



Communications in the Development Review Process

Prepared for Plan Commission Work Session

July 11, 2024

Introduction & Discussion Purpose

Provide Background Information

- Review the notifications & communications required as part of the formal Plan Commission review process.
- Review the communications and outreach that often occur outside of the formal review process.

Plan Commission Discussion

- Request feedback on how to improve communications between staff and the Plan Commission & Public.

Development Process Overview

Applications requiring Plan Commission review would include the following:

PRE-APPLICATION PHASE

- Applicant contacts City staff
- Applicant contacts Alder & Provides Required Notifications
- Alder may decide to hold a Neighborhood Meeting at any point in the process
- Technical meetings with various city agencies

Varies, Typically 1-3 Months

APPLICATION REVIEW PHASE

- Applications are filed
- Staff provides review & comments
- Public Hearing notices provided
- Hearings & meetings held with applicable bodies

Typically 6-12 Weeks

SIGN-OFF & PERMIT PHASE

- Applicant provides updated plans, typically with additional technical detail, for staff to ensure conditions & technical requirements are met.
- Permits issued and construction begins.

Varies

Development Process Overview

Submittal Requirements vary, but generally include:

- Site Plans
- Grading & Utility Plans
- Roof & Floor Plans
- Elevation Drawings
- Landscape Plans
- Fire Access Plans
- Street Tree Report & Information
- Other Supplemental Information

At the time of Plan Commission application, these are not typically construction-ready documents/drawings. The more detailed construction drawings are provided at the time of permitting.

Formal Notification Requirements

Before Filing Application:

- Zoning Code requires that certain notifications are provided **30 Days Before Filing** most Plan Commission applications, noting intent to file.
 - Written/Email Notification to District Alder
 - Written/Email Notification to Neighborhood Association (Where Existing)
 - Written/Email Notification to Business Association (Where Existing)

and

- For Demolitions, Complete Online Notification that goes out to people who register to receive such emails.
- While pre-application notices must be provided, the District Alder can waive the "30 Day" pre-application timing requirement, allowing an application to be filed sooner.

Formal Notification Requirements

Prior to Public Hearing:

- City publishes a "Class 2" newspaper notice, Meaning **notice runs in two consecutive weeks before hearing.** **
- **10 days Prior to hearing,** City mails postcards advising of Public Hearings to Owners/Occupants within 200 feet of subject property. **
- Any Public Comments Received is Posted to Legistar

*** If these notices are NOT properly provided, the Plan Commission CANNOT hold a public hearing or take action. The Zoning Code states that not providing other notices as required (eg. "Yellow Sign" or Pre-Application notifications) would not invalidate a Plan Commission Action.*

Formal Notification Requirements

NOTICE OF PUBLIC HEARINGS

On October 16, 2023, an application was filed with the City of Madison Department of Planning, Community, and Economic Development regarding **33 W Johnson Street** for approval of a **rezoning from UMX (Urban Mixed-Use District) to PD (Planned Development District) and Conditional Use(s)** to approve a General Development Plan and Specific Implementation Plan to convert a former six-story school into a six- to eleven-story mixed-use building with 16,000 sq. ft. of commercial space, 134 apartments, and 341 hotel guest rooms, with proposed projections into the Capitol View Preservation Limit pursuant to MGO Section 28.134(3). The application will be reviewed by:

Plan Commission	Common Council
January 8, 2024, 5:30 pm (virtual)	January 23, 2024, 6:45 pm (hybrid)

If you wish to register your support or opposition, or if you wish to speak at the virtual meeting, register in advance using instructions for participants noted on the agendas linked from the Clerk's website: <https://www.cityofmadison.com/city-hall/committees/meeting-schedule>

The purpose of these public hearings is to hear all interested parties. The City has made an effort to notify all the immediate neighbors of this proposal. City meeting agendas are available online at: <http://madison.legistar.com/Calendar.aspx>

Note: Public hearing items may be approved at any time after the beginning of the hearings at the times noted above. The Plan Commission and Common Council use a **consent agenda**, which means an item may be approved at the beginning of the hearing if no one is registered to speak in opposition.

For more information: Call the Planning Division at (608) 266-4635 or visit: www.cityofmadison.com/dpced/planning/current-projects/1599



NOTICE OF PUBLIC HEARINGS

On May 10, 2022, a resolution was introduced by the Common Council to **Amend the City of Madison Official Map** to establish mapped reservations for future Streets and Highways in the City of Madison **to connect Ruskin Street north of Commercial Avenue with Huxley Street south of Aberg Avenue, to realign Roth Street to intersect the Ruskin-Huxley connection, and to extend an east-west street from the intersection of Packers Avenue and Coolidge Street west to intersect the Ruskin-Huxley connection.** Public hearings on the proposed amendment will be held as follows:

Plan Commission	Common Council
June 13, 2022, 5:30 p.m.	June 21, 2022, 6:45 p.m.

These will be virtual meetings, with instructions for participants noted on the agendas linked from the Clerk's website: <https://www.cityofmadison.com/clerk/meeting-schedule>

The purpose of these public hearings is to hear all interested parties. The City has made an effort to notify all the immediate neighbors of this proposal. City meeting agendas are available online at: <http://madison.legistar.com/Calendar.aspx>

Note: Public hearing items may be approved at any time after the beginning of the hearings at the times noted above. The Plan Commission and Common Council use a **consent agenda**, which means an item may be approved at the beginning of the hearing if no one is registered to speak in opposition.

For more information: Call the City Planning Division at (608) 266-4635, or visit: www.cityofmadison.com/dpced/planning/current-projects/1599



Formal Notification Requirements



PUBLIC HEARING NOTICE
PROPOSED ACTION

SUBJECT PROPERTY ADDRESS:

PLAN COMMISSION HEARING
DATE: _____ TIME: _____

COMMON COUNCIL HEARING
DATE: _____ TIME: _____

PLAN COMMISSION AND COMMON COUNCIL MEETINGS ARE HELD AT: City-County Building Room 201 210 Martin Luther King Jr. Blvd.	COMMENTS CAN BE MADE AT THE PUBLIC HEARING OR MAILED TO: Plan Commission P.O. Box 2985 Madison WI 53703-2985
---	--

FOR MORE INFORMATION:
CONTACT THE APPLICANT AT: _____ OR CONTACT THE PLAN COMMISSION:
City of Madison Planning Division
planning@cityofmadison.com
(608) 266-4635

Name: _____
Phone: _____

**Public Hearing Sign Filled-In By
Zoning Staff, Issued to Applicant.**

Community Engagement: Outside of the Formal Process

- Process Varies.
- While typically encouraged, neighborhood meeting(s) are not required.
- No requirements on how a neighborhood meeting is organized or noticed.
- Meetings may be virtual or in-person. Staff may attend/facilitate.
- Neighborhood/community meetings often happen before a formal application is filed. Early meetings encouraged by staff.
- More interactive format than a formal public hearing.

