

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 7/8/21
11:16 a.m. **RECEIVED**

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): 1123 Merrill Springs Road

Title: Detached Garage

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 Aaron Monroe **Company** Architectural Building Arts

Street address 720 Hill Street **City/State/Zip** Madison, WI 53705

Telephone 608-233-2106 **Email** aaron@designbuildmadison.com

Project contact person Aaron Monroe **Company** Architectural Building Arts

Street address 720 Hill St **City/State/Zip** Madison, WI 53705

Telephone 608-233-2106 **Email** aaron@designbuildmadison.com

Property owner (if not applicant) Bill and Cathy Simon

Street address 1123 Merrill Springs Road **City/State/Zip** Madison, WI 53705

Telephone 321-259-6862 **Email** billsimon@sunnuclear.com

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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>Req.</th> <th>✓</th> <th>Req.</th> <th>✓</th> </tr> </thead> <tbody> <tr> <td>Site Plan</td> <td></td> <td>Utility Plan</td> <td></td> <td>Roof and Floor Plans</td> <td></td> </tr> <tr> <td>Survey or site plan of existing conditions</td> <td></td> <td>Landscape Plan and Landscape Worksheet</td> <td></td> <td>Fire Access Plan and Fire Access Worksheet</td> <td></td> </tr> <tr> <td>Grading Plan</td> <td></td> <td>Building Elevations</td> <td></td> <td></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					
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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> <ul style="list-style-type: none"> <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) <ul style="list-style-type: none"> <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 																									

APPLICATION FORM (CONTINUED)

5. Project Description

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

Detached 2-car garage with a 925sf footprint. Construction style and material to coordinate with existing stone Tudor style home.

Proposed Square-Footages by Type:

Overall (gross): 925sf Commercial (net): _____ Office (net): _____
 Industrial (net): _____ Institutional (net): _____

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

Efficiency: _____ 1-Bedroom: _____ 2-Bedroom: _____ 3-Bedroom: _____ 4+ Bedroom: _____
 Density (dwelling units per acre): _____ Lot Size (in square feet & acres): _____

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

Surface Stalls: _____ Under-Building/Structured: _____

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

Indoor: _____ Outdoor: _____

Scheduled Start Date: Fall 2021 Planned Completion Date: Spring 2022

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 6/16/21

Zoning staff Jenny Kirchgatter Date 6/16/21

- 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 Kieth Furman (30 day waver attached) Date 6/21/21

Neighborhood Association(s) Spring Harbor Date 6/21/21

Business Association(s) _____ Date _____

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

Name of applicant Aaron Monroe Relationship to property Contractor

Authorizing signature of property owner Catherine P Simon Date 7/8/2021