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 9/19/24 9:06 am ☐ 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.

APPLICATION FORM

1. Project Information

Address (list all addresses on the project site):

3441 Burke Ave, Madison WI 53714

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 Peter M Beckett Company _____

Street address 3441 Burke Ave City/State/Zip Madison / WI / 53714

Telephone 608-440-1230 Email ptrbeckett@gmail.com

Project contact person _____ Company _____

Street address _____ City/State/Zip _____

Telephone _____ Email _____

Property owner (if not applicant) _____

Street address _____ City/State/Zip _____

Telephone _____ 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** ($ 700)	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	

APPLICATION FORM (CONTINUED)

5. Project Description

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

Intending on demoing the existing primary structure and rebuilding the new primary structure.
Applying for permit Sept 23rd. Expecting Demo to begin well within the 6 months requirement.

Proposed Square-Footages by Type:

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

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

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: _____ 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: _____ **Planned Completion Date**: _____

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 Date June 3rd 2024

Zoning staff Jacob Moskowitz Date May 31st 2024

☑ **Posted notice of the proposed demolition on the** City's Demolition Listserv (if applicable). Date Posted August 19th 2024

☑ 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 Amani Latimer Burris Date August 19th 2024

Neighborhood Association(s) Cathy Couture Date August 19th 2024

Business Association(s) _____ Date _____

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

Name of applicant Peter M Beckett Relationship to property Owner

Authorizing signature of property owner PMB Date 9/19/24

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APPLICATION FILING FEES

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.