

# 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 \_\_\_\_\_

**RECEIVED**

5/19/20

4:59 p.m.

**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: 1127 Merrill Springs Road, Madison

Title: Accessory Building - garage with living suite

### 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** Julie Foster and Rob Matthew Company \_\_\_\_\_

Street address 1127 Merrill Springs Road City/State/Zip Madison, WI, 53705

Telephone 608-232-1445 cell Email jaf123@gmail.com

**Project contact person** Melissa Destree, AIA Company Destree Design Architects

Street address 222 W. Washington Ave #310 City/State/Zip Madison, WI 53703

Telephone 608-345-3233 cell Email melissa@destreearchitects.com

**Property owner (if not applicant)** Julie Foster and Rob Matthew

Street address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

## APPLICATION FORM (CONTINUED)

### 5. Project Description

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

New Construction of a 799sf footprint accessory building. The building has an upper level 2 car garage w/ lawn storage below. The rear of the building houses a living suite w/ bath, kitchenette and living space.  
The site is steep. To address proper water management, the new driveway will be permeable pavers, sideyard will be re-graded to direct water, water containment will be implemented in the rear of the yard.

**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): n/a Lot Size (in square feet & acres): n/a

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

Surface Stalls: n/a Under-Building/Structured: n/a

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

Indoor: n/a Outdoor: n/a

Scheduled Start Date: July 2020 Planned Completion Date: Dec 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 Sydney Prusak Date 4/14/2020  
Zoning staff Jenny Kirchgatter Date 4/14/2020


**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 Keith - District 19 Date 4/6/2020  
Neighborhood Association(s) Spring Harbor - Aaron Crandall Date 4/6/2020  
Business Association(s) n/a Date \_\_\_\_\_

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

Name of applicant Julie Foster and Rob Matthew Relationship to property Owners  
Authorizing signature of property owner  Date 4/24/20