Consult the schedule below for the appropriate fee for your request. Refer to Section 28.206, MGO for further detail. Land Use Applications containing a combination of Rezoning, Demolition Permit and/or Conditional Use approvals shall, after computation of each category, be charged the highest individual fee. Fractions of an acre are rounded up to the next whole acre. Please note that a separate fee schedule applies for subdivision/CSM applications and for Urban Design Commission review. Fee payments are due by the submittal date. Payments received after the submittal deadline may result in the submittal being scheduled for the next application review cycle. Make checks payable to *City Treasurer* and mail it to the following address: *City of Madison Building Inspection; P.O. Box 2984; Madison, WI 53701-2984*. Please include a cover page with the check which includes the project address, brief description of the project, and contact information.

Request	Filing Fee
Zoning Map Amendment, except for Planned Developments	$950 plus $100 for each acre of land in excess of one acre or fraction thereof, included in the proposed rezoning, up to a maximum of 20 acres or $2,850
Zoning Map Amendment for a Planned Development: General Development Plan (GDP) or Specific Implementation Plan (SIP) (including Major Alterations requiring Common Council approval)	$1,500 plus $200 for each acre of land in excess of one acre or fraction thereof, included in the proposed rezoning, up to a maximum of twenty acres or $5,300
Major Alteration to a Planned Development General Development Plan (GDP) or Specific Implementation Plan (SIP) requiring Plan Commission approval	$500
All Conditional Uses (including Major Alterations to approved Conditional Uses), except those noted below	$600 plus $100 for each acre of land in excess of one acre or fraction thereof, up to a maximum of 20 acres or $2,500
Conditional Use (including Major Alterations to Approved Conditional Uses) for a: • Multi-family complex • School • New construction or addition to existing building(s) that results in total square footage greater than 50,000 square feet in floor area and 25,000 or more square feet of floor area designed or intended for retail, hotel or motel use • New construction of a building, addition to any existing building or major alteration to the exterior face of a building in the Downtown Core (DC) or Urban Mixed-Use (UMX) District	$950 plus one $100 for each acre of land in excess of one acre or fraction thereof, up to a maximum of 20 acres or $2,850
Conditional Use application for the following conditional uses: • Day care centers [includes adult day care] • Adaptive reuse of former public school or municipal buildings • Accessory greenhouses and swimming pool roofs or domes which infringe on required usable open space • Community service organizations; day treatment facilities • Development of parcels adjacent to landmarks, landmark sites or historic districts designated by the Landmarks Commission, provided that the use of the parcel is either a permitted or conditional use allowed in the zoning district in which the property is located	No fee
Conditional Use application filed by any nonprofit, nongovernmental organization registered with the Department of Financial Institutions or by any neighborhood organization registered with the City Department of Planning and Community and Economic Development. When a question arises as to whether an organization is nonprofit, nongovernmental, the City Attorney shall investigate and make a determination.	No fee
Demolition or Removal Permit	$600, unless permit is issued in conjunction with a conditional use approval, in which case the fee for that application applies
Site Plan Review fee	$100 plus $50 for each acre of land in excess of one acre, or fraction thereof, up to a maximum of 5 acres or $300. Review of previously rejected site plan is 50% of original fee. $50 maximum for governmental entities, schools, and non-profit, non-gov.organizations.

5. Project Description

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

This project consists of the construction of a 15-story, 265 room hotel addition to the existing parking garage within the 900 block of East Washington Avenue development. Transient hotel guestrooms will be located on floors 7-15 with guest services, bar, banquet hall and meeting rooms located on the first, second and sixth floors. The existing parking garage will expand into floors 3-5.

Proposed Square-Footages by Type:

Overall (gross): 318,017 sf

Commercial (net): 194,800 sf

Office (net): _____

Industrial (net): _____

Institutional (net): _____

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

Efficiency: 252 1-Bedroom: 13 2-Bedroom: _____ 3-Bedroom: _____ 4 Bedroom: _____ 5-Bedroom: _____

Density (dwelling units per acre): _____ Lot Area (in square feet & acres): 4.3 acres

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

Surface Stalls: _____ Under-Building/Structured: 150 Electric Vehicle-ready[1]: _____ Electric Vehicle-installed[1]: _____

[1] See 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): 16

Scheduled Start Date: Summer 2024 **Planned Completion Date**: Winter 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 Tim Parks Date 10/12/2023

Zoning staff Jenny Kirchgatter Date 10/12/2023

☐ **Posted notice of the proposed demolition on the** City's Demolition Listserv (if applicable). Date Posted _____

