

# 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):

1138 Williamson Street Madison, Wisconsin 53703

Title: Alteration to existing single family dwelling for use as Retail & Office use.

### 2. This is an application for (check all that apply)

- ☒ Zoning Map Amendment (Rezoning) from TR-V2 to TSS
- ☐ 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** Nosheen Ajmal **Company** \_\_\_\_\_  
**Street address** 1138 Williamson Street **City/State/Zip** Madison, WI 53703  
**Telephone** 608-513-8867 **Email** nosheenajmal@hotmail.com

**Project contact person** Edward Kuharski, Architect **Company** Green Design Studio  
**Street address** 405 Sidney Street **City/State/Zip** Madison, WI 53703  
**Telephone** 608-469-5963 **Email** ekuharski@aol.com

**Property owner (if not applicant)** \_\_\_\_\_  
**Street address** \_\_\_\_\_ **City/State/Zip** \_\_\_\_\_  
**Telephone** \_\_\_\_\_ **Email** \_\_\_\_\_

# 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:

Convert existing residential building to commercial use - Mercantile on 1st/Ground Floor; Office on 2nd Floor. All space to be in support of Owner's business. Minimal change to exterior - accessible entry and a code-compliant rear entry/exit. SW wall to be 2-hour rated.

#### Proposed Square-Footages by Type:

Overall (gross): 1756 SF (EXISTING) Commercial (net): 816 SF Office (net): 706 SF  
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: 0 Under-Building/Structured: \_\_\_\_\_ Electric Vehicle-ready<sup>1</sup>: \_\_\_\_\_ Electric Vehicle-installed<sup>1</sup>: \_\_\_\_\_

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

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

Indoor (long-term): \_\_\_\_\_ Outdoor (short-term): \_\_\_\_\_

Scheduled Start Date: July 1, 2025

Planned Completion Date: Sept. 1, 2025

### 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 McNobola Date June 4, 2024

Zoning staff Jacob Moskowitz & William Fruhling Date June 4, 2024

- ☐ **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 Marsha Rummel Date June 4, 2024

Neighborhood Association(s) Marquette Neighborhood Association Date June 12, 2024

Business Association(s) \_\_\_\_\_ Date \_\_\_\_\_

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

Name of applicant Nosheen Ajmal Relationship to property Owner

Authorizing signature of property owner  Date April 28, 2025