

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.

If you need an interpreter, translator, materials in alternate formats or other accommodations to access these forms, please call the Planning Division at (608) 266-4635.

Si necesita intérprete, traductor, materiales en diferentes formatos, u otro tipo de ayuda para acceder a estos formularios, por favor llame al (608) 266-4635.

Wag tlos kaj xav tau ib tug neeg bhaib lus, tus neeg bhaib ntawv lus sis xav tau cov ntawv ntawv up lwim hom ntawv lus sis lwim-cov kev pob kam paub diaj 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):

702 South High Point Road, Madison WI 53719 Holy Name Heights aka Bishop O'Connor Catholic Pastoral Center

Title: Saint Ambrose Academy Project

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 Saint Ambrose Academy, Inc. **Company** _____
Street address 3 Point Place Suite 150 **City/State/Zip** Madison WI 53719
Telephone (608) 827-5863 **Email** _____

Project contact person Diane Marsland **Company** Saint Ambrose Academy, Inc.
Street address 3 Point Place Suite 150 **City/State/Zip** Madison WI 53719
Telephone (608) 698-1571 **Email** diane.marsland@ambroseacademy.org

Property owner (if not applicant) Holy Name Catholic Center, Inc. Attn: Michael Wick, Chief of Staff
Street address 702 South High Point Road **City/State/Zip** Madison WI 53719
Telephone (608) 821-3000 **Email** _____

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 (\$500 ⁰⁰)	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 Listserve 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>✓</th> <th>Req.</th> <th></th> <th>✓</th> <th>Req.</th> <th></th> <th>✓</th> </tr> </thead> <tbody> <tr> <td></td> <td>Site Plan</td> <td></td> <td></td> <td>Utility Plan</td> <td></td> <td></td> <td>Roof and Floor Plans</td> <td></td> </tr> <tr> <td></td> <td>Survey or site plan of existing conditions</td> <td></td> <td></td> <td>Landscape Plan and Landscape Worksheet</td> <td></td> <td></td> <td>Fire Access Plan and Fire Access Worksheet</td> <td></td> </tr> <tr> <td></td> <td>Grading Plan</td> <td></td> <td></td> <td>Building Elevations</td> <td></td> <td></td> <td>Street Tree Plan and Street Tree Report</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			Street Tree Plan and Street Tree Report			
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✓	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: ☐ Lakefront Developments ☐ Outdoor Eating Areas ☐ Development Adjacent to Public Parks ☐ Modifications to Parking Requirements (i.e. Parking Reductions or Exceeding the Maximum) ☐ Demolition Permits ☒ Zoning Map Amendments (i.e. Rezoning) ☐ Planned Development General Development Plans (GDPs) / Planned Development Specific Implementation Plans (SIPs) ☐ 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:

Conversion of prior Catholic Charity office space to primary and secondary school administrative office and classroom space. Add "Schools, Public, and Private" to PD permitted uses.

Proposed Square-Footages by Type:

Overall (gross): _____ Commercial (net): _____ Office (net): 23,730 deduct
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: _____

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

¹ See Section 28.141(8)(e), MGO for more information

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.

Planning staff Tim Parks Date prior to 8/1/2023

Zoning staff _____ Date _____

- ☐ Posted notice of the proposed demolition on the City's Demolition Listserve (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.

District Alder John Duncan Date prior to 8/1/2023

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 Holy Name Catholic Center, Inc Date September 21, 2023

APPLICATION FORM (CONTINUED)

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Michael Wick