

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:

Paid _____ Receipt # _____

Date received _____

Received by _____

☐ Original Submittal ☐ Revised Submittal

Parcel # _____

Aldermanic District _____

Zoning District _____ 5/8/2020

Special Requirements _____ 10:37 a.m.

Review required by _____

☐ UDC ☐ PC
☐ Common Council ☐ Other _____

Reviewed By _____

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. (<http://www.cityofmadison.com/development-services-center/documents/SubdivisionApplication.pdf>)

APPLICATION FORM

1. Project Information

Address: 1722 Monroe Street (commercial address 1726 Monroe)
Title: outdoor area associated with food & beverage establishment
Garth's Brew Bar

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 Garth Beyer **Company** Garth's Brew Bar
Street address 1726 Monroe St. **City/State/Zip** Madison WI 53711
Telephone 815 370 1904 **Email** gbeyer13@gmail.com

Project contact person 11 **Company** 11
Street address _____ **City/State/Zip** _____
Telephone _____ **Email** _____

Property owner (if not applicant) 1700 Monroe Street, LLC
Street address 10 E Doty Suite 300 **City/State/Zip** Madison, WI 53703
Telephone 608 441 5163 **Email** amorrison@uli.com

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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. **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 (<https://www.cityofmadison.com/dpced/bi/documents/LUAChecklist.pdf>).

Req.	Required Submittal Information	Contents	No. of Copies	✓
	Filing Fee (\$ 600)	Refer to the Fee Schedule on Page 6. Make checks payable to City Treasurer.	1	✓
	Land Use Application	Forms must include the property owner's authorization.	1	✓
NA	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.	1	✓
	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 application.	1	✓
	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. ** When submitting, you must collate the Letters of Intent with the Development Plans **	28	✓
NA	Development Plans	Twenty-Eight (28) legible & scaled 11" x 17" copies, collated and stapled.	28	
	Site Plan	** When submitting, you must collate the Letters of Intent with the Development Plans ** For a detailed list of the content requirements for each of these plan sheets, please see Land Use Application Form LND-B (https://www.cityofmadison.com/dpced/bi/documents/LUAChecklist.pdf)		
	Survey or site plan of existing conditions			
	Grading Plan			
	Utility Plan			
	Landscape Plan and Landscape Worksheet			
	Building Elevations			
	Roof and Floor Plans			
	Fire Access Plan and Fire Access Worksheet			
NA	Supplemental Requirements (Based on Application Type)	Additional materials are required for the following application types noted below. Please see Land Use Application Form LND-B (https://www.cityofmadison.com/dpced/bi/documents/LUAChecklist.pdf) for a detailed list of the submittal requirements for these application types. The following Conditional Use Applications: <div><input type="checkbox"/> Lakefront Developments <input type="checkbox"/> Outdoor Eating Areas <input type="checkbox"/> Development Adjacent to Public Parks <input type="checkbox"/> Demolition Permits <input type="checkbox"/> Modifications to Parking Requirements (i.e. Parking Reductions or Exceeding the Maximum)</div> <div><input type="checkbox"/> Development within Downtown Core (DC) and Urban Mixed-Use (UMX) Zoning Districts <input type="checkbox"/> Zoning Map Amendments (i.e. Rezoning)s <input type="checkbox"/> Planned Development General Development Plans (GDPs) / Planned Development Specific Implementation Plans (SIPs)</div>	Include in Plan Set as required	
	Digital Copies of all Submitted Materials	Digital copies of all items, submitted in hard copy are required. All development plan set sheets must be scalable to full- and half-size sheets. Individual PDF files of each item submitted should be compiled on a CD or flash drive, or in an 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.	1	

APPLICATION FORM (CONTINUED)

5. Project Description

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

Application to add tables and seats outside of an existing food and beverage establishment. Tables and seats are on private property outside of public sidewalk.

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

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

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

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

NA Surface Stalls: _____ Under-Building/Structured: _____

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

NA Indoor: _____ Outdoor: _____

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 Chris Wells Date 12/12/19

Zoning staff Jenny Kirchgatter Date 12/12/19

- ☐ Demolition Listserv (<https://www.cityofmadison.com/developmentCenter/demolition/notification/notificationform.cfm>). NA

- ☐ Public subsidy is being requested (indicate in letter of intent) NA

- ☐ 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 8/12/19 / 3/8/20
11/14/19 / 5/5/20

Neighborhood Association(s) Dungen Monroe Date 3/8/20 5/5/20

Business Association(s) Monroe Street Merchants Association Date 3/8/20 5/5/20

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

Name of applicant: Garth Beyer Relationship to property: Lessee (owner of Garth's Brew Bar)

Authorizing signature of property owner: [Signature] Date 12/12/19
1700 Monroe Street, LLC

LAND USE APPLICATION - INSTRUCTIONS & FORM

LND-A

APPLICATION FILING FEES

Please 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. Make checks payable to: City of Madison Treasurer. Credit cards may be used for application fees of less than \$1,000.

