

# LAND USE APPLICATION

**LND-B**

City of Madison  
Planning Division  
126 S. Hamilton St.  
P.O. Box 2985  
Madison, WI 53701-2985  
(608) 266-4635



**All Land Use Applications must be filed with the Zoning Office at the above address.**

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 found on the City's web site.

## FOR OFFICE USE ONLY:

Paid \_\_\_\_\_ Receipt # \_\_\_\_\_  
Date received \_\_\_\_\_  
Received by \_\_\_\_\_  
Parcel # \_\_\_\_\_  
Aldermanic district \_\_\_\_\_  
Zoning district \_\_\_\_\_  
Special requirements \_\_\_\_\_  
Review required by \_\_\_\_\_  
☐ UDC ☐ PC  
☐ Common Council ☐ Other \_\_\_\_\_  
Reviewed By \_\_\_\_\_

### 1. Project Information

Address: 647 Bear Claw Way  
Title: Lot 25 of Sauk Heights

### 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) Zoning
- ☐ 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** Alex McKenzie **Company** T.R. McKenzie, Inc.  
**Street address** 1910 Hawks Ridge Dr. #322 **City/State/Zip** Verona, WI 53593  
**Telephone** 608-848-0111 **Email** alex@trmckenzie.com  
**Project contact person** Don Schroeder **Company** Knothe & Bruce Architects, LLC  
**Street address** 7601 University Ave. Suite 201 **City/State/Zip** Middleton, WI 53562  
**Telephone** (608)836-3690 **Email** dschroeder@knothebruce.com  
**Property owner (if not applicant)** \_\_\_\_\_  
**Street address** \_\_\_\_\_ **City/State/Zip** \_\_\_\_\_  
**Telephone** \_\_\_\_\_ **Email** \_\_\_\_\_

**4. Project Description**

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

nine unit townhome

Scheduled start date Spring 2019 Planned completion date Fall 2019

**5. Required Submittal Materials**

Refer to the Land Use Application Checklist for detailed submittal requirements.

- |  |   |  |
|--|---|--|
| <input checked="" type="checkbox"/> Filing fee           | <input checked="" type="checkbox"/> Pre-application notification            | <input checked="" type="checkbox"/> Land Use Application Checklist (LND-C) |
| <input checked="" type="checkbox"/> Land Use Application | <input checked="" type="checkbox"/> Vicinity map                            | <input type="checkbox"/> Supplemental Requirements                         |
| <input checked="" type="checkbox"/> Letter of intent     | <input checked="" type="checkbox"/> Survey or existing conditions site plan | <input checked="" type="checkbox"/> Electronic Submittal*                  |
| <input checked="" type="checkbox"/> Legal description    | <input checked="" type="checkbox"/> Development plans                       |  |

*\*Electronic copies of all items submitted in hard copy are required. Individual PDF files of each item submitted should be compiled on a CD or flash drive, or submitted via email to pcapplications@cityofmadison.com. The email must include the project address, project name, and applicant name. Electronic submittals via file hosting services (such as Dropbox.com) are not allowed. Applicants who are unable to provide the materials electronically should contact the Planning Division at (608) 266-4635 for assistance.*

For concurrent UDC applications a separate pre-application meeting with the UDC Secretary is required prior to submittal. Following the pre-application meeting, a complete UDC Application form and all other submittal requirements must be submitted to the UDC Secretary. An electronic submittal, as noted above, is required. Electronic submittals should be compiled on a CD or flash drive, or sent via email to udcapplications@cityofmadison.com.

**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 8-23-2018

Zoning staff Tim Parks distributed to staff Date 8-23-2018

- ☐ Demolition Listserv

- ☐ 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 any nearby neighborhood and business associations **in writing** no later than **30 days prior to FILING this request**. List the alderperson, neighborhood association(s), business association(s), AND the dates you sent the notices:

District #9 Alder Paul Skidmore,  
Sharon Goss & Carrie Sanders (Elderberry Neighborhood Association)

The alderperson and the Director of Planning & Community & Economic Development may reduce the 30-day requirement or waive the pre-application notification requirement altogether. Evidence of the pre-application notification is required as part of the application materials. A copy of the notification letters or any correspondence granting a waiver is required as part of the application materials.

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

Name of applicant Alex McKenzic Relationship to property Member

Authorizing signature of property owner  Date 9/4/18