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 6/1/26 10:08 a.m.

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): 3602 ATWOOD AVE. MADISON WISCONSIN 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 ROGER LIPPITT Company MIDWEST PROPERTY MGMT.

Street address PO BOX 518 City/State/Zip DEFOREST WI 53532

Telephone (608) 516-7536 Email [redacted]

Project contact person " " Company _____

Street address _____ City/State/Zip _____

Telephone _____ Email _____

Property owner (if not applicant) _____

Street address _____ City/State/Zip _____

Telephone Email

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APPLICATION FORM (CONTINUED)

5. Project Description

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

CONVERT INTERIOR FLOOR PLAN FROM 4 OFFICE UNITS TO 2 RESIDENTIAL APARTMENTS.

Proposed Square-Footages by Type:

Overall (gross): 3,190 Commercial (net): _____ Office (net): _____

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

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

Efficiency: _____ 1-Bedroom: _____ 2-Bedroom: 1 3-Bedroom: 1 4+ Bedroom: _____

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

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

Surface Stalls: 4 Under-Building/Structured: _____

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

Indoor: _____ Outdoor: 4

Scheduled Start Date: JULY 2026 Planned Completion Date: JULY 2028

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 COLIN PLANT Date 2/24/26

Zoning staff JACOB MOSKOWITZ Date 2/24/26

☐ **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 DINA NINA MARTINEZ-RUTHERFORD Date 5/21/26

Neighborhood Association(s) EASTMORLAND NEIGHBORHOOD Date 5/21/26

Business Association(s) _____ Date _____

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

Name of applicant ROGER LIPPITT Relationship to property OWNER

Authorizing signature of property owner [signature] Date 6/1/25