Community Engagement: Outside of the Formal Process

- Applicants typically work with Alder to discuss neighborhood meeting process.
- Alder will typically identify where postcards are sent to invite neighbors, with mailing costs paid by applicant.
- Common Council office facilitates the mailing.
- Meeting may also be promoted in other ways such as Alder blogs.
- "Virtual" Meetings posted to City Channel Website under the "Neighborhood Meeting Channel"

Community Engagement: Outside of the Formal Process

526 Pinney Street Development
NEIGHBORHOOD MEETING
- Meeting to Start at 6:00 pm -

TONIGHT'S AGENDA:

- Welcome
- Brief "Zoom" Tutorial & Overview on Development Process
- Development Team Presentation
- Questions, Answers, and Discussion

Example of a Typical Virtual Neighborhood Meeting Agenda
for a Development Project

Community Engagement: Outside of the Formal Process

Different Approaches

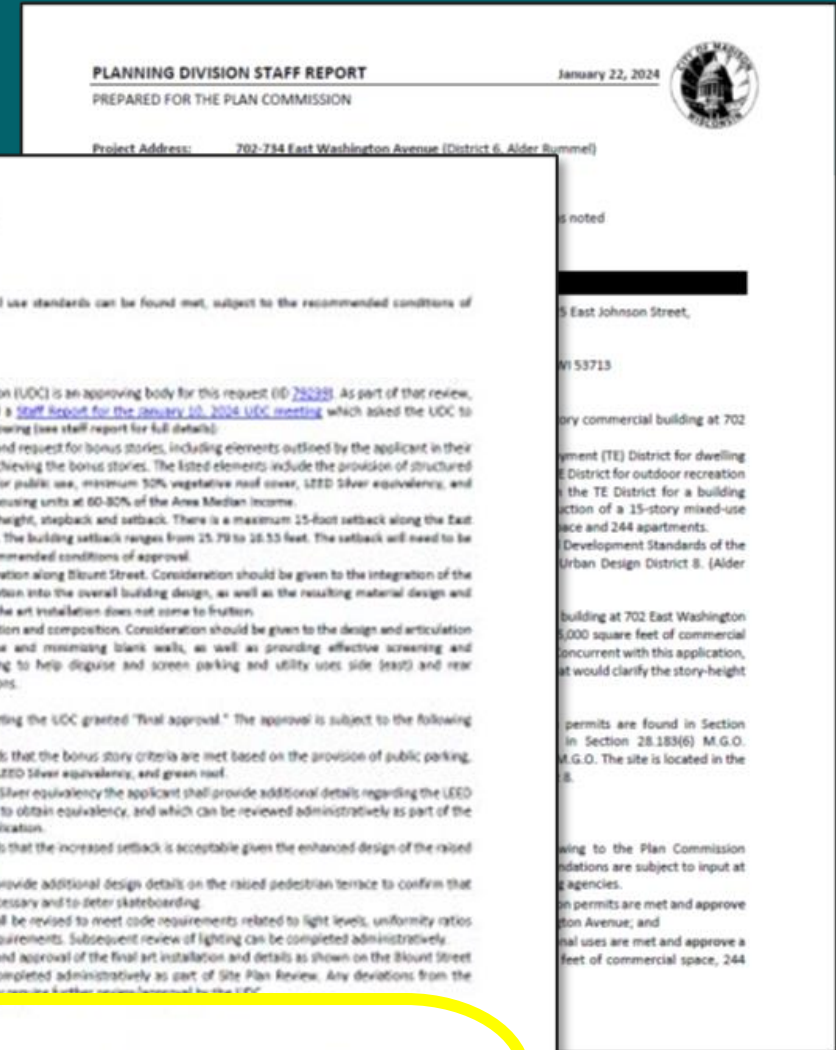
- Often are Special Meeting(s) called by Alder focused on that topic
- Alternatively, may occur at regularly scheduled neighborhood association meetings.
- Some neighborhood associations have special "sub committees" to review development proposals.
- Some Alders create a neighborhood "steering committee" to have multiple meetings with development teams on a proposal.

Public Comments

- Staff compiles comments for the Plan Commission.
- Agendas state and the public is encouraged to send comments to pccomments@cityofmadison.com
- Staff encourages comments for the Plan Commission are provided to staff, if comments come directly to a Commissioner, please forward to staff to compile and add to the Legislative file.
- Staff will respond to specific questions directed to staff.

Summarizing Public Comments

- Brief summary of Public Input is typically included in staff report.
- New request by Plan Commission Chair to also include summary of community meeting activity, either summarized by staff or reported by applicants.



Other Communication Considerations

- Outside of a specific project, consider ways to communicate the roles and limitations of the Plan Commission.
- Consider ways to promote "Best Practices" and "Tool Kits" for effective neighborhood meetings, when held.
- Look at the effectiveness of required notices and how to make them clearer and most effective.

Framing Questions For Discussion

- What types of outreach and communications would be helpful to communicate the Plan Commission's roles, responsibilities, and limitations to the public?
- What are your ideas for how staff / applicants could best summarize public input activities associated with a particular project?



Communications in the Development Review Process

Prepared for Plan Commission Work Session

July 11, 2024



Appendices

This document describes the process and application requirements for Land Use Applications requiring Plan Commission review and approval.

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 txhais lus, tus neeg txhais ntawv, los sis xav tau cov ntaub ntawv ua lwm hom ntawv los sis lwm cov kev pab kom paub txog cov lus qhia no, thov hu rau Koog Npaj (Planning Division) (608) 266-4635.

