

2011 Meeting & Submission Schedule

Board/Committee/Commission: Landmarks Commission	
Contact Person: Amy Scanlon	
Department of Planning and Community & Economic Development	
Phone Number: 266-6552	E-mail Address: ascanlon@cityofmadison.com

All meetings start at 4:45 p.m. in Room LL-110 of the Madison Municipal Building, 215 Martin Luther King Jr. Blvd.

Submittal Deadlines for Requests not Requiring a Public Hearing	Submittal Deadlines for Requests Requiring a Public Hearing	Meeting Date
December 27	December 20	January 10
January 10	January 3	January 24
January 31	January 24	February 14
February 14	February 7	February 28
February 28	February 21	March 14
March 14	March 7	March 28
March 28	March 21	April 11
April 25	April 18	May 9
May 9	May 2	May 23
May 31 (Tuesday)	May 23	June 13
June 13	June 6	June 27
June 27	June 20	July 11
July 11	July 5 (Tuesday)	July 25
July 25	July 18	August 8
August 8	August 1	August 22
September 6 (Tuesday)	August 29	September 19
September 19	September 12	October 3
October 3	September 26	October 17
October 24	October 17	November 7
November 7	October 31	November 21
November 21	November 14	December 5
December 5	November 28	December 19

All requests for Certificates of Appropriateness must be filed by 4:30 p.m. on the submission date with Amy Scanlon, Secretary of the Landmarks Commission, in the Department of Planning and Community & Economic Development, located on the lower level, Suite LL-100, of the Madison Municipal Building, 215 Martin Luther King, Jr. Blvd. Applications submitted after the submittal date will be postponed to the next scheduled filing time. Please provide twelve (12) paper copies 11”x17” or smaller (via mail or drop off) and electronic files (via email) of the following:

- Landmarks Commission Application (1 copy only).
- Letter of Intent addressed to the Landmarks Commission, describing the location of the property and the scope of the proposed project.
- Scaled plan set reduced to 11”x17” or smaller pages. Please include: photos of existing house/building; photo of adjacent houses (if applicable) to illustrate context; general plot plan/site plan; elevations, plans and other drawings as needed to illustrate the project.