☐ 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 Marsh Rummel Date 10/25/2023

Neighborhood Association(s) Marquette Neighborhood Association Date 10/25/2023

Business Association(s) Capitol East Business Association Date 10/25/2023

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

Name of applicant Curt Brink Relationship to property Developer

Authorizing signature of property owner Curtis Brink Date 11/27/2023

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 ($)	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			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: ☐ 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	

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:

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

Yog tias koj xav tau ib tug neeg txhais lus, tus neeg txhais ntawv, los sis xav tau cov ntaub ntawv ua lwm hom ntawv los sis lwm cov kev pab kom paub txog cov lus qhia no, thov hu rau Koog Npaj (Planning Division) (608) 266-4635.

1. Project Information

Address (list all addresses on the project site):
929 East Washington Ave.

Title: 929 East Washington Ave. Hotel

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 Curt Brink Company Archipelago Village, LLC

Street address 701 E. Washington, Suite 105 City/State/Zip Madison, WI 53703

Telephone (608) 575-4845 Email curtbrink@hotmail.com

Project contact person Doug Hursh Company Potter Lawson

Street address 749 University Row, Suite 300 City/State/Zip Madison, WI 53705

Telephone (608) 274-2741 Email dough@potterlawson.com

Property owner (if not applicant) Archipelago Village, LLC

Street address P.O. Box 512, 505 N. Carroll Street City/State/Zip Madison, WI 53701

Telephone (608) 255-8633 Email matt.carlson@carlsonblack.com

Additional Requirements for all Development Plan Sets (i.e. site plan, floor plans, elevations, etc.):

1. Submit the Plan Set in a Single File - The various Development Plans shall be combined and submitted as a single, multipage file (Note: Lighting Plans (Photometrics and Cut Sheets) *(if applicable)* should be submitted as a separate file)

2. Give it a Scale -- All drawings should to be to a scale, which shall be noted along with the inclusion of a scale bar on each page.

3. Orientation -- Plan sheets should be oriented in the PDF files to allow the files to be viewed without needing to rotate

4. Live Linework -- If possible, PDFs should to be in vector format (with 'live' or 'selectable' linework), as opposed to static images (i.e. raster format)).

5. Sheet Labels -- ***Include an alpha-numeric sheet number in the lower right corner of each page.*** (See Diagram to the right for an example) ** ***Sheet labels must be unique within the plan set.*** ** ***Make sure to review No. 7 below before submitted revised plans.***

   While there is no mandatory standard for sheet numbering, these are some typical convensions:

   A (Architectural) C (Civil / Site) T (Title Sheet) L (Landscaping)

   As such, for purely illustrative purposes, the submittal plans for a hypothetical development might include the following sheets:

   T-1 (Title Sheet)** C-2 (Utility Plan) A-1 (Basement Plan) A-3 (Second Floor Plan)
   C-1 (Site Plan) L-1 (Landscaping Plan) A-2 (First Floor Plan) A-4 (Elevations)

   ** **Please include a table on the Title Sheet** listing all the drawings included in the set and their corresponding sheet labels

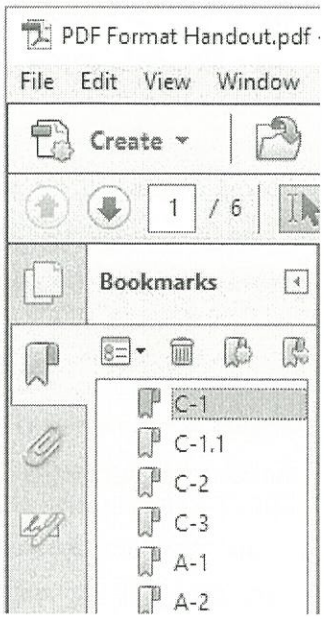
   If submittal involves multiple buildings, include an extra letter in the sheet label - either at the beginning or end - to distinguish the buildings:

   Prefix Example: Bldg A: AA101, AA102, etc. | Bldg B: BA101, BA102, etc.

   Suffix Example: Bldg A: A-1-A, A-2-A, etc. | Bldg B: A-1-B, A-2-B, etc.

6. Bookmarks -- ***Include bookmarks in the PDF*** matching each sheet/page number. (See Diagram to the right for an example) ***Make sure to review No. 7 below before submitted revised plans.***

   The sheet numbers and sheet contents **can be combined** (i.e. C-1 Site Plan)



7. ** **VERY IMPORTANT** ** Maintain Consistent Sheet Numbers and Corresponding Bookmarks Across Submittals --

   Revisions -- When submitting revised files, the ***sheet number and corresponding bookmark used for a revised sheet must be the same as it was in the original submittal. These must be consistent across revisions***. (Example, if the site plan is numbered 'C-1' in the original submittal, it must be numbered 'C-1' in the revised submittal. However, if inserting or deleting pages, see below.

