



#### 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.						X
	Digital (PDF) Copies of all Submitted Materials noted below	Digital (PDF) copies of all items are required. All PDFs <b>must comply</b> with the <i>Submittal Requirements for PDFs</i> (listed on Pages 3 and 4) and follow the revised submittal procedures outlined on Page 1.						X
	Land Use Application	Forms must include the property owner's authorization						X
	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 <a href="#">City's Demolition Listserv</a> at least 30 days prior to submitting an application. For more information, see Page 1 of this document.						X
	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.						X
	Development Plans	For a detailed list of the content requirements for each of these plan sheets, see <a href="#">Land Use Application Form LND-B</a>						
	Req.	✓	Req.	✓	Req.	✓		
	Site Plan	X	Utility Plan	X	Roof and Floor Plans	X		
	Survey or site plan of existing conditions	X	Landscape Plan and <a href="#">Landscape Worksheet</a>	X	Fire Access Plan and <a href="#">Fire Access Worksheet</a>	X		
	Grading Plan	X	Building Elevations	X	Street Tree Plan and <a href="#">Street Tree Report</a>	X		
	Supplemental Requirements (Based on Application Type)	Additional materials are required for the following application types noted below. See <a href="#">Land Use Application Form LND-B</a> 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"> <li><input type="checkbox"/> Lakefront Developments</li> <li><input type="checkbox"/> Outdoor Eating Areas</li> <li><input type="checkbox"/> Development Adjacent to Public Parks</li> <li><input type="checkbox"/> Modifications to Parking Requirements (i.e. Parking Reductions or Exceeding the Maximum)</li> </ul> <input type="checkbox"/> Demolition Permits <input type="checkbox"/> Zoning Map Amendments (i.e. Rezonings) <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 development with approximately 1,084 SF commercial tenant facing Sherman Avenue, 87 apartment units, 87 parking stalls, long- and short-term bike parking.

## Proposed Square-Footages by Type:

Overall (gross): 110814      Commercial (net): 1084      Office (net): 0  
 Industrial (net): 0      Institutional (net): 0

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

Efficiency: 15    1-Bedroom: 54    2-Bedroom: 16    3-Bedroom: 1    4 Bedroom: 0    5-Bedroom: 0

Density (dwelling units per acre): 126/acre      Lot Area (in square feet & acres): 30,022 SF (0.68 Acres)

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

Surface Stalls: 0    Under-Building/Structured: 87    Electric Vehicle-ready<sup>1</sup>: 18    Electric Vehicle-installed<sup>1</sup>: 4

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): 88    Outdoor (short-term): 12

Scheduled Start Date: April 1, 2026      Planned Completion Date: July 1, 2027

## 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 All (DAT Meeting)      Date 10/9/2025

Zoning staff All (DAT Meeting)      Date 10/9/2025

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 Julia Matthews      Date 10/29/2025

Neighborhood Association(s) Sherman, Sherman Terrace      Date 11/17/2025

Business Association(s) Northside Business Association      Date 11/17/2025

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

Name of applicant Ross Treichel      Relationship to property Architect

Authorizing signature of property owner       Date 12-9-25