

# 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 \_\_\_\_\_

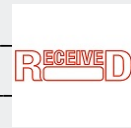
Received by \_\_\_\_\_

Original Submittal       Revised Submittal

Parcel # \_\_\_\_\_

Aldermanic District \_\_\_\_\_

Zoning District \_\_\_\_\_ 5/31/22  
11:57 a.m.



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): 402 W Wilson Street Madison, WI 53703

Title: 402 W Wilson St

### 2. This is an application for (check all that apply)

- X Zoning Map Amendment (Rezoning) from GD-SIP to GD-SIP (new)
- X Major Amendment to an Approved Planned Development - General Development Plan (PD-GDP)
- X 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
- X Demolition Permit      Other requests \_\_\_\_\_

### 3. Applicant, Agent, and Property Owner Information

**Applicant name** Nick Orthmann      **Company** Bear Development, LLC  
**Street address** 4011 80th Street      **City/State/Zip** Kenosha, WI 53142  
**Telephone** 262-308-2656      **Email** northmann@beardevelopment.com

**Project contact person** Nick Orthmann      **Company** Bear Development, LLC  
**Street address** 4011 80th Street      **City/State/Zip** Kenosha, WI 53142  
**Telephone** 262-308-2656      **Email** northmann@beardevelopment.com

**Property owner (if not applicant)** Responsible Esthetics, LLC  
**Street address** 402 W Wilson St      **City/State/Zip** Madison, WI 53703  
**Telephone** 608-237-8800      **Email** barbK@aacd.com ( Barb Kachelski)

## 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</b> (\$ 1,500 )	Refer to the Fee Schedule on Page 8 and the Revised Fee Submittal Instructions on Page 1.	X																																				
	<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.	X																																				
	<b>Land Use Application</b>	Forms must include the property owner's authorization	X																																				
	<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.	X																																				
	<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.	X																																				
	<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.	X																																				
	<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>																																					
	<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>X</td> <td></td> <td>Utility Plan</td> <td>X</td> <td></td> <td>Roof and Floor Plans</td> <td>X</td> </tr> <tr> <td></td> <td>Survey or site plan of existing conditions</td> <td>X</td> <td></td> <td>Landscape Plan and Landscape Worksheet</td> <td>X</td> <td></td> <td>Fire Access Plan and Fire Access Worksheet</td> <td>X</td> </tr> <tr> <td></td> <td>Grading Plan</td> <td>X</td> <td></td> <td>Building Elevations</td> <td>X</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Req.		✓	Req.		✓	Req.		✓		Site Plan	X		Utility Plan	X		Roof and Floor Plans	X		Survey or site plan of existing conditions	X		Landscape Plan and Landscape Worksheet	X		Fire Access Plan and Fire Access Worksheet	X		Grading Plan	X		Building Elevations	X					
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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> <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>	<ul style="list-style-type: none"> <li><input checked="" type="checkbox"/> Demolition Permits</li> <li><input checked="" type="checkbox"/> Zoning Map Amendments (i.e. Rezoning)</li> <li><input checked="" type="checkbox"/> Planned Development General Development Plans (GDPs) / Planned Development Specific Implementation Plans (SIPs)</li> <li><input type="checkbox"/> Development within Downtown Core (DC) and Urban Mixed-Use (UMX) Zoning Districts</li> </ul>																																				

**APPLICATION FORM (CONTINUED)**

**5. Project Description**

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

The development includes the adaptive reuse of the existing office building and a new construction addition that will house 54-dwelling units, with underground parking.

**Proposed Square-Footages by Type:**

Overall (gross): 67,984 Commercial (net): \_\_\_\_\_ Office (net): \_\_\_\_\_  
 Industrial (net): \_\_\_\_\_ Institutional (net): \_\_\_\_\_

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

Efficiency: \_\_\_\_\_ 1-Bedroom: 29 2-Bedroom: 25 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: 29

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

Indoor: 54 Outdoor: 6

Scheduled Start Date: 10/1/2022 Planned Completion Date: 12/31/2023

**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 Lisa McNabola/Kevin Firchow Date 3/3/2022 (DAT meeting)

Zoning staff Jenny Kirchgatter Date 3/3/2022 (DAT meeting)

**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 Mike Verveer Date 2/22/2022

Neighborhood Association(s) Bassett District of Capitol Neighborhoods, Inc. Date 3/4/2022

Business Association(s) Central Business Improvement District (BID #1) Date 3/4/2022

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

Name of applicant Nick Orthmann Relationship to property Applicant/Developer/Purchaser

Authorizing signature of property owner  Date 5/26/2022  
 Barb Kachelski  
 Responsible Esthetics, LLC