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



INSTRUCTIONS

Prior to Application Submittal

- 1. Pre-Application Meeting.** Prior to the submittal of a Land Use Application, the applicant is strongly encouraged to meet with Planning and Zoning staff to discuss the development proposal, review concept plans in detail, and discuss the approval process. Applicants are also strongly encouraged to meet with the district alderperson, adjoining neighbors/ property owners, and neighborhood association(s), if applicable, prior to submitting an application. If Urban Design Commission (UDC) review or approval is also required, a pre-application meeting with the UDC Secretary is required. Contact the Planning Division at Planning@cityofmadison.com or (608) 266-4635 for further assistance and to set up a meeting.
- 2. Pre-Application Notification.** A letter or email notifying 1) the Alderperson ([find your alderperson](#)), and 2) any applicable [City-registered neighborhood association\(s\)](#) and [City-listed business association\(s\)](#) serving the subject site, must be sent by the applicant **at least 30 days** prior to submitting an application. This notice **must clearly state that the applicant is “intending to file a [demolition/conditional use/zoning map amendment] application”** and **specify the project address(es)**. **If this notice requirement is not met, an application will not be accepted.** Notices may also include other information such as contact information, timelines, or descriptions of the proposal. Note: The alderperson and the Director of Planning & Community & Economic Development may *wave* or *reduce* the 30-day notification requirement. A copy of the pre-application notification letters and, if applicable, any correspondence granting a waiver or reduction of the 30 days, is required to be submitted as part of the application materials.

Additional Notification Requirement for Demolition Permits: For all Demolition requests, posting notice of the requested demolition to the [City’s Demolition Listserv](#) is required **at least 30 days** prior to submitting an application.

Submitting Your Application

- 3. Submittal Deadline Date.** Application submittal deadlines are as noted on the annual [Development Review Schedule](#) for the Plan Commission (PC) and Urban Design Commission (UDC). These are Mondays at 12:00 p.m., unless noted otherwise.
- 4. Where to Email Your Materials.**
Initial Submittals: Individual PDF files of each item submitted (See Page 6 for the list) should be emailed to PCApplications@cityofmadison.com. This email must include the project address, project name, and the applicant’s name.
For Joint UDC + Land Use Applications: If your project requires both UDC and Land Use Application submittals, a completed [UDC Application](#) and accompanying submittal materials (See Page 2 of the UDC Application) are also required to be sent to UDCAplications@cityofmadison.com by the submittal deadline. Late application submittals will be scheduled for the next application review cycle.
Final Sign-Off Submittals: SPRAplications@cityofmadison.com. See No. 14 on the following page for more information.
- 5. Fee Payment.** Refer to the Fee Schedule on Page 6. Fee payments are due by the submittal date. Payments received after the submittal deadline may result in the submittal being scheduled for the next application review cycle. Make checks payable to *City Treasurer* and either mail it to the following address: *City of Madison Building Inspection; P.O. Box 2984; Madison, WI 53701-2984*, drop it in the drop box located along the Doty Street entrance of the Madison Municipal Building (215 Martin Luther King Jr. Blvd. Madison, WI 53701-2984), or make an appointment online to pay the fee at the Zoning counter. Appointments can be made at this website: <https://www.cityofmadison.com/dpced/bi/schedule-a-counter-appointment/3423/>. If you mail in the check or use the drop box, please include a cover page with the check which includes the project address, brief description of the project, and contact information.
- 6. Submittal Method and Format Requirements.**
Digital Materials Only. **Only digital (PDF) submittals** are being accepted for all Land Use applications (this is the same for Subdivision and Urban Design Commission (UDC) applications).
Email Size Limits. Note that **an individual email cannot exceed 20MB** and it is the **responsibility of the applicant** to present files in a manner that can be accepted. Electronic submittals via file hosting services (such as Dropbox) are **not** allowed. Applicants who are unable to provide the materials electronically should contact the Planning Division at Planning@cityofmadison.com or (608) 266-4635 for assistance.
Formatting Requirements. All PDFs **must comply with the submittal requirements** outlined on Pages 3 and 4.

INSTRUCTIONS (CONTINUED)

- 7. Completeness Review.** Per Section 28.181(4), MGO, the Zoning Administrator may refuse to accept an application, if it is determined to be incomplete. A “complete” application includes a completed Land Use Application Form (Pages 5-8) and the submission of all required application materials as indicated on its Submittal Checklist (Page 6). For a detailed list of the content requirements for the various plan sheets, as well as the submittal requirements for those application types requiring supplemental materials, please see [Land Use Application Form LND-B](#). Applications deemed complete will be scheduled for the public hearing date(s) specified on the Development Review Schedule (see No. 3 above).

After Filing an Application

- 8. Public Notice.** This will occur in three ways: 1) The Zoning Administrator will prepare a “notice of hearing” sign, which *the applicant must post in a highly visible location on the property - so that it can be read from the sidewalk or other public right-of-way - at least 21 days prior* to the scheduled public hearing; 2) City staff will post notice in the Wisconsin State Journal; and 3) City staff will notify, by mail, the applicant as well as property owners and occupants within 200 feet of the boundaries of the property.
- 9. Development Review.** Application materials will be circulated to several City agencies for review. Upon completion of the development review process by staff, the applicant will receive a copy of the staff report to the Plan Commission – containing staff’s analysis and recommended conditions of approval – prior to the scheduled public hearing. Note: review of construction drawings, submitted in order to obtain building permits, is a separate process which is not included in the review of land use applications.
- 10. Post-Submission Design Changes.** Please note that subsequent revisions to submittal materials will likely result in rescheduling of public hearings (i.e. being deferred to a later review cycle).

Plan Commission Review Process

- 11. Plan Commission Attendance Required.** Please note that the applicant or a representative is required to attend the Plan Commission public hearing and should remain at the meeting until the Commission votes on their item. The attendee should be prepared to provide a brief overview to the Plan Commission (with visual aids, if desired) and answer questions related to the application proposal. Failure to appear at the scheduled hearing may cause referral of the matter to a future hearing date.
- 12. Final Action.** The Plan Commission is the decision-making body for the majority of Land Use Applications, with the exception of rezoning, annexation, subdivision, and zoning text amendment requests (the latter three however, use a different application form). The Plan Commission can approve, conditionally approve, reject (deny), or refer (to a future hearing) those Land Use Applications that it has purview over based on their review of the request for consistency with the applicable review criteria and development standards found in City ordinances. For all other Land Use Applications, the Plan Commission will make an advisory recommendation to the Common Council, who will take final action to approve, conditionally approve, or reject the application.
- 13. Disposition Letter and Next Steps.** After final action has been taken on an application, the Planning Division will draft a disposition letter that provides a detailed list of the conditions of approval. The disposition letter will also contain instructions for finalizing the requested land use approvals which are required prior to receiving permits for demolition or new construction. A copy of the letter will be sent to the contact person identified on the application.

