

# LAND USE APPLICATION

LND-B

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: 306 N. Brooks Street  
Title: Exercise Room

## 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** Andrew Stephenson **Company** Brooks Street Gym, LLC  
**Street address** 8301 Machine Drive, Suite 102 **City/State/Zip** Madison, WI 53717  
**Telephone** 608-827-7001 **Email** astephenson@lz-management.com

**Project contact person** Duane Johnson **Company** Knothe & Bruce Architects, LLC  
**Street address** 7601 University Ave. Suite 201 **City/State/Zip** Middleton, WI 53562  
**Telephone** (608)836-3690 **Email** djohnson@knothebruce.com

**Property owner (if not applicant)** Karla Thennes **Company** Porchlight, Inc.  
**Street address** 306 N. Brooks Street **City/State/Zip** Madison, WI 53715  
**Telephone** 608-257-2534 **Email** kthennes@porchlightinc.org

#### 4. Project Description

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

A SF exercise room for members.

Scheduled start date June 1, 2018 Planned completion date August 1, 2018

#### 5. Required Submittal Materials

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

<input checked="" type="checkbox"/> Filing fee	<input checked="" type="checkbox"/> Pre-application notification	<input type="checkbox"/> Land Use Application Checklist (LND-C)
<input checked="" type="checkbox"/> Land Use Application	<input checked="" type="checkbox"/> Vicinity map	<input type="checkbox"/> Supplemental Requirements
<input checked="" type="checkbox"/> Letter of intent	<input checked="" type="checkbox"/> Survey or existing conditions site plan	<input checked="" type="checkbox"/> Electronic Submittal*
<input type="checkbox"/> Legal description	<input checked="" type="checkbox"/> Development plans	

*\*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. 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.*

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. An electronic submittal, as noted above, is required. Electronic submittals should be compiled on a CD or flash drive, or sent via email to udcapplications@cityofmadison.com.

#### 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	<u>Tim Parks</u>	Date	<u>3/13/2018</u>
Zoning staff	<u>Matt Tucker</u>	Date	<u>3/13/2018</u>

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:  
March 5, 2018 Alderperson Zach Wood

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. A copy of the notification letters or any correspondence granting a waiver 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	<u>Andrew Stephenson</u>	Relationship to property	<u>Lessee</u>
Authorizing signature of property owner	<u>Karla Oneanes</u>	Date	<u>4/16/18</u>