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

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.

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 _____

APPLICATION FORM

1. Project Information

Address (list all addresses on the project site): 1 and 15 Ellis Potter Court

Title: _____

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 Scott Kwiecinski Company Horizon Development Group, Inc.

Street address 5201 East Terrace Drive, Suite 300 City/State/Zip Madison, WI 53718

Telephone (608) 354-0820 Email s.kwiecinski@horizondbm.com

Project contact person Kevin Burow Company Knothe & Bruce Architects

Street address 8401 Greenway Blvd., Ste 900 City/State/Zip Middleton, WI 53562

Telephone 608-836-3690 Email kburow@knothebruce.com

Property owner (if not applicant) Bin Ran, BR 15 Real Estate, LLC

Street address 15 Ellis Potter Court City/State/Zip Madison, WI 53711

Telephone 608-347-7618 Email binran1967@hotmail.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	✓
	Filing Fee ($ 1,050.00)	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 *Submittal Requirements for PDFs* (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 Listserv 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	
	Survey or site plan of existing conditions			Landscape Plan and Landscape Worksheet			Fire Access Plan and Fire Access Worksheet	
	Grading Plan			Building Elevations				

	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. Rezonings) ☐ 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:

A 3-story mixed-use building for Seniors 55+ with a total of 54 one- and two-bedroom units with underground parking, and a community outreach office located in the commercial space; and a separate 2-story, 11-unit townhome building with 3-bedroom units with direct entries and detached garages.

Proposed Square-Footages by Type:

Overall (gross): 101,506 sq.ft. Commercial (net): 1,065 sq.ft. Office (net): _____

Industrial (net): _____ Institutional (net): _____

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

Efficiency: _____ 1-Bedroom: 26 2-Bedroom: 28 3-Bedroom: 11 4+ Bedroom: _____

Density (dwelling units per acre): 33.2 Lot Size (in square feet & acres): 85,407 sq.ft. / 1.96 acres

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

Surface Stalls: 38 Under-Building/Structured: 64

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

Indoor: 65 Outdoor: 10

Scheduled Start Date: Fall of 2024 Planned Completion Date: Fall of 2025

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 Chris Wells Date 10/6/23

Zoning staff Jenny Kirchgatter Date 10/6/23

☑ **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 Kristin Slack Date 11/9/23

Neighborhood Association(s) _____ Date _____

Business Association(s) _____ Date _____

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

Name of applicant Scott Kwiecinski Relationship to property Developer

Authorizing signature of property owner _____ Date 11/25/2023