

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): 2814 Syene Rd Madison, WI 53713

Title: Copper Ridge Dog Training LLC, Conditional Use Permit Application

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 Allison Stoffel Company Copper Ridge Dog Training, LLC
Street address 300 West Dean Avenue City/State/Zip Monona, WI 53716
Telephone 608-561-3314 Email astoffel@copperridgetraining.com

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

Property owner (if not applicant) Byrne Real Estate Group, LLC
Street address 2927 Devine Street, Suite 100 City/State/Zip Columbia, SC 29205
Telephone n/a Email jbyrne@whhitv.com

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	✓		
X	Filing Fee (\$ 600)	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 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.			
X	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.			
X	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.			
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 Land Use Application Form LND-B				
	Req.	✓	Req.	✓	
	X	Site Plan		Utility Plan	
		Survey or site plan of existing conditions		Landscape Plan and Landscape Worksheet	
	Grading Plan		Building Elevations		
	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> <p><input type="checkbox"/> The following Conditional Use Applications:</p> <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 <p><input type="checkbox"/> Modifications to Parking Requirements (i.e. Parking Reductions or Exceeding the Maximum)</p> <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>			

APPLICATION FORM (CONTINUED)

5. Project Description

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

We will be using this space as a dog training facility. We provide professional dog training services for local families and their pet dogs, focusing on basic obedience and preparing dogs for public outings with families.

Proposed Square-Footages by Type:

Overall (gross): 2200 sf Commercial (net): _____ Office (net): _____
 Industrial (net): 2200 sf 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: 20 Under-Building/Structured: n/a

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

Indoor: n/a Outdoor: n/a

Scheduled Start Date: December 15, 2022 Planned Completion Date: February 1, 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 Jenny Kirchgatter Date 10/21/2022

Zoning staff Chris Wells Date 10/21/2022

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 Sheri Carter, District 14 Date 10/7/2022

Neighborhood Association(s) n/a Date _____

Business Association(s) South Metropolitan Business Association Date 10/25/2022

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

Name of applicant Allison Stoffel Relationship to property Tenant

Authorizing signature of property owner *please see attached letter from property owner Date _____

DATE 10-28-2022

To whom it may concern,

I am the property owner of 2814 Syene Rd Madison, WI. We have entered into a lease agreement with Copper Ridge Dog Training, LLC, and approve the use of this space for their business.

Sincerely,

NAME John Byrne - President Byrne Real Estate Group

SIGNATURE

 10/28/2022