

# 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.

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*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 taog 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):

4506 and 4514 Verona Rd

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

<b>Applicant name</b>	<u>Kevin McDonell</u>	<b>Company</b>	<u>Lincoln Avenue Communities</u>
<b>Street address</b>	<u>401 Wilshire Blvd : 11th Floor</u>	<b>City/State/Zip</b>	<u>Santa Monica, CA 90401</u>
<b>Telephone</b>	<u>608-999-4450</u>	<b>Email</b>	<u>kevin@lincolnavenue.com</u>
<b>Project contact person</b>	<u>Kevin Burow</u>	<b>Company</b>	<u>Knothe &amp; Bruce Architects, LLC</u>
<b>Street address</b>	<u>8401 Greenway Blvd, Ste 900</u>	<b>City/State/Zip</b>	<u>Middleton, WI 53562</u>
<b>Telephone</b>	<u>608-836-3690</u>	<b>Email</b>	<u>kburow@knothebruce.com</u>
<b>Property owner (if not applicant)</b>	<u>Jean Armendariz-Kerr</u>		
<b>Street address</b>	<u>RE SUPPER CLUB LLC</u>	<b>City/State/Zip</b>	<u>Madison, WI 53711</u>
<b>Telephone</b>	<u>(608) 665-3537</u>	<b>Email</b>	<u>jean@movemode.com</u>

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<b>Property owner (if not applicant)</b>	<u>Dan Fink</u>		
<b>Street address</b>	<u>4514 Verona Rd</u>	<b>City/State/Zip</b>	<u>Madison, WI 53711</u>
<b>Telephone</b>	_____	<b>Email</b>	<u>npauto@gmail.com</u>

## 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	✓																																				
	<b>Filing Fee (\$ 950.00 )</b>	Refer to the Fee Schedule on Page 8 and the Revised Fee Submittal Instructions on Page 1.																																					
	<b>Digital (PDF) Copies of all Submitted Materials noted below</b>	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.																																					
	<b>Land Use Application</b>	Forms must include the property owner's authorization																																					
	<b>Legal Description</b> (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.																																					
	<b>Pre-Application Notification</b>	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.																																					
	<b>Letter of Intent (LOI)</b>	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.																																					
	<b>Development Plans</b>	For a detailed list of the content requirements for each of these plan sheets, see <a href="#">Land Use Application Form LND-B</a>																																					
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	<b>Supplemental Requirements</b> (Based on Application Type)	<p>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.</p> <div style="display: flex; justify-content: space-between;"> <div> <p><input type="checkbox"/> The following Conditional Use Applications:</p> <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> </ul> <p><input type="checkbox"/> Modifications to Parking Requirements (i.e. Parking Reductions or Exceeding the Maximum)</p> </div> <div> <p><input type="checkbox"/> Demolition Permits</p> <p><input type="checkbox"/> Zoning Map Amendments (i.e. Rezoning)</p> <p><input type="checkbox"/> Planned Development General Development Plans (GDPs) / Planned Development Specific Implementation Plans (SIPs)</p> <p><input type="checkbox"/> Development within Downtown Core (DC) and Urban Mixed-Use (UMX) Zoning Districts</p> </div> </div>																																					

## APPLICATION FORM (CONTINUED)

### 5. Project Description

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

Construction of a 5-story, 93-unit mixed use building with approximately 324 SF of commercial space and underground parking.

#### Proposed Square-Footages by Type:

Overall (gross): 134,107 sf Commercial (net): 324 sf Office (net): N/A  
Industrial (net): N/A Institutional (net): N/A

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

Efficiency: 00 1-Bedroom: 45 2-Bedroom: 23 3-Bedroom: 25 4 Bedroom: 00 5-Bedroom: 00

Density (dwelling units per acre): 83.7 D.U./ACRE Lot Area (in square feet & acres): 48,489 SF/ 1.12 ACRE

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

Surface Stalls: 13 Under-Building/Structured: 76 Electric Vehicle-ready<sup>1</sup>: 09 Electric Vehicle-installed<sup>1</sup>: 00

#### 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): 106 Outdoor (short-term): 12

Scheduled Start Date: SPRING 2026 Planned Completion Date: SUMMER 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 Colin Punt (DAT Meeting) Date 3/13/2025

Zoning staff Jacob Moskowitz (DAT Meeting) Date 3/13/2025

- ☒ **Posted notice of the proposed demolition on the** City's Demolition Listserv (if applicable). Date Posted 3/21/25

- ☐ 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 Figueroa Cole Date 3/21/25

Neighborhood Association(s) Orchard Ridge Neighborhood Assoc Date 3/21/25

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

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

Name of applicant Kevin McDonell Relationship to property Developer

Authorizing signature of property owner \_\_\_\_\_ Date 4/6/2025

Jean Armendariz-Kerr

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Authorizing signature of property owner  Date 4-7-25

Dan Fink