

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 8-4-25 11:56 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 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):

305 N Frances Street and 533 Conklin Place

Title: Saxony Redevelopment

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 Jonathan Kubow **Company** CS Acquisition Vehicle, LLC
Street address 1643 N Milwaukee Street **City/State/Zip** Chicago, Illinois 60647
Telephone 773.969.5740 847-644-9302 **Email** [REDACTED]

Project contact person Brian Munson **Company** Vandewalle & Associates
Street address 120 East Lakeside Street **City/State/Zip** Madison, WI 53715
Telephone 608.609.4410 **Email** [REDACTED]

Property owner (if not applicant) Zeier Building Company
Street address 305 N Frances Street **City/State/Zip** Madison, WI 53703
Telephone _____ **Email** _____

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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			
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	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> <div> <input type="checkbox"/> The following Conditional Use Applications: <div> <input type="checkbox"/> Lakefront Developments <input type="checkbox"/> Outdoor Eating Areas <input type="checkbox"/> Development Adjacent to Public Parks </div> </div> <div> <input type="checkbox"/> Modifications to Parking Requirements (i.e. Parking Reductions or Exceeding the Maximum) <div> <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 </div> </div>																																					

LAND USE APPLICATION - INSTRUCTIONS & FORM**LND-A****APPLICATION FORM (CONTINUED)****5. Project Description**

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

Mixed use student housing project**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: 70 2-Bedroom: 128 3-Bedroom: 72 4 Bedroom: 45 5-Bedroom: 71Density (dwelling units per acre): 350 Lot Area (in square feet & acres): 48,134 (1.105)**Proposed On-Site Automobile Parking Stalls by Type** (if applicable):Surface Stalls: 0 Under-Building/Structured: 56 Electric Vehicle-ready¹: _____ Electric Vehicle-installed¹: 3**Proposed On-Site Bicycle Parking Stalls by Type** (if applicable):¹ See [Section 28.141\(8\)\(e\), MGO](#) for more informationIndoor (long-term): 575 Outdoor (short-term): 20Scheduled Start Date: Spring 2026Planned Completion Date: Summer 2028**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 Parks Date April 15, 2025Zoning staff Kirchgatter Date April 15, 2025

- ☒ **Posted notice of the proposed demolition on the** [City's Demolition Listserv](#) (if applicable). Date Posted June 16, 2025

- ☐ 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 Ochowicz Date April 21, 2025Neighborhood Association(s) NA Date _____Business Association(s) NA Date _____**The applicant attests that this form is accurately completed and all required materials are submitted:**Name of applicant Jonathan Kubow Relationship to property Owner

Authorizing signature of property owner  Date 7/31/2025
DocuSigned by: 60974C72A0FE42B...

Representative of

APPLICANT AUTHORIZATION LETTER

533 CONKLIN PL & 305 N FRANCES REDEVELOPMENT

CONTACT

[REDACTED]

I Mary Gomez, authorize CS Acquisition Vehicle, LLC, to submit a Conditional Use & Demolition Application for the properties located at 533 Conklin Pl and 305 N Frances in Madison, WI.

Sincerely,

Mary Gomez

RECIPIENT

Austin Pagnotta / Doug
Tichenor
CS Acquisition Vehicle, LLC
1643 N Milwaukee Ave., 5th FL
Chicago, IL 60647

Signed by:

CA18AEA589A1448...