Finalizing Approval

- 14. Plan Revision and Resubmission.** After approval is granted, the applicant is responsible for satisfying the various conditions of approval, as listed in the Disposition Letter. Specific questions about a condition should be directed to the particular agency that submitted the condition, while questions regarding resubmittal and final signoff should be sent to SPRApplications@cityofmadison.com. The applicant shall then submit:
 - a **PDF of the revised plan set** (in addition to any necessary supplemental documentation) as specified in the Disposition Letter. These updated plans shall be emailed to SPRApplications@cityofmadison.com. **Note: the limit on email file size and PDF formatting requirements outlined above, under No. 6, still apply.**
 - The **Site Plan Review filing fee** (For more information, refer to the Fee Schedule on Page 8 and the Fee Submittal Instructions on Page 1.)

When the revised plans are submitted, the applicant will be emailed a hyperlink to a website to follow, in real time, which agencies have reviewed the revised documents, and signed off or need additional information. The plans will then be distributed to City Agencies who submitted conditions of approval during the initial plan review to verify that their conditions, along with any applicable requirements, have been satisfied.

- 15. Final Approval.** Once all City Agencies have signed off, Zoning Staff will issue final approval and the applicant may then obtain any other necessary permits. Note: separate building, sign, or demolition permits issued by the Building Inspection Division will be required before work on the project can commence. Questions on this matter should be directed to the Building Inspection Division, (608) 266-4551.

DIGITAL SUBMITTAL REQUIREMENTS FOR PDFs

With an interest in improving internal efficiency and reducing the amount of paper required for the various development application submittals, the City is shifting towards an all-digital review. In order to best enable the City’s digital plan review software - by allowing accurate measurements, the ability to search for text, and optimized performance - the City now has additional requirements pertaining to the submittal of digital materials. Contact staff with questions or if you need assistance with the below requirements.

General Requirements:

- **Format** -- All files should be submitted as a PDF (.pdf)
- **Separate Files** -- The various documents shall be submitted as separate PDFs. (PDF Packages/Portfolios will not be accepted).
Examples of Individual Files:
 - The Completed Application Form
 - Letter of Intent
 - Submittal Notification to Alder, Neighborhood Association (if applicable), and Business Association (if applicable), and/or Waiver from Alder (if granted)
 - Development Plans (see next page for additional requirements)
 - Demolition Photos (if applicable)
 - Lighting Plans (Photometrics and Cut Sheets) (if applicable)
 - Title Report (if applicable)
 - Zoning Text for Planned Developments (PD-GDP and/or PD-SIP) (if applicable)
- **No Passwords** -- PDF files must not require a password in order to view the file

Required File Naming Convention:

To further aid internal efficiency, please use the following naming convention when labeling the individual PDF files outlined above. Note: No spaces are allowed in the file names. Please use underscores (_)

<u>Address</u>	+	<u>Submittal Phase</u>	+	<u>File Type</u>	+	<u>Revised File?</u>	+	<u>Date</u>
<p>Format: Street Name*_Street #</p> <p>* Abbreviate cardinal direction (N, S, E, W) & street type (St, Rd, Dr, etc.) Ex: <i>E_Walnut_St_123</i></p> <p><u>If a range of addresses on the same street, use a hyphen:</u> Ex: <i>S_Elm_Bldv_135-137</i></p> <p><u>If address involves (2) streets, use "and":</u> Ex: <i>Oak_Dr_123_and_456_Maple_Ln</i></p> <p><u>If address involves (3) or more streets, note first (2) addresses and then add a "+" at the end:</u> Ex: <i>Beech_St_123_and_Ash_Ct_246+</i></p>	+	<p>"PRE"</p> <p>For initial/revise submittals (before project receives necessary UDC / Plan Commission / Council approval(s))</p> <p>or</p> <p>"VER"</p> <p>For sign-off plan submittals (i.e. condition verification submittals post UDC / Plan Commission / Council approval)</p>	+	<p>Examples:</p> <ul style="list-style-type: none"> - "App" (Application) - "LOI" (Letter of Intent) - "Plans" - "Lighting" (Lighting Plans) - "Notif"/"Waiver" (Submittal Notification /Waiver) - "PD Text" (Planned Development Zoning Text) - "Title" (Title Report) etc. 	+	<p>All revised/rerevised files submitted during the same submittal phase (i.e. during the preapproval or condition verification phase) must include the version number ("v2", "v3", etc.)</p> <p>Example:</p> <p><u>Original version:</u> <i>S_Few_St_102_Plans</i></p> <p><u>First revision:</u> <i>S_Few_St_102_Plans_v2</i></p> <p><u>Second revision:</u> <i>S_Few_St_102_Plans_v3</i></p> <p>etc.</p>	+	<p>Format:</p> <p>YYYY-MM-DD</p>

Examples of full file names for PDFs, by submittal phase:

Initial/revise submittals (before project receives necessary UDC / Plan Commission / Council approval(s)):

Application form: *Spruce_Pl_123_PRE_App_2020-05-08*

LOI: *Spruce_Pl_123_PRE_LOI_2020-05-08*

Revised LOI: *Spruce_Pl_123_PRE_LOI_v2_2020-05-20*

Plans: *Spruce_Pl_123_PRE_Plans_2020-05-08*

Revised Plans: *Spruce_Pl_123_PRE_Plans_v2_2020-05-20*

Sign-Off Plan submittals (i.e. condition verification submittals post UDC / Plan Commission / Council approval):

