

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: 1224 South Park Street

Title: _____

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 John Van Note Company SARA Investment Real Estate Inc

Street address 1955 Atwood Ave City/State/Zip Madison, WI 53704

Telephone 608-577-7936 Email jvannote@sarainvest.com

Project contact person Amy S Hasselman Company KONTEXT architects llc

Street address 242 E Main St suite 201 City/State/Zip Sun Prairie, WI 53590

Telephone 608-825-0094 x25 Email amy@kontextarchitects.com

Property owner (if not applicant) Twelve Park LLC

Street address 1955 Atwood Avenue City/State/Zip Madison, WI 53704

Telephone 608-577-7936 Email jvannote@sarainvest.com

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 (\$)	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) legible & scaled 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: <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> Lakefront Developments <input type="checkbox"/> Outdoor Eating Areas <input checked="" type="checkbox"/> Development Adjacent to Public Parks <input checked="" type="checkbox"/> Demolition Permits <input type="checkbox"/> Modifications to Parking Requirements (i.e. Parking Reductions or Exceeding the Maximum) </td> <td style="vertical-align: top;"> <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) </td> </tr> </table>	<input type="checkbox"/> Lakefront Developments <input type="checkbox"/> Outdoor Eating Areas <input checked="" type="checkbox"/> Development Adjacent to Public Parks <input checked="" 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	
<input type="checkbox"/> Lakefront Developments <input type="checkbox"/> Outdoor Eating Areas <input checked="" type="checkbox"/> Development Adjacent to Public Parks <input checked="" 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)					
✓	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			

LAND USE APPLICATION - INSTRUCTIONS & FORM

LND-A

APPLICATION FILING FEES

Please 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 of Madison Treasurer. Credit cards may be used for application fees of less than \$1,000.

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 or Specific Implementation Plan (including Major Alterations)	\$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
Alteration to a Planned Development General Plan or Specific Implementation Plan that requires Plan Commission approval	\$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"> • multi-family complex • school • 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 • 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 	\$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
Conditional Use application for the following conditional uses: <ul style="list-style-type: none"> • Day care centers [includes adult day care] • Adaptive reuse of former public school or municipal buildings • Accessory greenhouses and swimming pool roofs or domes which infringe on required usable open space • Community service organizations; day treatment facilities • 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 	No fee
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.	No fee
Demolition or Removal Permit	\$600, unless permit is issued in conjunction with a conditional use approval, in which case the fee for that application applies
Site Plan Review fee	\$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.

APPLICATION FORM (CONTINUED)

5. Project Description

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

Demolition of existing one-story strip mall over lower level parking; construction of new two-story mixed-use commercial building over lower level parking

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

Efficiency: 0 1-Bedroom: 0 2-Bedroom: 0 3-Bedroom: 0 4+ Bedroom: 0

Density (dwelling units per acre): 0 Lot Size (in square feet & acres): 25,813 SF, 0.593 acres

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

Surface Stalls: 21 Under-Building/Structured: 49

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

Indoor: 8 Outdoor: 4

Scheduled Start Date: November 2019 Planned Completion Date: Summer 2020

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 05/22/2019

Zoning staff Jenny Kirchgatter Date 05/22/2019

- 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 Tag Evers, District 13 Date 05/20/2019

Neighborhood Association(s) Bay Creek Neighborhood Association Date 05/24/2019

Business Association(s) South Madison Business Association Date 05/24/2019

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

Name of applicant John Van Note Relationship to property Attorney

Authorizing signature of property owner  Date 6-18-19