

# 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 12/19/22 11:40 a.m.

☐ 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 horn 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):

1650 Pankratz Street

Title: South Central Library System

### 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

<b>Applicant name</b>	<u>Martha Van Pelt</u>	<b>Company</b>	<u>South Central Library System</u>
<b>Street address</b>	<u>4610 S Biltmore Ln. Suite 101</u>	<b>City/State/Zip</b>	<u>Madison, WI 53718</u>
<b>Telephone</b>	<u>608-246-7975</u>	<b>Email</b>	<u>mvanpelt@scls.info</u>

<b>Project contact person</b>	<u>Colin Meisel</u>	<b>Company</b>	<u>Ruekert and Mielke</u>
<b>Street address</b>	<u>4630 S Biltmore Ln.</u>	<b>City/State/Zip</b>	<u>Madison, WI 53718</u>
<b>Telephone</b>	<u>920-393-6551</u>	<b>Email</b>	<u>cmeisel@ruekert-mielke.com</u>

**Property owner (if not applicant)** \_\_\_\_\_

**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:

A 14,089 S.F. expansion to the existing building with an associated BMP and parking lot.

#### Proposed Square-Footages by Type:

Overall (gross): 14,089 Commercial (net): 14,089 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: 38+ Under-Building/Structured: Electric Vehicle-ready<sup>1</sup>: Exist Electric Vehicle-installed<sup>1</sup>: Exist

<sup>1</sup> See Section 28.141(8)(e), MGO for more information

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

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

Scheduled Start Date: 05/01/2023

Planned Completion Date: 07/01/2023 (Exterior)

### 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 Jenny Kirchgatter, Chris Wells, Jessica Vaughn Date 08/25/2022

Zoning staff Jenny Kirchgatter, Chris Wells, Jessica Vaughn Date 12/01/2022

- ☐ **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 District 12 (Vacant) Date

Neighborhood Association(s) Sherman and Carpenter Ridgeway Date

Business Association(s) North Side Business Association Date

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

Name of applicant Martha Van Pelt Relationship to property Owner

Authorizing signature of property owner Martha Van Pelt Date 12/16/2022