

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:

Date Received _____ Initial Submittal
 Paid _____ Revised Submittal

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. If your project requires both Land Use and Urban Design Commission (UDC) submittals, a completed UDC Application and accompanying submittal materials are also required to be submitted.

If you need an interpreter, translator, materials in alternate formats or other accommodations to access these forms, please call the Planning Division at (608) 266-4635.

Si necesita interprete, traductor, materiales en diferentes formatos, u otro tipo de ayuda para acceder a estos formularios, por favor llame al (608) 266-4635.

Yog tias koj xav tau ib tug neeg bdhais lus, tus neeg bdhais ntawv, los sis xav tau cov ntaub ntawv ua lwm hom ntawv los sis lwm cov kev pab kom paub txog cov lus qhia na, thov hu rau Koog Npaj (Planning Division) (608) 266-4635.

APPLICATION FORM

1. Project Information

Address (list all addresses on the project site):

141 SOUTH BUTLER STREET
MADISON, WI 53703

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)
- 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 CHANGE USE CATEGORY FROM 'HOTEL' TO 'MISSION HOUSE'

3. Applicant, Agent, and Property Owner Information

Applicant name EDWARD KUHARSKI **Company** GREEN DESIGN STUDIO
Street address 405 SIDNEY ST. **City/State/Zip** MADISON, WI 53703
Telephone 608/469-5963 **Email** ekuharski@aol.com

Project contact person BRANDI GRAYSON, CEO **Company** URBAN TRIAGE, INC.
Street address 147 S. BUTLER ST. **City/State/Zip** MADISON, WI 53703
Telephone 608/520-0741 **Email** bgrayson@urbantrriage.org

Property owner (if not applicant) CAPTAINS, LLC
Street address 312-306 E. WILSON ST. LL **City/State/Zip** MADISON, WI 53703
Telephone 608/658-6265 **Email** @captainsllc.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. 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 Submitted Materials noted below	Digital (PDF) copies of all items are required. All PDFs must comply with the <i>Submittal Requirements for PDFs</i> (listed on Pages 3 and 4) and follow the revised submittal procedures outlined on Page 1.																																					
	Land Use Application	Forms must include the property owner's authorization																																					
	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.																																					
	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 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 Land Use Application Form LND-B																																					
	<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 existing conditions</td> <td>✓</td> <td></td> <td>Landscape Plan and Landscape Worksheet</td> <td></td> <td></td> <td>Fire Access Plan and Fire Access Worksheet</td> <td></td> </tr> <tr> <td></td> <td>Grading Plan</td> <td>✓</td> <td></td> <td>Building Elevations</td> <td>✓</td> <td></td> <td>Street Tree Plan and Street Tree Report</td> <td></td> </tr> </tbody> </table>	Req.		✓	Req.		✓	Req.		✓		Site Plan	✓		Utility Plan			Roof and Floor Plans	✓		Survey or site plan of existing conditions	✓		Landscape Plan and Landscape Worksheet			Fire Access Plan and Fire Access Worksheet			Grading Plan	✓		Building Elevations	✓		Street Tree Plan and Street Tree Report			
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	Grading Plan	✓		Building Elevations	✓		Street Tree Plan and Street Tree Report																																
	Supplemental Requirements (Based on Application Type)	<p>Additional materials are required for the following application types noted below. See Land Use Application Form LND-B for a detailed list of the submittal requirements for these application types.</p> <p><input type="checkbox"/> The following Conditional Use Applications:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Lakefront Developments <input type="checkbox"/> Outdoor Eating Areas <input type="checkbox"/> Development Adjacent to Public Parks <p><input checked="" type="checkbox"/> Modifications to Parking Requirements (i.e. Parking Reductions or Exceeding the Maximum)</p> <p><input type="checkbox"/> Demolition Permits</p> <p><input type="checkbox"/> Zoning Map Amendments (i.e. Rezoning)</p> <p><input type="checkbox"/> Planned Development General Development Plans (GDPs) / Planned Development Specific Implementation Plans (SIPs)</p> <p><input checked="" type="checkbox"/> Development within Downtown Core (DC) and Urban Mixed-Use (UMX) Zoning Districts</p>																																					

APPLICATION FORM (CONTINUED)

5. Project Description

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

CONVERT EXISTING BOARDING HOUSE / YOUTH HOSTEL TO TRANSITIONAL HOUSING FOR HOMELESS YOUNG ADULTS WITH SUPPORTIVE SERVICES PROVIDED.

Proposed Square-Footages by Type:

Overall (gross): 6545 Commercial (net): _____ Office (net): _____
Industrial (net): _____ Institutional (net): _____

Proposed Dwelling Units by Type (if proposing more than 8 units): 1 DWELLING UNIT W/ MAX. (15) RESIDENTS

Efficiency: _____ 1-Bedroom: _____ 2-Bedroom: _____ 3-Bedroom: _____ 4 Bedroom: _____ 5-Bedroom: _____

Density (dwelling units per acre): _____ Lot Area (in square feet & acres): 4356 / 0.10 ACRE

Proposed On-Site Automobile Parking Stalls by Type (if applicable): (1) - ACCESSIBLE; (1) STAFF

Surface Stalls: 2 Under-Building/Structured: _____ Electric Vehicle-ready¹: _____ Electric Vehicle-installed¹: _____

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

¹ See Section 28.141(8)(e), MGO for more information

Indoor (long-term): 8 Outdoor (short-term): 2

Scheduled Start Date: ~~2023~~, 2023, FEB, Planned Completion Date: JULY, 2023

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 12/21/22

Zoning staff JENNY KIRCHGATTER Date 12/21/22

- Posted notice of the proposed demolition on the City's Demolition Listserv (if applicable). Date Posted N/A

- 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 BRIAN BENFORD, DISTRICT 6 Date 12/2022

Neighborhood Association(s) CAPITOL NEIGHBORHOODS Date 12/2022

Business Association(s) CENTRAL BUSINESS IMPROVEMENT DISTR. Date 12/2022

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

Name of applicant EDWARD KUHARSKI, AIA Relationship to property ARCHITECT/PLANNER

Authorizing signature of property owner [Signature] Date 1/16/2023

JEFF MACK