

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:

Paid _____ Receipt # _____

Date received _____

Received by _____

Original Submittal Revised Submittal

Parcel # _____

Aldermanic District _____

Zoning District _____

Special Requirements _____

Review required by _____

UDC PC

Common Council Other _____

Reviewed By _____

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](#).

APPLICATION FORM

1. Project Information

Address (list all addresses on the project site): 2206 University Avenue, Madison, Wisconsin 53726

Title: University Heights Apartments

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 Mark Hammond **Company** MSP Real Estate
Street address 1295 Northland Drive, Suite 270 **City/State/Zip** Mendota Heights, MN 55120
Telephone 612-868-9997 **Email** mhammond@msphousing.com

Project contact person Same as applicant **Company** _____
Street address _____ **City/State/Zip** _____
Telephone _____ **Email** _____

Property owner (if not applicant) Kalbro Investments LLC
Street address 28 Autumnwood Cir **City/State/Zip** Madison, WI 53719
Telephone 608-206-1858 **Email** bkah@tds.net

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 (\$ 950)	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	✓				
	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			
	Supplemental Requirements (Based on Application Type)	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.		✓			
		<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)			<input checked="" 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:

Mixed-use facility with 79 units of housing, 833 square feet of commercial space, and 79 stalls of underground parking

Proposed Square-Footages by Type:

Overall (gross): 89,612 sf Commercial (net): 833 sf Office (net): 300 sf
 Industrial (net): _____ Institutional (net): _____

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

Efficiency: _____ 1-Bedroom: 42 2-Bedroom: 21 3-Bedroom: 16 4+ Bedroom: _____
 Density (dwelling units per acre): 141 Lot Size (in square feet & acres): 24,592 sf / 0.56 acres

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

Surface Stalls: 0 Under-Building/Structured: 47

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

Indoor: 84 Outdoor: 10

Scheduled Start Date: Spring 2022 Planned Completion Date: Fall 2023

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 Colin Punt Date 12/15/21

Zoning staff _____ Date _____

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

- 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 Alder Shiva Bidar-Sielaff - gave notice 12/31/21, spoke with alder 1/3/22, alder provided waiver for notification 1/3/22 Date 12/31/21

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 Mark Hammond Relationship to property Option to Buy

Authorizing signature of property owner  Date 2-11-2021