Plans: *Spruce_Pl_123_VER_Plans_2020-07-08*

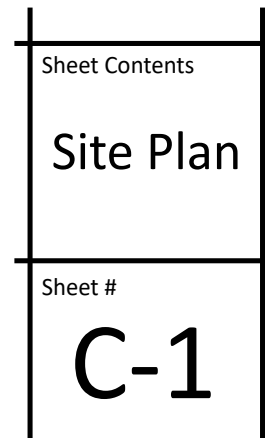
Revised Plans: *Spruce_Pl_123_VER_Plans_v2_2020-07-20*

Re-Revise Plans: *Spruce_Pl_123_VER_Plans_v3_2020-07-25*

DIGITAL SUBMITTAL REQUIREMENTS FOR PDFs (CONTINUED)

Additional Requirements for all Development Plan Sets (i.e. site plan, floor plans, elevations, etc.):

1. Submit the Plan Set in a Single File - The various Development Plans shall be combined and submitted as a single, multipage file (Note: Lighting Plans (Photometrics and Cut Sheets) *if applicable*) should be submitted as a separate file)
2. Give it a Scale -- All drawings should to be to a scale, which shall be noted along with the inclusion of a scale bar on each page.
3. Orientation -- Plan sheets should be oriented in the PDF files to allow the files to be viewed without needing to rotate
4. Live Linework -- If possible, PDFs should to be in vector format (with 'live' or 'selectable' linework), as opposed to static images (i.e. raster format)).
5. Sheet Labels -- **Include an alpha-numeric sheet number in the lower right corner of each page.** (See Diagram to the right for an example) **** Sheet labels must be unique within the plan set. ** Make sure to review No. 7 below before submitted revised plans.**



While there is no mandatory standard for sheet numbering, these are some typical conversions:

A (Architectural) C (Civil / Site) T (Title Sheet) L (Landscaping)

As such, for purely illustrative purposes, the submittal plans for a hypothetical development might include the following sheets:

T-1 (Title Sheet)** C-2 (Utility Plan) A-1 (Basement Plan) A-3 (Second Floor Plan)
 C-1 (Site Plan) L-1 (Landscaping Plan) A-2 (First Floor Plan) A-4 (Elevations)

**** Please include a table on the Title Sheet** listing all the drawings included in the set and their corresponding sheet labels

If submittal involves multiple buildings, include an extra letter in the sheet label - either at the beginning or end - to distinguish the buildings:

Prefix Example: Bldg A: AA101, AA102, etc. | Bldg B: BA101, BA102, etc.

Suffix Example: Bldg A: A-1-A, A-2-A, etc. | Bldg B: A-1-B, A-2-B, etc.

6. Bookmarks -- **Include bookmarks in the PDF** matching each sheet/page number. (See Diagram to the right for an example) **Make sure to review No. 7 below before submitted revised plans.**

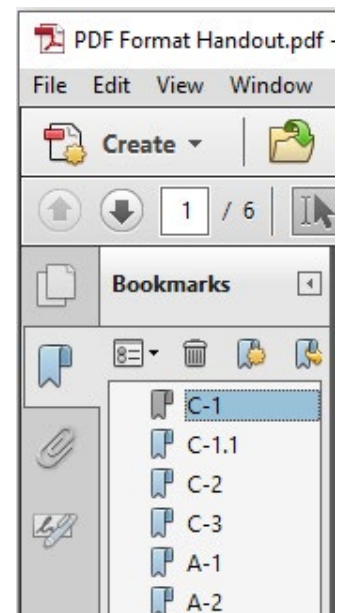
The sheet numbers and sheet contents **can be combined** (i.e. C-1 Site Plan)

7. **** VERY IMPORTANT **** Maintain Consistent Sheet Numbers and Corresponding Bookmarks Across Submittals --

Revisions -- When submitting revised files, the **sheet number and corresponding bookmark used for a revised sheet must be the same as it was in the original submittal. These must be consistent across revisions.** (Example, if the site plan is numbered 'C-1' in the original submittal, it must be numbered 'C-1' in the revised submittal. However, if inserting or deleting pages, see below.

Inserting Pages -- If inserting a page between existing pages, add a number (i.e. '.1') or letter (i.e. 'a') to the preceding page number for the inserted page's label. (Example: a page inserted between page C-1 and C-2 shall be called C-1.1 or C-1a.)

Deleted Pages -- The **page numbers of deleted pages shall not be reused.** If, for example, your initial submittal for a 4-story building (with the floor plans labelled A-1, A-2, A-3 & A-4) was resubmitted as a 3-story building, the Sheet Label which was used for the deleted 4th Floor Plan (i.e. A-4) must be retired and not used again for a different drawing.



8. Failure to submit plans in the requested format may result in longer review time and/or rejection of the submittal. Contact staff with questions or if you need assistance with the above requirements.

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 txhais lus, tus neeg txhais ntawv, los sis xav tau cov ntaub ntawv ua lwm hom ntawv los sis lwm cov kev pab kom paub txog cov lus qhia no, thov hu rau Koog Npaj (Planning Division) (608) 266-4635.

APPLICATION FORM

1. Project Information

Address (list all addresses on the project site):

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 _____

3. Applicant, Agent, and Property Owner Information

Applicant name _____ Company _____

Street address _____ City/State/Zip _____

Telephone _____ Email _____

Project contact person _____ Company _____

Street address _____ City/State/Zip _____

Telephone _____ 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	✓																																								
	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							
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																																				
	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> <ul style="list-style-type: none"> <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"/> Modifications to Parking Requirements (i.e. Parking Reductions or Exceeding the Maximum) <ul style="list-style-type: none"> <input type="checkbox"/> Demolition Permits <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"/> Development within Downtown Core (DC) and Urban Mixed-Use (UMX) Zoning Districts 																																									

APPLICATION FORM (CONTINUED)

5. Project Description

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

Proposed Square-Footages by Type:

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

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

Efficiency: _____ 1-Bedroom: _____ 2-Bedroom: _____ 3-Bedroom: _____ 4 Bedroom: _____ 5-Bedroom: _____
Density (dwelling units per acre): _____ Lot Area (in square feet & acres): _____

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

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

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

¹See [Section 28.141\(8\)\(e\), MGO](#) for more information

Indoor (long-term): _____ Outdoor (short-term): _____

Scheduled Start Date: _____ Planned Completion Date: _____

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 _____ Date _____

Posted notice of the proposed demolition on the [City's Demolition Listserv](#) (if applicable). Date Posted _____

