# 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 ___8/26/24 9:00 a.m.

_____ Paid

_____

☐ Initial Submittal

☐ 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.*

## APPLICATION FORM

### 1. Project Information

Address (list all addresses on the project site):
702 W Olin Ave

Title: ADU - 702 W Olin

### 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** Marissa Sutter Company -

Street address 702 W Olin Ave #2 City/State/Zip Madison, WI 53715

Telephone 608-333-2552 Email msutter12@gmail.com

**Project contact person** Marissa Sutter Company -

Street address 702 W Olin Ave #2 City/State/Zip Madison, WI 53715

Telephone 608-333-2552 Email msutter12@gmail.com

**Property owner (if not applicant)** _____

Street address _____ City/State/Zip _____

Telephone _____ Email _____

## APPLICATION FORM (CONTINUED)

### 5. Project Description

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

This project is a 675 sq foot assessory dwelling unit. This will be used as the primary residence for the homeowner of 702 W Olin Ave.

**Proposed Square-Footages by Type**:

Overall (gross): 675 Commercial (net): _____ Office (net): _____

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

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

Efficiency:_____ 1-Bedroom:_____ 2-Bedroom:X_____ 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:_____ Under-Building/Structured:_____ Electric Vehicle-ready[1]:_____ Electric Vehicle-installed[1]:_____

**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):_____

**Scheduled Start Date**: Spring 2025 **Planned Completion Date**: Summer 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 McNabola, Lisa Date 8/9/2023

Zoning staff Jenny Kirchgatter Date 8/9/2023

☐ **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 Tag Evers Date 7/17/2024

Neighborhood Association(s) Cindy McCallum Date 7/17/2024

Business Association(s) Jason Ilstrup Date 7/17/2024

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

Name of applicant Marissa Sutter Relationship to property Owner

Authorizing signature of property owner Marissa Sutter Date 8/25/2024