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 or Specific Implementation Plan (including Major Alterations)	\$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
Alteration to a Planned Development General Plan or Specific Implementation Plan that requires 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: <ul style="list-style-type: none"> • 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: <ul style="list-style-type: none"> • 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-governmental organizations.

LAND USE APPLICATION - PLAN SHEET & SUPPLEMENTAL SUBMITTAL REQUIREMENTS

LND-B

This document is a supplement to the Land Use Application (form LND-A) (<http://www.cityofmadison.com/dpced/BI/documents/LandUseApplication.pdf>). It contains a detailed list of what should be included on the various development plan materials which make up a typical submittal (see Pages 1 & 2) in addition to the supplemental submittal requirements for certain Land Use Application types (see Pages 3 & 4).

Use this detailed checklist to prepare a complete Land Use Application that addresses the City's land use development project standards, requirements and review criteria. 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.**

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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 kaj xav tau ib tug neeg bxhals lus, tus neeg bxhals ntawv, los sis xav tau cov ntaub ntawv ua lwrm hom ntawv los sis lwrm cov kev pab kom paub bxog cov lus qhia no, thov hu rau Koog Npaj (Planning Division) (608) 266-4635.

PLAN SHEET REQUIREMENTS

☐ All Plan Sheets

1. Title block
2. Sheet number
3. North arrow
4. Scale, both written and graphic
5. Date
6. Fully dimensioned plans, scaled at 1"= 40' or larger

☐ Site Plan

1. Land Use Summary Table, including site area, building square footage, building footprint, number and size of each unit/tenant space, unit type breakdown by bedroom, lot coverage, useable open space, landscape area, paved area, etc.
2. Lot lines and easements, fully dimensioned
3. Utility locations
4. Existing and proposed topography at two-foot maximum intervals
5. Existing/proposed buildings and uses, dimensioned building footprint
6. Required yards and building setbacks
7. Fully dimensioned vehicle parking area, including detail and turning templates for large vehicles
8. Parking summary indicating the total number of parking stalls provided and type
9. Fully dimensioned bike parking, including rack style detail and dimensioned clearances
10. Vision triangles at driveways and intersections
11. Refuse and recycling, loading, outdoor storage and display areas
12. At grade HVAC and utilities, including transformer pedestals, back-up generators, etc.

13. Existing private trees 8" or more in diameter, including size, location, species, and driplines
14. Location, type, materials, height with detail of proposed fences, walls, and other screening materials
15. Hard surface materials
16. Site signage and lighting, including public trees
17. Proposed and existing public improvements adjacent to the project site
18. Phasing (if applicable)

☐ Grading Plan

1. Lot lines and easements, fully dimensioned
2. Existing and proposed contours (two-foot maximum interval), or sufficient spot elevations and drainage direction arrows to convey runoff directions, including proposed changes in terrace grade
3. Limits of excavation
4. Top of curb and sidewalk elevations
5. First floor elevations
6. Pedestrian and vehicle entrance elevations/grades
7. Lowest building opening elevations/grades
8. Existing and proposed retaining wall types, details, and top and bottom of wall elevations
9. Flood plain boundaries and elevations (if applicable)

☐ Roof and Floor Plans

1. Fully dimensioned roof and floor plans drawn to a common architectural scale
2. Layout of rooms
3. Roof mounted mechanical and screening
4. Detailed layout of structured parking
5. Storage and mechanical areas

PLAN SHEET REQUIREMENTS (CONTINUED)

□ Utility Plan

1. Lot lines and easements, fully dimensioned
2. Existing and proposed sanitary sewer, storm sewer, and water laterals (include alignments, invert/rim elevations, pipe types, pipe sizes, and pipe slopes)
3. Pipe sizes and types, slopes, inverts, and alignments of public utilities to which proposed or existing services will be connected
4. Existing and proposed private drainage systems (include inlets, pipes, swales, ponds, etc.)
5. Stormwater management measures
6. Calculations for pipe and/or pump sizing for storm sewer systems serving enclosed depressions