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 _____ Date _____

Neighborhood Association(s) _____ Date _____

Business Association(s) _____ Date _____

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

Name of applicant _____ Relationship to property _____

Authorizing signature of property owner _____ Date _____

APPLICATION FILING FEES

Consult the schedule below for the appropriate fee for your request. Refer to [Section 28.206, MGO](#) for further detail. Land Use Applications containing a combination of Rezoning, Demolition Permit and/or Conditional Use approvals shall, after computation of each category, be charged the highest individual fee. Fractions of an acre are rounded up to the next whole acre. Please note that a separate fee schedule applies for subdivision/CSM applications and for Urban Design Commission review. Fee payments are due by the submittal date. Payments received after the submittal deadline may result in the submittal being scheduled for the next application review cycle. Make checks payable to *City Treasurer* and mail it to the following address: *City of Madison Building Inspection; P.O. Box 2984; Madison, WI 53701-2984.* Please include a cover page with the check which includes the project address, brief description of the project, and contact information.

Request	Filing Fee
Zoning Map Amendment, except for Planned Developments	\$950 plus \$100 for each acre of land in excess of one acre or fraction thereof, included in the proposed rezoning, up to a maximum of 20 acres or \$2,850
Zoning Map Amendment for a Planned Development: General Development Plan (GDP) or Specific Implementation Plan (SIP) (including Major Alterations requiring Common Council approval)	\$1,500 plus \$200 for each acre of land in excess of one acre or fraction thereof, included in the proposed rezoning, up to a maximum of twenty acres or \$5,300
Major Alteration to a Planned Development General Development Plan (GDP) or Specific Implementation Plan (SIP) <u>requiring Plan Commission approval</u>	\$500
All Conditional Uses (including Major Alterations to approved Conditional Uses), except those noted below	\$600 plus \$100 for each acre of land in excess of one acre or fraction thereof, up to a maximum of 20 acres or \$2,500
Conditional Use (including Major Alterations to Approved Conditional Uses) for a: <ul style="list-style-type: none"> Multi-family complex School New construction or addition to existing building(s) that results in total square footage greater than 50,000 square feet in floor area and 25,000 or more square feet of floor area designed or intended for retail, hotel or motel use New construction of a building, addition to any existing building or major alteration to the exterior face of a building in the Downtown Core (DC) or Urban Mixed-Use (UMX) District 	\$950 plus one \$100 for each acre of land in excess of one acre or fraction thereof, up to a maximum of 20 acres or \$2,850
Conditional Use application for the following conditional uses: <ul style="list-style-type: none"> Day care centers [includes adult day care] Adaptive reuse of former public school or municipal buildings Accessory greenhouses and swimming pool roofs or domes which infringe on required usable open space Community service organizations; day treatment facilities Development of parcels adjacent to landmarks, landmark sites or historic districts designated by the Landmarks Commission, provided that the use of the parcel is either a permitted or conditional use allowed in the zoning district in which the property is located 	No fee
Conditional Use application filed by any nonprofit, nongovernmental organization registered with the Department of Financial Institutions or by any neighborhood organization registered with the City Department of Planning and Community and Economic Development. When a question arises as to whether an organization is nonprofit, nongovernmental, the City Attorney shall investigate and make a determination.	No fee
Demolition or Removal Permit	\$600, unless permit is issued in conjunction with a conditional use approval, in which case the fee for that application applies
Site Plan Review fee	\$100 plus \$50 for each acre of land in excess of one acre, or fraction thereof, up to a maximum of 5 acres or \$300. Review of previously rejected site plan is 50% of original fee. \$50 maximum for governmental entities, schools, and non-profit, non-gov.organizations.

This document is a supplement to the [Land Use Application \(form LND-A\)](#). It contains a detailed list of what should be included on the various development plan materials which make up a typical submittal (see Pages 1 & 2) in addition to the supplemental submittal requirements for certain Land Use Application types (see Pages 3 & 4).

Use this detailed checklist to prepare a complete Land Use Application that addresses the City's land use development project standards, requirements and review criteria. 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.**

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



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 kojxav tau ib tug neeg txhais lus, tus neeg txhais ntawv, los sis xav tau cov ntaub ntawv ua lwm hom ntawv los sis lwm cov kev pab kom paub txog cov lus qhia no, thov hu rau Koog Npaj (Planning Division) (608) 266-4635.

PLAN SHEET REQUIREMENTS

All Plan Sheets

1. Title block
2. Sheet number
3. North arrow
4. Scale, both written and graphic
5. Date
6. Fully dimensioned plans, scaled at 1" = 40' or larger

Site Plan

1. Land Use Summary Table, including site area, building square footage, building footprint, number and size of each unit/tenant space, unit type breakdown by bedroom, lot coverage, usable open space, landscape area, paved area, etc.
2. Lot lines and easements, fully dimensioned
3. Utility locations
4. Existing and proposed topography at two-foot maximum intervals
5. Existing/proposed buildings and uses, dimensioned building footprint
6. Required yards and building setbacks
7. Fully dimensioned vehicle parking area, including detail and turning templates for large vehicles
8. Parking summary indicating the total number of parking stalls provided and type. If applicable, include number of electric vehicle-ready and electric vehicle-installed stalls (see [Section 28.141\(8\)\(e\)](#), MGO for more info)
9. Fully dimensioned bike parking, including rack style detail and dimensioned clearances
10. Vision triangles at driveways and intersections
11. Refuse and recycling, loading, outdoor storage and display areas
12. At grade HVAC and utilities, including transformer pedestals, back-up generators, etc.
13. Existing private trees 8" or more in diameter, including size, location, species, and driplines
14. An existing inventory of street trees located within the right of way including location, size, and tree species.
15. Location, type, materials, height with detail of proposed fences, walls, and other screening materials

16. Hard surface materials

17. Site signage and lighting

18. Proposed and existing public improvements adjacent to the project site

19. Phasing (if applicable)

Grading Plan

1. Lot lines and easements, fully dimensioned
2. Existing and proposed contours (two-foot maximum interval), or sufficient spot elevations and drainage direction arrows to convey runoff directions, including proposed changes in terrace grade
3. Limits of excavation
4. Top of curb and sidewalk elevations
5. First floor elevations
6. Pedestrian and vehicle entrance elevations/grades
7. Lowest building opening elevations/grades
8. Existing and proposed retaining wall types, details, and top and bottom of wall elevations
9. Flood plain boundaries and elevations (if applicable)
10. An existing inventory of street trees located within the right of way including location, size, and tree species.

