

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 _____

Paid _____

☐ Initial Submittal

☐ 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 intérprete, 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 ntawv ntawv ua lwm hom ntawv los sis lwm cov kev pob 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):

15-27 N Butler St & 302-308 E Washington Ave

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 Erik Minton Company Butler Plaza LLC
Street address 21 N Butler St City/State/Zip Madison, WI 53703
Telephone 608-256-1400 Email [REDACTED]

Project contact person Duane Johnson Company Knothe & Bruce Architects
Street address 8401 Greenway Blvd., Ste 900 City/State/Zip Middleton, WI 53562
Telephone 608-836-3690 Email [REDACTED]

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

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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):

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 Kevin Firchow & Lisa McNabola Date 10/1/24

Zoning staff Jenny Kirchgatter Date 10/1/24

- ☒ **Posted notice of the proposed demolition on the City's Demolition Listserv (if applicable).** Date Posted 3/20/25

- ☐ 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 Bennett Date 3/20/25

Neighborhood Association(s) Capitol Neighborhoods Date 3/20/25

Business Association(s) _____ Date _____

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

Name of applicant Erik Minton Relationship to property Owner / Developer

Authorizing signature of property owner Erik Minton Date 6/26/25