□ Building Elevations

1. Fully dimensioned elevations drawn to a common architectural scale
2. Overall building height and finished floor elevations
3. Exterior materials and colors
4. Existing and proposed grade
5. Roof-mounted mechanical equipment and screening methods
6. HVAC venting and penetrations, and architectural lighting
7. 3D renderings (optional)
8. Building sections (if applicable)
9. Include street profile rendering (if applicable)

□ Landscape Plan

1. Completed Landscape Worksheet (<http://www.cityofmadison.com/developmentCenter/nonresidential/documents/LandscapeWorksheet.pdf>)
2. Site plan and grading plan details
3. Existing private trees 8" or more in diameter, including size, location, species, and driplines
4. All existing public trees, including size, locations, species, and driplines. Note: The final street tree species selection will be determined by City Forestry
5. Proposed trees, including size, location, species, and dripline. NOTE: Impacts to public trees should be considered when proposing private trees, including species and mature size
6. Plant Schedule identifying the symbol, quantity, scientific and common name, height, spread, size, and points for each planting
7. Other landscape materials, including seed, sod, or mulch type; ground plantings and shrubs; size and species; and hard surface materials, including terrace
8. Site amenities, including bike parking, benches, trash receptacles, lighting and signage, etc. (if no lighting is proposed, note on plan)
9. Location, type, materials, height with detail of proposed fences, walls, and other screening materials
10. Tree removal table indicating which trees, both public and private trees, will be removed. NOTE: All tree removals in the public right-of-way require separate permit and approval by City Forestry (if applicable)

11. Areas to remain undisturbed and limits of land disturbance, including terrace (if applicable)
12. NOTE: Plants shall be depicted at their size at 60% of growth
13. NOTE: For lots greater than 10,000 square-feet, a registered Landscape Architect stamp is required.

□ Fire Access Plan

1. Refer to Fire Hydrant Worksheet (<http://www.cityofmadison.com/developmentcenter/documents/SitePlanReviewAccessHydrant.pdf>)
2. Lot lines and easements, fully dimensioned
3. Fire lane location
4. Aerial access lanes (if building over 30')
5. Tree canopies at full mature size along aerial access lanes
6. Fire hydrant locations within 500' of fire lanes
7. Dimension from fire hydrant to fire truck following fire lanes
8. Dimension from fire truck to all exterior portions of the building following walkable path

□ Additional Plan Set Requirements (if applicable)

- Lighting/Photometric Plan (if exterior lighting is proposed)
 - » Proposed exterior light fixtures, both freestanding and wall mounted
 - » Luminaire schedule, including the type and number of each fixture, mounting or pole height and angle, the type of light (metal halide, etc.), wattage, initial lumen rating, uniformity ratio, operating controls, and light levels at the property line four feet above grade
 - » Cut sheet of each proposed fixture providing a graphic of the fixtures concealment and light cutoff angle
- Draft of recorded copies of agreements, easements or restrictions required to develop the project site as proposed
- Management or Operating Plan
- Transportation Demand Management Plan
- Traffic Impact Study
- Stormwater Report
- Street Tree Plan (if significant impacts to existing street trees)
 - » All existing and proposed public improvements, including fire hydrants, sidewalks, curb and gutter, streets, driveways, bus stops, lighting, etc.
 - » All existing street trees, including size, locations, species and driplines. Note: The final street tree species selection will be determined by City Forestry
 - » Aerial fire access zones
 - » Indicate which trees are to be removed
 - » Proposed changes in terrace including grade and treatment
 - » Expected excavation limits in the terrace for soil retention (if applicable)

SUPPLEMENTAL SUBMITTAL REQUIREMENTS

Additional submittal materials are required for the types of Land Use Application requests indicated below. Note: the materials identified in this form are in addition to the materials required for all Land Use Applications (see Pages 1 & 2 of this form).

- Demolition Permits;
- The following Conditional Use Applications:
Lakefront Developments,
Outdoor Eating Areas, and
Development Adjacent to Public Parks;
- Modifications to Parking Requirements (i.e. Parking Reductions or Exceeding the Maximum);
- Development within Downtown Core (DC) and Urban Mixed-Use (UMX) Zoning Districts;
- Zoning Map Amendments (i.e. Rezoning); and
- Planned Development General Development Plans (GDPs)/ Specific Implementation Plans (SIPs).