   Inserting Pages -- If inserting a page between existing pages, add a number (i.e. '.1') or letter (i.e. 'a') to the preceding page number for the inserted page's label. (Example: a page inserted between page C-1 and C-2 shall be called C-1.1 or C-1a.)

   Deleted Pages -- The **page numbers of deleted pages shall not be reused**. If, for example, your initial submittal for a 4-story building (with the floor plans labelled A-1, A-2, A-3 & A-4) was resubmitted as a 3-story building, the Sheet Label which was used for the deleted 4th Floor Plan (i.e. A-4) must be retired and not used again for a different drawing.

8. Failure to submit plans in the requested format may result in longer review time and/or rejection of the submittal. Contact staff with questions or if you need assistance with the above requirements.

With an interest in improving internal efficiency and reducing the amount of paper required for the various development application submittals, the City is shifting towards an all-digital review. In order to best enable the City's digital plan review software - by allowing accurate measurements, the ability to search for text, and optimized performance - the City now has additional requirements pertaining to the submittal of digital materials. Contact staff with questions or if you need assistance with the below requirements.

General Requirements:

- Format -- All files should be submitted as a PDF (.pdf)
- Separate Files -- The various documents shall be submitted as separate PDFs. (PDF Packages/Portfolios will not be accepted). Examples of Individual Files:
  - The Completed Application Form
  - Letter of Intent
  - Submittal Notification to Alder, Neighborhood Association *(if applicable)*, and Business Association *(if applicable)*, and/or Waiver from Alder *(if granted)*
  - Development Plans *(see next page for additional requirements)*
  - Demolition Photos *(if applicable)*
  - Lighting Plans (Photometrics and Cut Sheets) *(if applicable)*
  - Title Report *(if applicable)*
  - Zoning Text for Planned Developments (PD-GDP and/or PD-SIP) *(if applicable)*
- No Passwords -- PDF files must not require a password in order to view the file

Required File Naming Convention:

To further aid internal efficiency, please use the following naming convention when labeling the individual PDF files outlined above. Note: No spaces are allowed in the file names. Please use underscores (_)

Address	+	Submittal Phase	+	File Type	+	Revised File?	+	Date
Format: Street Name*_Street # * Abbreviate cardinal direction (N, S, E, W) & street type (St, Rd, Dr, etc.) *Ex: E_Walnut_St_123* If a range of addresses on the same street, use a hyphen: *Ex: S_Elm_Blvd_135-137* If address involves (2) streets, use "and": *Ex: Oak_Dr_123_and_456_Maple_Ln* If address involves (3) or more streets, note first (2) addresses and then add a "+" at the end: *Ex: Beech_St_123_and_Ash_Ct_246+*	+	"PRE" For initial/revised submittals (before project receives necessary UDC / Plan Commission / Council approval(s)) or "VER" For sign-off plan submittals (i.e. condition verification submittals post UDC / Plan Commission / Council approval)	+	**Examples:** - "App" (Application) - "LOI" (Letter of Intent) - "Plans" - "Lighting" (Lighting Plans) - "Notif"/"Waiver" (Submittal Notification /Waiver) - "PD Text" (Planned Development Zoning Text) - "Title" (Title Report) etc.	+	All revised/rerevised files submitted during the same submittal phase (i.e. during the preapproval or condition verification phase) must include the version number ("v2", "v3", etc.) Example: Original version: *S_Few_St_102_Plans* First revision: *S_Few_St_102_Plans_**v2*** Second revision: *S_Few_St_102_Plans_**v3*** etc.	+	**Format:** YYYY-MM-DD

Examples of full file names for PDFs, by submittal phase:

Initial/revised submittals (before project receives necessary UDC / Plan Commission / Council approval(s)):

Application form: *Spruce_Pl_123_PRE_App_2020-05-08*

LOI: *Spruce_Pl_123_PRE_LOI_2020-05-08*

Revised LOI: *Spruce_Pl_123_PRE_LOI_v2_2020-05-20*

Plans: *Spruce_Pl_123_PRE_Plans_2020-05-08*

Revised Plans: *Spruce_Pl_123_PRE_Plans_v2_2020-05-20*

Sign-Off Plan submittals (i.e. condition verification submittals post UDC / Plan Commission / Council approval):

