

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: 301 TROY DRIVE MADISON WI. 53704

Title: MENDOTA JUVENILE TREATMENT CENTER EXPANSION

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 LAURA DAVIS Company BWBR
Street address 1241 JOHN Q HAMMONDS DR City/State/Zip MADISON WI. 53717
Telephone 608-829-3701 Email ldavis@bwbr.com

Project contact person BOB HOFFMANN Company DIVISION OF FACILITIES DEVELOPMENT
Street address 101 E. WILSON ST. City/State/Zip MADISON WI. 53703
Telephone 608-266-7533 Email robert.hoffmann@wisconsin.gov

Property owner (if not applicant) STATE OF WISCONSIN - DOA
Street address 101 E. WILSON STREET City/State/Zip MADISON, WI 53707-7866
Telephone 608-266-7533 Email robert.hoffmann@wisconsin.gov

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 (\$ <u>0.00</u>)	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) <u>legible & scaled 11" x 17"</u> 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: ☐ Lakefront Developments ☐ Outdoor Eating Areas ☐ Development Adjacent to Public Parks ☐ Demolition Permits ☐ Modifications to Parking Requirements (i.e. Parking Reductions or Exceeding the Maximum) ☐ Development within Downtown Core (DC) and Urban Mixed-Use (UMX) Zoning Districts ☐ Zoning Map Amendments (i.e. Rezoning) ☐ Planned Development General Development Plans (GDPs) / Planned Development Specific Implementation Plans (SIPs)	Include in Plan Set as required	
	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	

APPLICATION FORM (CONTINUED)

5. Project Description

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

17,850 GSF EXPANSION ON EXISTING 24,700 GSF JUVENILE TREATMENT CENTER.
EXPAND ON-SITE SURFACE PARKING, EXPAND ON-SITE EXTERIOR RECREATION YARDS

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): _____ Lot Size (in square feet & acres): _____

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

Surface Stalls: _____ Under-Building/Structured: N/A

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

Indoor: N/A Outdoor: _____

Scheduled Start Date: FEBRUARY 2020 Planned Completion Date: MARCH 2022

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 _____ Date _____

Zoning staff MATT TUCKER Date JUNE 11, 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 REBECCA KEMBLE Date JUNE 14, 2019

Neighborhood Association(s) NORTH LAKE MENDOTA AND Date JUNE 14, 2019

Business Association(s) LERDAHL PARK Date _____

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

Name of applicant ROBERT HOFFMAN DONDEU Relationship to property OWNER'S REPRESENTATIVE

Authorizing signature of property owner [Signature] Date 7/15/2019