☐ Demolition Permits (per Section 28.185, MGO)

1. Prior to the filing of an application, the applicant or their agent is required to provide notification to the Demolition Listserv (<https://www.cityofmadison.com/developmentCenter/demolitionNotification/notificationForm.cfm>) at least 30 days prior to filing their application.
2. A Demolition Site Plan showing the Existing conditions and clearly indicating what improvements are to be demolished, including buildings, existing private trees 8" or more in diameter, existing public trees, including size, locations, and driplines, sidewalks, driveways, streets, alleys, curb and gutter, etc. If there is no future use proposed, show how the site will be left in the interim.
3. A minimum of five (5) photos of the exterior and five (5) interior of the building, sufficient to represent the building being demolished.
4. Approval of a Reuse and Recycling Plan by the City's Recycling Coordinator is required prior to issuance of permits, pursuant to Section 28.185(7)(a)(5), MGO. The Recycling Coordinator can be reached at streets@cityofmadison.com. Within 60 days of the completion of demolition activity, the applicant shall submit documentation showing compliance with the approved Reuse and Recycling Plan, pursuant to Section 28.185(10), MGO.
5. For applications where building relocations are proposed, the applicant shall provide a proposed relocation route including information regarding any street trees proposed for trimming and/or removal (to be evaluated by the City Forester).
6. The applicant may provide a written report of a licensed architect or engineer describing the condition of the building.

☐ Lakefront Development (Conditional Use Application) (per Section 28.138, MGO)

1. Complete inventory of shoreline vegetation in any area proposed for building, filling, grading, or excavating.
2. Indication of any trees and shrubs located within 35 feet of the Ordinary High Water Mark (OHWM) to be removed as a result of the proposed development (Note: the City prohibits more than thirty percent (30%) of any zoning lot's lake frontage within this area from being cleared of trees and shrubbery.)
3. Measurement of the lot coverage within 35 feet of the OHWM, which cannot exceed 20%, with the exception of public paths within this area.
4. Detailed plans for site grading, filling, and any retaining walls.
5. Contextual information related to the five buildings on either side or within 300 feet on either side of the subject property (whichever is less). If utilizing as-built data from nearby properties to determine the lakefront yard, a survey completed by a Registered Land Surveyor in the State of Wisconsin showing the pertinent principal building setbacks of nearby properties must be included. The required minimum lakefront yard may be either:

The average distance between the OHWM and the principal buildings on the two adjoining lots, provided these distances are within 20' of one another.

OR

The median setback of the principal building on the five (5) developed lots or 300 feet on either side (whichever is less). If this method is utilized, the established setback must be no less than 30% of the lot depth of the subject property, and could be more, based on the placement of buildings as measured to establish the median.

For the purposes of determining the OHWM, use the following base elevations: Lake Mendota 850.7 National Geodetic Vertical Datum (NGVD) and Lake Monona 845.82 NGVD.

SUPPLEMENTAL SUBMITTAL REQUIREMENTS (CONTINUED)

☒ Outdoor Eating Areas (Conditional Use Application) (per Section 28.151, MGO)

1. A scaled and dimensioned seating plan identifying tables, chairs, and additional capacity areas
2. Entrance and exit locations
3. Operational details, including hours of operation, total occupancy (seated and standing, inside and outside), and a description of how the area will be separated/screened from parking areas or sidewalks

☐ Development Adjacent to Public Parks (Conditional Use Application) (per Section 28.139, MGO)

1. Complete inventory of vegetation in any area proposed for development within 100 feet of a park boundary
2. Any proposed removal of trees and other vegetation within 100 feet of the park boundary (Removal of vegetation within 35 feet of the park boundary may be limited.)
3. Detailed grading and drainage plan for the area within 35 feet of the park boundary

☐ Modifications to Parking Requirements (i.e. Parking Reductions or Exceeding the Maximum) (per Section 28.151, MGO)

1. Documentation regarding the actual or projected parking demand for the proposed use
2. The impact of the proposed use on the parking and roadway facilities in the surrounding area
3. Whether the proposed use is located near a parking area that is available to the customers, occupants, employees, and guests of the proposed use
4. The availability of alternative forms of transportation and actions being taken by the applicant to enhance or promote those alternatives
5. Whether the proposed use is new or is an alteration, addition, or expansion of an existing use

☐ Development within Downtown Core (DC) and Urban Mixed-Use (UMX) Zoning Districts (per Section 28.074 & 28.076, MGO)

Qualified development within the Downtown Core District and Urban Mixed-Use District are required to address how the proposal relates to the adopted Downtown Urban Design Guidelines (https://www.cityofmadison.com/dpced/planning/documents/Downtown_Urban_Design_Guidelines.pdf). This information should be provided along with all copies of the other application materials.