Roof and Floor Plans

1. Fully dimensioned roof and floor plans drawn to a common architectural scale
2. Layout of rooms
3. Roof mounted mechanical and screening
4. Detailed layout of structured parking
5. Storage and mechanical areas

Utility Plan

1. Lot lines and easements, fully dimensioned
2. Existing and proposed sanitary sewer, storm sewer, and water laterals (include alignments, invert/rim elevations, pipe types, pipe sizes, and pipe slopes)

PLAN SHEET REQUIREMENTS (CONTINUED)

3. Pipe sizes and types, slopes, inverts, and alignments of public utilities to which proposed or existing services will be connected
4. Existing and proposed private drainage systems (include inlets, pipes, swales, ponds, etc.)
5. Stormwater management measures
6. Calculations for pipe and/or pump sizing for storm sewer systems serving enclosed depressions
7. An existing inventory of street trees located within the right of way including location, size, and tree species.

□ Building Elevations

1. Fully dimensioned elevations drawn to a common architectural scale
2. Overall building height and finished floor elevations
3. Exterior materials and colors
4. Existing and proposed grade
5. Roof-mounted mechanical equipment and screening methods
6. HVAC venting and penetrations, and architectural lighting
7. 3D renderings (optional)
8. Bird-safe glass calculations and treatments (if applicable) (see [Section 28.129, MGO](#) for more information)
9. Building sections (if applicable)
10. Include street profile rendering (if applicable)

□ Landscape Plan

1. Completed [Landscape Worksheet](#)
2. Site plan and grading plan details
3. Existing private trees 8" or more in diameter, including size, location, species, and driplines
4. All existing public trees, including size, locations, species, and driplines. Note: The final street tree species selection will be determined by City Forestry
5. Proposed trees, including size, location, species, and dripline. NOTE: Impacts to public trees should be considered when proposing private trees, including species and mature size
6. Plant Schedule identifying the symbol, quantity, scientific and common name, height, spread, size, and points for each planting
7. Other landscape materials, including seed, sod, or mulch type; ground plantings and shrubs; size and species; and hard surface materials, including terrace
8. Site amenities, including bike parking, benches, trash receptacles, lighting and signage, etc. (if no lighting is proposed, note on plan)
9. Location, type, materials, height with detail of proposed fences, walls, and other screening materials
10. Tree removal table indicating which trees, both public and private trees, will be removed. NOTE: All tree removals in the public right-of-way require separate permit and approval by City Forestry (if applicable)
11. Areas to remain undisturbed and limits of land disturbance, including terrace (if applicable)
12. NOTE: Plants shall be depicted at their size at 60% of growth
13. NOTE: For lots greater than 10,000 square-feet, a registered Landscape Architect stamp is required.

14. An existing inventory of street trees located within the right of way including location, size, and tree species.

□ Fire Access Plan

1. Refer to the [Fire Apparatus Access and Fire Hydrant Worksheet](#)
2. Lot lines and easements, fully dimensioned
3. Fire lane location
4. Aerial access lanes (if building over 30')
5. Tree canopies at full mature size along aerial access lanes. If fire access lane is within the right of way, the existing inventory of street trees located within the right of way including location, size, and tree species are to be included. Note: that street tree removal to create a fire access lane in the right of way is not allowable.
6. Fire hydrant locations within 500' of fire lanes
7. Dimension from fire hydrant to fire truck following fire lanes
8. Dimension from fire truck to all exterior portions of the building following walkable path

□ Street Tree Plan and Street Tree Report

1. Refer to the [Street Tree Report](#)
2. An existing inventory of street trees located within the right of way including location, size, and tree species.
3. Indicate which street trees are being considered for removal.
4. Identify proposed changes in the right of way including grade and earth retention impacts.
5. All existing and proposed public improvements, including fire hydrants, sidewalks, curb and gutter, streets, driveways, bus stops, lighting, etc.
6. All street tree plantings, including size, locations, species and driplines. Note: The final street tree species selection will be determined by City Forestry.
7. Aerial fire access zones
8. Proposed changes in terrace including grade and treatment
9. Expected excavation limits in the terrace for soil retention (if applicable)

□ Additional Plan Set Requirements (if applicable)

- Lighting/Photometric Plan (if exterior lighting is proposed)
 - » Proposed exterior light fixtures, both freestanding and wall mounted
 - » Luminaire schedule, including the type and number of each fixture, mounting or pole height and angle, the type of light (metal halide, etc.), wattage, initial lumen rating, uniformity ratio, operating controls, and light levels at the property line four feet above grade
 - » Cut sheet of each proposed fixture providing a graphic of the fixtures concealment and light cutoff angle
- Draft of recorded copies of agreements, easements or restrictions required to develop the project site as proposed
- Management or Operating Plan
- Transportation Demand Management (TDM) Plan
- Traffic Impact Study
- Stormwater Report

SUPPLEMENTAL SUBMITTAL REQUIREMENTS

Additional submittal materials are required for the types of Land Use Application requests indicated below. Note: the materials identified in this form are in addition to the materials required for all Land Use Applications (see Pages 1 & 2 of this form).

- Demolition Permits;
- The following Conditional Use Applications:
 Lakefront Developments,
 Outdoor Eating Areas, and
 Development Adjacent to Public Parks;
- 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); and
- Planned Development General Development Plans (GDPs)/ Specific Implementation Plans (SIPs).

