

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 estas formularios, por favor llame al (608) 266-4635.

Wag tias kaj xav tau ib tug neeg bhaih lus, tus neeg bhaih ntawv lus sis xav tau cov ntawv ntawv up lwv hom ntawv lus sis lwv cov kev pob kom 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						
	Req.	✓		Req.	✓	Req.	✓
	Site Plan			Utility Plan		Roof and Floor Plans	
		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)	<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 checked="" type="checkbox"/> Zoning Map Amendments (i.e. Rezoning)</p> <p><input type="checkbox"/> Planned Development General Development Plans (GDGs) / 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:

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):

Indoor (long-term): _____ Outdoor (short-term): 28

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

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 List(s) (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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Planning staff Tom Parks Date prior to 8/1/2023
 Zoning staff _____ Date _____

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Authorizing signature of property owner Holy Name Catholic Center, Inc Date September 21, 2023
Michael Wick