

# 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 4/8/19

Received by JLK

Original Submittal  Revised Submittal

Parcel # 0709-324-1030-4

Aldermanic District 10

Zoning District TR-C2

Special Requirements WP-10

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: 4216 Doncaster Dr.

Title: Kitts Residence

### 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 Michael J. Kitts Company \_\_\_\_\_  
 Street address 730 Williamson St. #518 City/State/Zip Madison, WI 53703  
 Telephone 608-332-5537 Email mjkitts@yahoo.com

Project contact person Steve Mulcahy Jr. Company Mulcahy Construction  
 Street address 6788 Depot St. City/State/Zip Windsor, WI 53598  
 Telephone 608-575-7085 Email stevem069@hotmail.com

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

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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	✓										
	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. <b>** When submitting, you must collate the Letters of Intent with the Development Plans **</b>	28											
✓	Development Plans	Twenty-Eight (28) legible & scaled 11" x 17" copies, collated and stapled.	28											
✓	Site Plan	<b>** When submitting, you must collate the Letters of Intent with the Development Plans **</b>  For a detailed list of the content requirements for each of these plan sheets, please see Land Use Application Form LND-B ( <a href="https://www.cityofmadison.com/dpced/bi/documents/LUAChecklist.pdf">https://www.cityofmadison.com/dpced/bi/documents/LUAChecklist.pdf</a> )												
✓	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 ( <a href="https://www.cityofmadison.com/dpced/bi/documents/LUAChecklist.pdf">https://www.cityofmadison.com/dpced/bi/documents/LUAChecklist.pdf</a> ) for a detailed list of the submittal requirements for these application types.  The following Conditional Use Applications: <table style="display: inline-table; vertical-align: top; margin-left: 20px;"> <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. Rezoning)</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. Rezoning)	<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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<input type="checkbox"/> Outdoor Eating Areas	<input type="checkbox"/> Zoning Map Amendments (i.e. Rezoning)													
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<input type="checkbox"/> Demolition Permits														
<input type="checkbox"/> Modifications to Parking Requirements (i.e. Parking Reductions or Exceeding the Maximum)														
	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 <a href="mailto:pcapplications@cityofmadison.com">pcapplications@cityofmadison.com</a> . The email must include the project address, project name, and applicant name. Electronic submittals via file hosting services (such as <a href="https://www.dropbox.com">Dropbox.com</a> ) are not allowed. Applicants who are unable to provide the materials electronically should contact the Planning Division at (608) 266-4635 for assistance.	1											

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APPLICATION FORM (CONTINUED)

5. Project Description

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

We plan to build a 2-story single family home, which will be owner occupied, with a 2-car detached garage.

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): 1 Lot Size (in square feet & acres): 4,800 sqft, .11 acre

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

Surface Stalls: \_\_\_\_\_ Under-Building/Structured: 2

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

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

Scheduled Start Date: May 7, 2019 Planned Completion Date: Nov 7, 2019

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 3/27/2019

Zoning staff Jacob Moskowitz Date 3/27/19

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 Maurice Cheeks Date 4-3-19

Neighborhood Association(s) Marlborough Date 3-31-19

Business Association(s) \_\_\_\_\_ Date \_\_\_\_\_

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

Name of applicant Michael J. Kitts Relationship to property owner

Authorizing signature of property owner [Signature] Date 4-3-19

## 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"> <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
Conditional Use application for the following conditional uses: <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>	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.

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