

LAND USE APPLICATION - INSTRUCTIONS & FORM

LND-A

City of Madison
Planning Division
Madison Municipal Building, Suite 017
215 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 _____

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 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. (<http://www.cityofmadison.com/development-services-center/documents/SubdivisionApplication.pdf>)

APPLICATION FORM

1. Project Information

Address: 2817 E Washington Ave, Madison, WI 53704

Title: Christine's Kitchens LLC

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 Christine Ameigh Company Christine's Kitchens

Street address 2817 E Washington Ave City/State/Zip Madison WI 53704

Telephone 760-945-4662 Email glidersandbeyond@gmail.com

Project contact person Grant Roeming Company Executive Management Inc

Street address 2701 International Lane City/State/Zip Madison WI 53704

Telephone 608-669-7799 Email Grant@emi-mgmt.com

Property owner (if not applicant) Facilities Manager Grant Roeming

Street address 2701 International Lane City/State/Zip Madison WI 53704

Telephone 608-669-7799 Email Grant@emi-mgmt.com

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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	✓										
X	Filing Fee (\$ <u>600</u>)	Refer to the Fee Schedule on Page 6. Make checks payable to City Treasurer.	1											
X	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											
X	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											
X	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											
X	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													
X	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: <table border="0" style="width: 100%;"> <tr> <td><input type="checkbox"/> Lakefront Developments</td> <td><input type="checkbox"/> Development within Downtown Core (DC) and Urban Mixed-Use (UMX) Zoning Districts</td> </tr> <tr> <td><input type="checkbox"/> Outdoor Eating Areas</td> <td><input type="checkbox"/> Zoning Map Amendments (i.e. Rezonings)</td> </tr> <tr> <td><input type="checkbox"/> Development Adjacent to Public Parks</td> <td><input type="checkbox"/> Planned Development General Development Plans (GDPs) / Planned Development Specific Implementation Plans (SIPs)</td> </tr> <tr> <td><input type="checkbox"/> Demolition Permits</td> <td></td> </tr> <tr> <td><input type="checkbox"/> Modifications to Parking Requirements (i.e. Parking Reductions or Exceeding the Maximum)</td> <td></td> </tr> </table>	<input type="checkbox"/> Lakefront Developments	<input type="checkbox"/> Development within Downtown Core (DC) and Urban Mixed-Use (UMX) Zoning Districts	<input type="checkbox"/> Outdoor Eating Areas	<input type="checkbox"/> Zoning Map Amendments (i.e. Rezonings)	<input type="checkbox"/> Development Adjacent to Public Parks	<input type="checkbox"/> Planned Development General Development Plans (GDPs) / Planned Development Specific Implementation Plans (SIPs)	<input type="checkbox"/> Demolition Permits		<input type="checkbox"/> Modifications to Parking Requirements (i.e. Parking Reductions or Exceeding the Maximum)		Include in Plan Set as required	
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	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											

APPLICATION FORM (CONTINUED)

5. Project Description

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

looking to expand shared kitchen (food prep and production) into the space next door to current location at 2917 E Washington.

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): 169775.36 SF / 3.89 acre

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

Surface Stalls: 240 Under-Building/Structured: _____

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

Indoor: _____ Outdoor: _____

Scheduled Start Date: _____ Planned Completion Date: _____

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 Pund Date 6/3/19

Zoning staff Jenny Kirchgatter Date 6/3/19

- Demolition Listserv (https://www.cityofmadison.com/developmentCenter/demolitionNotification/notificationForm.cfm).

- 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 Marsha Rummel Date 6-10-19

Neighborhood Association(s) Brad Kuse Date 6-10-19

Business Association(s) Karen Thompson Date 6-10-19

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

Name of applicant Grant Roeming Relationship to property Facilities Manager

Authorizing signature of property owner [Signature] Date 6-10-19