LAND USE APPLICATION - INSTRUCTIONS & FORM



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 Submitta

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 <u>UDC Application</u> and accompanying submittal materials are also required to be submitted. If you need an interpreter, translator, materials in alternate formats or other accommodations to access these forms, please call the Planning Division at (508) 266-4625.

Si vecesita intreprete; traductor, moteriales endiferentes formatos, u otro tipo de ayudo para acceder a estas formalarias, por favor Rome of (608) 265-4635.

Hog tios kaj sav tau ib tug neeg bihais lus, tus neeg bihais ritawu, las sis sav tau cav ntaub ntawv ua lwm hom ntawv kas sis lwm cav læv pab kom paub biog cav lus ghio na, thov hu rau Koog Nipaj (Planning Division) (608) 256-4635.

APPLICATION FORM

L. Pro	oject Informat	tion						
		dresses on the project site): nt Road, Madison WI 53719 Holy Na	me Heights fka Bishop O'Connor Catholic Pastoral Center					
_								
Tit	le: Saint Ambrose	Academy Project						
2. Thi	is is an applica	ation for (check all that apply)						
	Zoning Map A	Amendment (Rezoning) from	to					
			evelopment - General Development Plan (PD-GDP)					
	Major Amend	dment to an Approved Planned De	evelopment - Specific Implementation Plan (PD-SIP)					
	Review of Alt	eration to Planned Development ((PD) (by Plan Commission)					
	Conditional L	Conditional Use or Major Alteration to an Approved Conditional Use						
	Demolition P	ermit						
2 ^-	alizant Assa	t and Branach, Owene Informs	otion					
		t, and Property Owner Informa Saint Ambrose Academy, Inc.						
	plicant name		Company					
Str	eet address		City/State/Zip Madison WI 53719					
Tel	ephone	(608) 827-5853	Email					
Pro	oject contact p	erson Diane Marsland	Company Saint Ambrose Academy, Inc.					
	eet address	3 Point Place Suite 150	City/State/Zip Madison WI 53719					
Tel	ephone		Email Gane,marsland@ambroseacademy.org					
Pro	operty owner (if not applicant) Holy Name Catholic	Center, Inc. Attn: Michael Wick, Chief of Staff					
	reet address	702 South High Point Road	City/State/Zip Medison WI 73719					
Tol	lephone	(608) 821-3000	Email					

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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 tion	Con	itents					-
V	Filing Fee (\$50000)		Refe	r to the f	ee Schedule on Page 8 and th	e Re	vised 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 Submittal Requirements for PDFs (listed on Pages 3 and 4) and follow the revised submittal procedures outlined on Page 1.						at al
1	Land Use Application			Forms must include the property owner's authorization					
J	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.						d
/	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 Latery at least 30 days prior to submitting an application. For more information, see Page 1 of this document.						n
/	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.					n,			
	Development Plans		For a detailed list of the content requirements for each of these plan sheets, see Land Use Application Form LND B					d	
	Req.		1	Req.		1	Req.	v	7
,		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			Street Tree Plan and Street Tree Report	
/	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. The following Conditional Use Applications: Demolition Permits Lakefront Developments Zoning Map Amendments (i.e. Rezonings) Outdoor Eating Areas Planned Development General Development Development Adjacent to Public Parks						or s)
			☐ Modifications to Parking Requirements (i.e. Parking Reductions or Exceeding the Maximum)						

LAND USE APPLICATION - INSTRUCTIONS & FORM



APPLICATION FORM (CONTINUED)

Project Description Provide a brief description of the project and all proposed uses of the site: Conversion of prior Catholic Charity office space to primary and secondary school administrative office and classroom space. Add "Schools. Fullet and Private to PD bermitted uses. Proposed Square-Footages by Type: Commercial (net): Office (net): 23,730 deduct Overall (gross):_______industrial (net):_______ Institutional (net): 23,730 add Proposed Dwelling Units by Type (if proposing more than 8 units): Efficiency:_______1-Bedroom:______2-Bedroom:______3-Bedroom:______4-Bedroom:______5-Bedroom:_____ Density (dwelling units per acre): Lot Area (in square feet & acres): Proposed On-Site Automobile Parking Stalls by Type (if applicable): Surface Stalls: 41 Under-Building/Structured: Electric Vehicle-ready1: Electric Vehicle-installed1: ¹See Section 28.141(8)(e), MGO for more information Proposed On-Site Bicycle Parking Stalls by Type (if applicable): Indoor (long-term): Outdoor (short-term): 28 Scheduled Start Date: January 2024 Planned Completion Date: August 2024 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. Date Prior to 8/1/2023 Planning staff Tim Parks Zoning staff □ Posted notice of the proposed demolition on the City's Demolition Disserv (if applicable). Date Posted N/A 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. Date prior to 8/1/2023 District Alder John Duncan Neighborhood Association(s) Tenant Meeting Date 4/27/2023 Business Association(s) N/A Date______ The applicant attests that this form is accurately completed and all required materials are submitted: Name of applicant Saint Ambrose Academy, Inc. Relationship to property Proposed Tenant Authorizing signature of property owner Hely Mame Catholie Canter, Ine Date September 21, 2023

CANDUSE APPRICATION = INSTRUCTIONS & FORM LND-A

Project Descr					
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	or Catholic Charity office s to PD permitted uses.	pace to primary and sec	condary school administ	arative office and classsi	room space. Add "Schools,
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Efficiency:_	1-Bedroom:	2-Bedroom:	3-Bedroom:	4 Bedroom:	5-Bedroom:
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	ite Automobile Parki				
				-d-l- Floatsia	Mahida inchilladi-
Surface Stal	ls: 41 Under-Build	ing/Structured:	Electric Vehicle-n	sagy:Electric	Vehicle-installed ¹ : GO formore information
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Scaeduleu Stai	t Date.		Flankicu comp		
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