor: \_\_\_\_\_ Outdoor: \_\_\_\_\_

Scheduled Start Date: June 2021 Planned Completion Date: July 2021

**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 Colin Punt Date 4/16/2021

Zoning staff Jacob Moskowitz Date 4/16/2021

**Posted notice of the proposed demolition on the [City's Demolition Listserv](#)** (if applicable).

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 all applicable neighborhood and business associations **in writing no later than 30 days prior to FILING this request.** Evidence of the pre-application notification or any correspondence granting a waiver is required. List the alderperson, neighborhood association(s), business association(s), AND the dates notices were sent.

District Alder Syed Abbas Date 4/19/21

Neighborhood Association(s) Sherman Neighborhood Association Date 4/19/2021

Business Association(s) Northside Business Association Date 4/19/21

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

Name of applicant Chris Warren Relationship to property Owner

Authorizing signature of property owner Chris Warren Date 4/28/2021

**APPLICATION FILING FEES**

Consult the schedule below for the appropriate fee for your request. Refer to Section 28.206, MGO for further detail. Land Use Applications containing a combination of Rezoning, Demolition Permit and/or Conditional Use approvals shall, after computation of each category, be charged the highest individual fee. Fractions of an acre are rounded up to the next whole acre. Please note that a separate fee schedule applies for subdivision/CSM applications and for Urban Design Commission review. Make checks payable to *City Treasurer* and mail it to the following address: *City of Madison Building Inspection; P.O. Box 2984; Madison, WI 53701-2984*. Please include a cover page with the check which includes the project address, brief description of the project, and contact information.

Request	Filing Fee
Zoning Map Amendment, except for Planned Developments	\$950 plus \$100 for each acre of land in excess of one acre or fraction thereof, included in the proposed rezoning, up to a maximum of 20 acres or \$2,850
Zoning Map Amendment for a Planned Development: General Development Plan (GDP) or Specific Implementation Plan (SIP) (including Major Alterations requiring Common Council approval)	\$1,500 plus \$200 for each acre of land in excess of one acre or fraction thereof, included in the proposed rezoning, up to a maximum of twenty acres or \$5,300
Major Alteration to a Planned Development General Development Plan (GDP) or Specific Implementation Plan (SIP) <u>requiring Plan Commission approval</u>	\$500
All Conditional Uses (including Major Alterations to approved Conditional Uses), except those noted below	\$600 plus \$100 for each acre of land in excess of one acre or fraction thereof, up to a maximum of 20 acres or \$2,500
Conditional Use (including Major Alterations to Approved Conditional Uses) for a: <ul style="list-style-type: none"> <li>• Multi-family complex</li> <li>• School</li> <li>• New construction or addition to existing building(s) that results in total square footage greater than 50,000 square feet in floor area and 25,000 or more square feet of floor area designed or intended for retail, hotel or motel use</li> <li>• New construction of a building, addition to any existing building or major alteration to the exterior face of a building in the Downtown Core (DC) or Urban Mixed-Use (UMX) District</li> </ul>	\$950 plus one \$100 for each acre of land in excess of one acre or fraction thereof, up to a maximum of 20 acres or \$2,850

<p>Conditional Use application for the following conditional uses:</p> <ul style="list-style-type: none"> <li>• Day care centers [includes adult day care]</li> <li>• Adaptive reuse of former public school or municipal buildings</li> <li>• Accessory greenhouses and swimming pool roofs or domes which infringe on required usable open space</li> <li>• Community service organizations; day treatment facilities</li> <li>• Development of parcels adjacent to landmarks, landmark sites or historic districts designated by the Landmarks Commission, provided that the use of the parcel is either a permitted or conditional use allowed in the zoning district in which the property is located</li> </ul>	<p>No fee</p>
<p>Conditional Use application filed by any nonprofit, nongovernmental organization registered with the Department of Financial Institutions or by any neighborhood organization registered with the City Department of Planning and Community and Economic Development. When a question arises as to whether an organization is nonprofit, nongovernmental, the City Attorney shall investigate and make a determination.</p>	<p>No fee</p>
<p>Demolition or Removal Permit</p>	<p>\$600, unless permit is issued in conjunction with a conditional use approval, in which case the fee for that application applies</p>
<p>Site Plan Review fee</p>	<p>\$100 plus \$50 for each acre of land in excess of one acre, or fraction thereof, up to a maximum of 5 acres or \$300.                  Review of previously rejected site plan is 50% of original fee.                  \$50 maximum for governmental entities, schools, and non-profit, non-governmental organizations.</p>