Plans: *Spruce_Pl_123_VER_Plans_2020-07-08*

Revised Plans: *Spruce_Pl_123_VER_Plans_v2_2020-07-20*

Re-Revised Plans: *Spruce_Pl_123_VER_Plans_v3_2020-07-25*

7. **Completeness Review.** Per Section 28.181(4), MGO, **the Zoning Administrator may refuse to accept an application, if it is determined to be incomplete.** A "complete" application includes a completed Land Use Application Form (Pages 5-8) and the submission of all required application materials as indicated on its Submittal Checklist (Page 6). For a detailed list of the content requirements for the various plan sheets, as well as the submittal requirements for those application types requiring supplemental materials, please see Land Use Application Form LND-B. Applications deemed complete will be scheduled for the public hearing date(s) specified on the Development Review Schedule (see No. 3 above).

After Filing an Application

8. **Public Notice.** This will occur in three ways: 1) The Zoning Administrator will prepare a "notice of hearing" sign, which ***the applicant must post in a highly visible location on the property - so that it can be read from the sidewalk or other public right-of-way - at least 21 days prior*** to the scheduled public hearing; 2) City staff will post notice in the Wisconsin State Journal; and 3) City staff will notify, by mail, the applicant as well as property owners and occupants within 200 feet of the boundaries of the property.
9. **Development Review.** Application materials will be circulated to several City agencies for review. Upon completion of the development review process by staff, the applicant will receive a copy of the staff report to the Plan Commission – containing staff's analysis and recommended conditions of approval – prior to the scheduled public hearing. Note: review of construction drawings, submitted in order to obtain building permits, is a separate process which is not included in the review of land use applications.
10. **Post-Submission Design Changes**. Please note that subsequent revisions to submittal materials will likely result in rescheduling of public hearings (i.e. being deferred to a later review cycle).

Plan Commission Review Process

11. **Plan Commission Attendance Required.** Please note that the applicant or a representative is required to attend the Plan Commission public hearing and should remain at the meeting until the Commission votes on their item. The attendee should be prepared to provide a brief overview to the Plan Commission (with visual aids, if desired) and answer questions related to the application proposal. Failure to appear at the scheduled hearing may cause referral of the matter to a future hearing date.
12. **Final Action.** The Plan Commission is the decision-making body for the majority of Land Use Applications, with the exception of rezoning, annexation, subdivision, and zoning text amendment requests (the latter three however, use a different application form). The Plan Commission can approve, conditionally approve, reject (deny), or refer (to a future hearing) those Land Use Applications that it has purview over based on their review of the request for consistency with the applicable review criteria and development standards found in City ordinances. For all other Land Use Applications, the Plan Commission will make an advisory recommendation to the Common Council, who will take final action to approve, conditionally approve, or reject the application.
13. **Disposition Letter and Next Steps.** After final action has been taken on an application, the Planning Division will draft a disposition letter that provides a detailed list of the conditions of approval. The disposition letter will also contain instructions for finalizing the requested land use approvals which are required prior to receiving permits for demolition or new construction. A copy of the letter will be sent to the contact person identified on the application.

Finalizing Approval

14. **Plan Revision and Resubmission**. After approval is granted, the applicant is responsible for satisfying the various conditions of approval, as listed in the Disposition Letter. Specific questions about a condition should be directed to the particular agency that submitted the condition, while questions regarding resubmittal and final signoff should be sent to SPRApplications@cityofmadison.com. The applicant shall then submit:

    a) a **PDF of the revised plan set** (in addition to any necessary supplemental documentation) as specified in the Disposition Letter. These updated plans shall be emailed to SPRApplications@cityofmadison.com. Note: **the limit on email file size and PDF formatting requirements outlined above, under No. 6, still apply**.

    b) The **Site Plan Review filing fee** (For more information, refer to the Fee Schedule on Page 8 and the Fee Submittal Instructions on Page 1.)

    When the revised plans are submitted, the applicant will be emailed a hyperlink to a website to follow, in real time, which agencies have reviewed the revised documents, and signed off or need additional information. The plans will then distributed to City Agencies who submitted conditions of approval during the initial plan review to verify that their conditions, along with any applicable requirements, have been satisfied.

15. **Final Approval**. Once all City Agencies have signed off, Zoning Staff will issue final approval and the applicant may then obtain any other necessary permits. Note: separate building, sign, or demolition permits issued by the Building Inspection Division will be required before work on the project can commence. Questions on this matter should be directed to the Building Inspection Division, (608) 266-4551.