☐ Zoning Map Amendments (i.e. Rezoning) (per Section 28.182, MGO)

Legal description of the property, complete with the proposed zoning districts and project site area in square feet and acres, in MS Word format. When multiple zoning districts are requested, a map showing those districts on the site is required. Unless comprised of whole platted lots, a metes and bounds description prepared by a Registered Land Surveyor in the State of Wisconsin must be included.

☐ Planned Development General Development Plans (GDP) / Specific Implementation Plans (SIP) (per Section 28.098, MGO)

Planned Development GDP

1. Proposed zoning text, including a description of the proposed land uses, their dimensions, bulk, height, scale and massing, and other relevant standards
2. An accurate vicinity map, including the project site and its relationship to surrounding properties, existing topography and key features, buildings and structures
3. Analysis of potential economic impacts to the community, including the cost of municipal services and any additional infrastructure
4. When requested, a general outline of intended organizational structure related to property owners' association, deed restrictions, and private provision of common services

Planned Development SIP

1. An accurate map of the area covered by the SIP, including the relationship to the overall GDP
2. Circulation, including public and private roads, driveways, walkways and parking facilities, traffic projections, and mitigation measures
3. Detailed lot layout and subdivision plat, including the location and description of any areas to be dedicated to the public (if applicable)
4. Complete architectural character of the building or buildings included on the SIP
5. Proof of financing capability and anticipated construction schedule
6. A specific zoning text for the portion of the PD District to be developed under the SIP, including a description of the proposed land uses, their dimensions, bulk, height, scale and massing, and other relevant standards, which shall be consistent with the zoning text approved with the GDP (if applicable)
7. Agreements, bylaws, provisions, or covenants which govern the organizational structure, use, maintenance, and continued protection of the development and any of its common services, common open areas, or other facilities

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

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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.

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INSTRUCTIONS

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 UDC review or approval is also required, a pre-application meeting with the UDC Secretary is required. Call the Planning Division at (608) 266-4635 for further assistance and to set up an appointment.
- 2. Pre-Application Notification.** A letter or email notifying 1) the alderperson (<http://www.cityofmadison.com/Council/councilMembers/map.cfm>), 2) any City-registered neighborhood association(s) (https://www.cityofmadison.com/dpced/planning/documents/Neighborhood_Associations.pdf), and 3) any City-listed business association(s) (<https://www.cityofmadison.com/dpced/economicdevelopment/neighborhoodbusinessassociations.cfm>) 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**. **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 or 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 Demolition Listserv is required **at least 30 days** prior to submitting an application. Demolition Listserv: <https://www.cityofmadison.com/developmentCenter/demolitionNotification/notificationForm.cfm>.

Submitting Your Application

- 1. Submittal Deadline Date.** Application submittal deadlines are as noted on the annual Development Review Schedule (https://www.cityofmadison.com/dpced/planning/documents/Joint_UDC_Plan_Commission_Schedule.pdf) for the Plan Commission (PC) and Urban Design Commission (UDC). These are Wednesdays at 12:00 p.m., unless otherwise noted. Submittals should be dropped off at the Zoning Counter on the lower level of the Madison Municipal Building, located at the address noted at the top of this page.
- 2. Submittal Appointments.** Land Use Applications are encouraged to be submitted by appointment at the Zoning Counter. To schedule an appointment, please call the Zoning Department at (608) 266-4551. Appointments will be scheduled on a first come - first served basis and must occur at or before 11:45 a.m. on the submission deadline date.
For Joint UDC + Land Use Applications: If your project requires both UDC and Land Use Application submittals, a completed UDC Application (<https://www.cityofmadison.com/dpced/planning/documents/UDCAppl.pdf>) and accompanying submittal materials are also required. Late application submittals will be scheduled for the next application review cycle.
- 3. 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 3-5 of this form) and the submission of all required application materials as indicated on its Submittal Checklist (page 4). 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 (<https://www.cityofmadison.com/dpced/bi/documents/LUAChecklist.pdf>). Applications deemed complete will be scheduled for the public hearing date(s) specified on the Development Review Schedule (see #1 above).
- 4. Digital Copies Required.** Digital copies (PDFs) of all items submitted in hard copy are required, as described on the Land Use Application Form.