Demolition Permits (per [Section 28.185, MGO](#))

1. Prior to the filing of an application, the applicant or their agent is required to provide notification to the [City's Demolition Listserv](#) at least **30 days prior to filing their application**.
2. A Demolition Site Plan showing the Existing conditions and clearly indicating what improvements are to be demolished, including buildings, existing private trees 8" or more in diameter, existing public trees, including size, locations, and driplines, sidewalks, driveways, streets, alleys, curb and gutter, etc. If there is no future use proposed, show how the site will be left in the interim.
3. A minimum of five (5) photos of the exterior and five (5) interior of the building, sufficient to represent the building being demolished.
4. Approval of a **Reuse and Recycling Plan** by the City's Recycling Coordinator is required prior to issuance of permits, pursuant to [Section 28.185\(7\)\(a\)5, MGO](#). The Recycling Coordinator can be reached at streets@cityofmadison.com. Within 60 days of the completion of demolition activity, the applicant shall submit documentation showing compliance with the approved Reuse and Recycling Plan, pursuant to [Section 28.185\(10\), MGO](#). More information regarding the Recycling and Reuse Plan can be found in this [document](#).
5. For applications where building relocations are proposed, the applicant shall provide a proposed relocation route including information regarding any street trees proposed for trimming and/or removal (to be evaluated by the City Forester) (as required by Sections [28.185\(7\)\(a\)5](#), [29.14\(2\)\(a\)](#), and [29.14\(2\)\(f\)](#), MGO). The applicant shall provide a Consulting Arborist Report from a Certified Arborist to City Forestry as part of the [Building Move Application](#) process **30 days prior to the Plan Commission meeting**.
6. The applicant may provide a written report of a licensed architect or engineer describing the condition of the building.

Lakefront Development (Conditional Use Application) (per [Section 28.138, MGO](#))

1. Complete inventory of shoreline vegetation in any area proposed for building, filling, grading, or excavating.
2. Indication of any trees and shrubs located within 35 feet of the Ordinary High Water Mark (OHWM) to be removed as a result of the proposed development (Note: the City prohibits more than thirty percent (30%) of any zoning lot's lake frontage within this area from being cleared of trees and shrubbery.)
3. Measurement of the lot coverage within 35 feet of the OHWM, which cannot exceed 20%, with the exception of public paths within this area.
4. Detailed plans for site grading, filling, and any retaining walls.
5. Contextual information related to the five buildings on either side or within 300 feet on either side of the subject property (whichever is less). If utilizing as-built data from nearby properties to determine the lakefront yard, a survey completed by a Registered Land Surveyor in the State of Wisconsin showing the pertinent principal building setbacks of nearby properties must be included. The required minimum lakefront yard may be either:

<p>The average distance between the OHWM and the principal buildings on the two adjoining lots, provided these distances are within 20' of one another.</p>	OR	<p>The median setback of the principal building on the five (5) developed lots or 300 feet on either side (whichever is less). If this method is utilized, the established setback must be no less than 30% of the lot depth of the subject property, and could be more, based on the placement of buildings as measured to establish the median.</p>
---	-----------	---

For the purposes of determining the OHWM, use the following base elevations: Lake Mendota 850.7 National Geodetic Vertical Datum (NGVD) and Lake Monona 845.82 NGVD.

SUPPLEMENTAL SUBMITTAL REQUIREMENTS (CONTINUED)

☐ Outdoor Eating Areas (Conditional Use Application) (per [Section 28.151, MGO](#))

1. A scaled and dimensioned seating plan identifying tables, chairs, and additional capacity areas
2. Entrance and exit locations
3. Operational details, including hours of operation, total occupancy (seated and standing, inside and outside), and a description of how the area will be separated/screened from parking areas or sidewalks

☐ Development Adjacent to Public Parks (Conditional Use Application) (per [Section 28.139, MGO](#))

1. Complete inventory of vegetation in any area proposed for development within 100 feet of a park boundary
2. Any proposed removal of trees and other vegetation within 100 feet of the park boundary (Removal of vegetation within 35 feet of the park boundary may be limited.)
3. Detailed grading and drainage plan for the area within 35 feet of the park boundary

☐ Modifications to Parking Requirements (i.e. Parking Reductions or Exceeding the Maximum) (per [Section 28.141, MGO](#))

1. Documentation regarding the actual or projected parking demand for the proposed use
2. The impact of the proposed use on the parking and roadway facilities in the surrounding area
3. Whether the proposed use is located near a parking area that is available to the customers, occupants, employees, and guests of the proposed use
4. The availability of alternative forms of transportation and actions being taken by the applicant to enhance or promote those alternatives
5. Whether the proposed use is new or is an alteration, addition, or expansion of an existing use

☐ Development within Downtown Core (DC) and Urban Mixed-Use (UMX) Zoning Districts (per [Section 28.074 & 28.076, MGO](#))

Qualified development within the Downtown Core District and Urban Mixed-Use District are required to address how the proposal relates to the adopted [Downtown Urban Design Guidelines](#). This information should be provided along with all copies of the other application materials.

☐ Zoning Map Amendments (i.e. Rezoning) (per [Section 28.182, MGO](#))

Legal description of the property, complete with the proposed zoning districts and project site area in square feet and acres, in MS Word format. When multiple zoning districts are requested, a map showing those districts on the site is required. Unless comprised of whole platted lots, a metes and bounds description prepared by a Registered Land Surveyor in the State of Wisconsin must be included.

☐ Planned Development General Development Plans (GDP) / Specific Implementation Plans (SIP) (per [Section 28.098, MGO](#))

Planned Development GDP

1. Proposed zoning text, including a description of the proposed land uses, their dimensions, bulk, height, scale and massing, and other relevant standards
2. An accurate vicinity map, including the project site and its relationship to surrounding properties, existing topography and key features, buildings and structures
3. Analysis of potential economic impacts to the community, including the cost of municipal services and any additional infrastructure
4. When requested, a general outline of intended organizational structure related to property owners' association, deed restrictions, and private provision of common services

Planned Development SIP

1. An accurate map of the area covered by the SIP, including the relationship to the overall GDP
2. Circulation, including public and private roads, driveways, walkways and parking facilities, traffic projections, and mitigation measures
3. Detailed lot layout and subdivision plat, including the location and description of any areas to be dedicated to the public (if applicable)
4. Complete architectural character of the building or buildings included on the SIP
5. Proof of financing capability and anticipated construction schedule
6. A specific zoning text for the portion of the PD District to be developed under the SIP, including a description of the proposed land uses, their dimensions, bulk, height, scale and massing, and other relevant standards, which shall be consistent with the zoning text approved with the GDP (if applicable)
7. Agreements, bylaws, provisions, or covenants which govern the organizational structure, use, maintenance, and continued protection of the development and any of its common services, common open areas, or other facilities