

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 12-10-25 3:19 p.m.

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. 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](#).

APPLICATION FORM

1. Project Information

Address (list all addresses on the project site): 1010 Ann Street

Title: Conditional Use Application

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 _____

3. Applicant, Agent, and Property Owner Information

Applicant name Richard W. Torkerst Company Kuras Mitsubishi Madison Prop, LLC
Street address 2141 E. Geneva St City/State/Zip Delavan, WI 53115
Telephone 262-740-6403 Email _____

Project contact person Bruce Hollar Company D'Onofrio Kottke & Assoc
Street address 7530 Westward Way City/State/Zip Madison, WI 53717
Telephone 608-833-7530 Email _____

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

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	✓								
X	Filing Fee (\$600)	Refer to the Fee Schedule on Page 8 and the Revised Fee Submittal Instructions on Page 1.									
X	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.									
X	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.									
X	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.									
X	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.									
X	Development Plans	For a detailed list of the content requirements for each of these plan sheets, see Land Use Application Form LND-B									
	Req.	✓	Req.	✓	Req.	✓					
	✓	Site Plan	✓		Utility Plan		Roof and Floor Plans				
	X	Survey or site plan of existing conditions	X	✓	Landscape Plan and Landscape Worksheet	✓	Fire Access Plan and Fire Access Worksheet				
	X	Grading Plan	X		Building Elevations						
	Supplemental Requirements (Based on Application Type)	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. <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> The following Conditional Use Applications: <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 </td> <td style="vertical-align: top;"> <input type="checkbox"/> Demolition Permits <ul style="list-style-type: none"> <input type="checkbox"/> Zoning Map Amendments (i.e. Rezoning) <input type="checkbox"/> Planned Development General Development Plans (GDPs) / Planned Development Specific Implementation Plans (SIPs) </td> </tr> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> Modifications to Parking Requirements (i.e. Parking Reductions or Exceeding the Maximum) </td> <td style="vertical-align: top;"> <input type="checkbox"/> Development within Downtown Core (DC) and Urban Mixed-Use (UMX) Zoning Districts </td> </tr> </table>						<input type="checkbox"/> The following Conditional Use Applications: <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 	<input type="checkbox"/> Demolition Permits <ul style="list-style-type: none"> <input type="checkbox"/> Zoning Map Amendments (i.e. Rezoning) <input type="checkbox"/> Planned Development General Development Plans (GDPs) / Planned Development Specific Implementation Plans (SIPs) 	<input type="checkbox"/> Modifications to Parking Requirements (i.e. Parking Reductions or Exceeding the Maximum)	<input type="checkbox"/> Development within Downtown Core (DC) and Urban Mixed-Use (UMX) Zoning Districts
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APPLICATION FORM (CONTINUED)

5. Project Description

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

The site will be used as parking lot for the Mitsubishi dealership for vehicles for sale, employees and customers

Proposed Square-Footages by Type:

Overall (gross): 25,580 SF Commercial (net): Office (net): Industrial (net): Institutional (net):

Proposed Dwelling Units by Type (if proposing more than 8 units): N/A

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: 35 Under-Building/Structured: none

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

Indoor: Outdoor:

Scheduled Start Date: N/A Planned Completion Date: N/A

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 Lisa McNabola Date 7/15/2025 Zoning staff Jacob Moskowitz Date 7/15/2025

Posted notice of the proposed demolition on the City's Demolition Listserv (if applicable).

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 Isadore Knox, Jr Date 12/10/2025 Neighborhood Association(s) N/A Date Business Association(s) South Metropolitan Business Assoc Date 12/10/2025

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

Name of applicant Kunes Mitsubishi Madison Prop, LLC Relationship to property Owner Authorizing signature of property owner [Signature] Date 12/10/2025