LAND USE APPLICATION - INSTRUCTIONS & FORM

LND-A

This document describes the process and application requirements for Land Use Applications requiring Plan Commission review and approval.

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

Yog tias koj xav tau ib tug neeg txhais lus, tus neeg txhais ntawv, los sis xav tau cov ntaub ntawv ua lwm hom ntawv los sis lwm cov kev pab kom paub txog cov lus qhia no, thov hu rau Koog Npaj (Planning Division) (608) 266-4635.

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

Prior to Application Submittal

1. **Pre-Application Meeting.** Prior to the submittal of a Land Use Application, the applicant is strongly encouraged to meet with Planning and Zoning staff to discuss the development proposal, review concept plans in detail, and discuss the approval process. Applicants are also strongly encouraged to meet with the district alderperson, adjoining neighbors/ property owners, and neighborhood association(s), if applicable, prior to submitting an application. If Urban Design Commission (UDC) review or approval is also required, a pre-application meeting with the UDC Secretary is required. Contact the Planning Division at Planning@cityofmadison.com or (608) 266-4635 for further assistance and to set up a meeting.

2. **Pre-Application Notification.** A letter or email notifying 1) the Alderperson (find your alderperson), and 2) any applicable City-registered neighborhood association(s) and City-listed business association(s) serving the subject site, must be sent by the applicant **at least 30 days** prior to submitting an application. This notice ***must clearly state*** **that the applicant is "intending to file a [demolition/conditional use/zoning map amendment] application"** and ***specify*** **the project address(es). If this notice requirement is not met, an application will *not* be accepted.** Notices may also include other information such as contact information, timelines, or descriptions of the proposal. Note: The alderperson and the Director of Planning & Community & Economic Development may *waive* or *reduce* the 30-day notification requirement. A copy of the pre-application notification letters and, if applicable, any correspondence granting a waiver or reduction of the 30 days, is required to be submitted as part of the application materials.

   Additional Notification Requirement for Demolition Permits: For all Demolition requests, posting notice of the requested demolition to the City's Demolition Listserv is required **at least 30 days** prior to submitting an application.

Submitting Your Application

3. **Submittal Deadline Date.** Application submittal deadlines are as noted on the annual Development Review Schedule for the Plan Commission (PC) and Urban Design Commission (UDC). These are Mondays at 12:00 p.m., unless noted otherwise.

4. **Where to Email Your Materials.**

   Initial Submittals: Individual PDF files of each item submitted (See Page 6 for the list) should be emailed to PCApplications@cityofmadison.com. This email must include the project address, project name, and the applicant's name.

   For Joint UDC + Land Use Applications: If your project requires both UDC and Land Use Application submittals, a completed UDC Application and accompanying submittal materials (See Page 2 of the UDC Application) are also required to be sent to UDCApplications@cityofmadison.com by the submittal deadline. Late application submittals will be scheduled for the next application review cycle.

   Final Sign-Off Submittals: SPRApplications@cityofmadison.com. See No. 14 on the following page for more information.

5. **Fee Payment.** Refer to the Fee Schedule on Page 6. Fee payments are due by the submittal date. Payments received after the submittal deadline may result in the submittal being scheduled for the next application review cycle. Make checks payable to *City Treasurer* and either mail it to the following address: *City of Madison Building Inspection; P.O. Box 2984; Madison, WI 53701-2984*, drop it in the drop box located along the Doty Street entrance of the Madison Municipal Building (215 Martin Luther King Jr. Blvd. Madison, WI 53701-2984), or make an appointment online to pay the fee at the Zoning counter. Appointments can be made at this website: https://www.cityofmadison.com/dpced/bi/schedule-a-counter-appointment/3423/. If you mail in the check or use the drop box, please include a cover page with the check which includes the project address, brief description of the project, and contact information.

6. **Submittal Method and Format Requirements.**

   Digital Materials Only. ***Only digital (PDF) submittals*** are being accepted for all Land Use applications (this is the same for Subdivision and Urban Design Commission (UDC) applications).

   Email Size Limits. Note that ***an individual email cannot exceed 20MB*** and it is the ***responsibility of the applicant*** to present files in a manner that can be accepted. Electronic submittals via file hosting services (such as Dropbox) are ***not*** allowed. Applicants who are unable to provide the materials electronically should contact the Planning Division at Planning@cityofmadison.com or (608) 266-4635 for assistance.

   Formatting Requirements. All PDFs ***must comply with the submittal requirements*** outlined on Pages 3 and 4.