## **LAND USE APPLICATION - INSTRUCTIONS & FORM**



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	7/29/2020 11:19 a.m.
Special Requirements	
Review required by	
□ UDC	□ PC
☐ Common Council	□ Other
Reviewed By	

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. (Inttp://www.cityofimadison.com/development-services-center/documents/SubdivisionApplication.pdf)  APPLICATION FORM  1. Project Information  Address:  Title:  2. This is an application for (check all that apply)  Zoning Map Amendment (Rezoning) from	All Land Use Applications must be filed with the Zoning Office at the above address.	Parcel #
1. Project Information Address: Title:  2. This is an application for (check all that apply)  Zoning Map Amendment (Rezoning) from	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-	Special Requirements
Address:	APPLICATION FORM	
Title:  2. This is an application for (check all that apply)  Zoning Map Amendment (Rezoning) from	1. Project Information	
Title:  2. This is an application for (check all that apply)  Zoning Map Amendment (Rezoning) from	Address:	
Zoning Map Amendment (Rezoning) from		
Applicant name	Zoning Map Amendment (Rezoning) from	lopment-General Development Plan (PD-GDP) Zoning lopment-Specific Implementation Plan (PD-SIP)  (by Plan Commission)  ed Conditional Use
Street address City/State/Zip Telephone Email  Project contact person Company Street address City/State/Zip Telephone Email  Property owner (if not applicant) Street address City/State/Zip	3. Applicant, Agent and Property Owner Informatio	n
Telephone Email		
Project contact person       Company         Street address       City/State/Zip         Telephone       Email         Property owner (if not applicant)       City/State/Zip         Street address       City/State/Zip		
Property owner (if not applicant) City/State/Zip	Project contact personStreet address	CompanyCity/State/Zip
Street address City/State/Zip		
M:\Planning Division\Commissions & Committees\Plan Commission\Administration\Application - March 2019 PAGE 3 OF 6	Street address Telephone	City/State/ZipEmail

## LAND USE APPLICATION - INSTRUCTIONS & FORM



### 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. <u>Note</u>: 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 (<a href="https://www.cityofmadison.com/dpced/bi/documents/LUAChecklist.pdf">https://www.cityofmadison.com/dpced/bi/documents/LUAChecklist.pdf</a>).

Req.	Required Submittal Information	Contents	No. of Copies	<b>✓</b>
Χ	Filing Fee (\$ 950 )	Refer to the Fee Schedule on Page 6. Make checks payable to City Treasurer.	1	
Х	Land Use Application	Forms must include the property owner's authorization.	1	
Х	<b>Legal Description</b> (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	
X	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	
X	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.	28	
		** When submitting, you must collate the Letters of Intent with the Development Plans **		
	<b>Development Plans</b>	Twenty-Eight (28) <u>legible</u> & <u>scaled</u> 11" x 17" copies, collated and stapled.	28	
Χ	Site Plan			
Х	Survey or site plan of existing conditions	** When submitting, you must collate the Letters of Intent with the Development Plans **		
Χ	Grading Plan			
Χ	Utility Plan	For a detailed list of the content requirements for each of these plan sheets,		
Х	Landscape Plan and Landscape Worksheet	please see Land Use Application Form LND-B (https://www.cityofmadison.com/ dpced/bi/documents/LUAChecklist.pdf)		
Χ	Building Elevations			
Х	Roof and Floor Plans			
Х	Fire Access Plan and Fire Access Worksheet			
X	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 ( <a href="https://www.cityofmadison.com/dpced/bi/documents/LUAChecklist.pdf">https://www.cityofmadison.com/dpced/bi/documents/LUAChecklist.pdf</a> ) 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 Demolition Permits  Modifications to Parking Requirements (i.e. Parking Reductions or Exceeding the Maximum)  Development Specific Implementation Plans (SIPs)	Include in Plan Set as required	
X	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 <a href="mailto:pcapplications@cityofmadison.com">pcapplications@cityofmadison.com</a> . The email must include the project address, project name, and applicant name. Electronic submittals via file hosting services (such as <a href="mailto:Dropbox.com">Dropbox.com</a> ) are not allowed. Applicants who are unable to provide the materials electronically should contact the Planning Division at (608) 266-4635 for assistance.	1	

Authorizing signature of property owner\_



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	vide a brief description o						
3 s	tory mixed-use building v	with 11 units, a	pproximately 8,0	000 s.f. of c	commercial space a	nd underground p	arking
Pro	posed Dwelling Units by	Type (if propos	sing more than 8	units):			
	Efficiency: 0 1-	Bedroom: 3	2-Bedroom	n: <u>_7</u>	1 bed + den _ <del>-3 Bedroom:</del> _1	4+ Bedroon	n:
	Density (dwelling units pe						
Pro	posed On-Site Automobi	ile Parking Stall	ls <b>by Type</b> ( <i>if app</i>	olicable):			
	Surface Stalls: 6		Under-Building/	/Structured	d: <u>19</u>		
Pro	posed On-Site Bicycle Pa	rking Stalls by	Type (if applicab	le):			
	Indoor: 14	Outdo	oor: <u>6</u>		•		
Sch	eduled Start Date: 1/1/20	021		Planned Co	ompletion Date: 1	/1/2022	
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6. Др	olicant Declarations						
6. Ap	plicant Declarations  Pre-application meeting the proposed developme		•				
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1949 Winnebago Street Madison, Wisconsin 53704

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