

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 # \_\_\_\_\_

Received 10/01/2020  
10:27 a.m.

Aldermanic District \_\_\_\_\_

Zoning District \_\_\_\_\_

Special Requirements \_\_\_\_\_

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: \_\_\_\_\_

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) 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** \_\_\_\_\_ Company \_\_\_\_\_

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 \_\_\_\_\_

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. 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	✓		
	<b>Filing Fee (\$ 700 )</b>	Refer to the Fee Schedule on Page 6. Make checks payable to City Treasurer.	1			
	<b>Land Use Application</b>	Forms must include the property owner's authorization.	1			
	<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			
	<b>Pre-Application Notification</b>	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			
	<b>Letter of Intent (LOI)</b>	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.  <b>** When submitting, you must collate the Letters of Intent with the Development Plans **</b>	28			
	<b>Development Plans</b>	Twenty-Eight (28) <u>legible</u> & <u>scaled</u> 11" x 17" copies, collated and stapled.	28			
	Site Plan	<b>** When submitting, you must collate the Letters of Intent with the Development Plans **</b>  For a detailed list of the content requirements for each of these plan sheets, 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> )				
	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					
	<b>Supplemental Requirements</b> (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: <table border="0" style="width: 100%;"> <tr> <td style="vertical-align: top;"> <input type="checkbox"/> Lakefront Developments  <input type="checkbox"/> Outdoor Eating Areas  <input type="checkbox"/> Development Adjacent to Public Parks  <input checked="" type="checkbox"/> Demolition Permits  <input type="checkbox"/> Modifications to Parking Requirements (i.e. Parking Reductions or Exceeding the Maximum)                 </td> <td style="vertical-align: top;"> <input type="checkbox"/> Development within Downtown Core (DC) and Urban Mixed-Use (UMX) Zoning Districts  <input type="checkbox"/> Zoning Map Amendments (i.e. Rezoning)  <input type="checkbox"/> Planned Development General Development Plans (GDPs) / Planned Development Specific Implementation Plans (SIPs)                 </td> </tr> </table>	<input type="checkbox"/> Lakefront Developments <input type="checkbox"/> Outdoor Eating Areas <input type="checkbox"/> Development Adjacent to Public Parks <input checked="" type="checkbox"/> Demolition Permits <input type="checkbox"/> Modifications to Parking Requirements (i.e. Parking Reductions or Exceeding the Maximum)	<input type="checkbox"/> Development within Downtown Core (DC) and Urban Mixed-Use (UMX) Zoning Districts <input type="checkbox"/> Zoning Map Amendments (i.e. Rezoning) <input type="checkbox"/> Planned Development General Development Plans (GDPs) / Planned Development Specific Implementation Plans (SIPs)	Include in Plan Set as required	
<input type="checkbox"/> Lakefront Developments <input type="checkbox"/> Outdoor Eating Areas <input type="checkbox"/> Development Adjacent to Public Parks <input checked="" type="checkbox"/> Demolition Permits <input type="checkbox"/> Modifications to Parking Requirements (i.e. Parking Reductions or Exceeding the Maximum)	<input type="checkbox"/> Development within Downtown Core (DC) and Urban Mixed-Use (UMX) Zoning Districts <input type="checkbox"/> Zoning Map Amendments (i.e. Rezoning) <input type="checkbox"/> Planned Development General Development Plans (GDPs) / Planned Development Specific Implementation Plans (SIPs)					
	<b>Digital Copies of all Submitted Materials</b>	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="https://www.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			

## APPLICATION FORM (CONTINUED)

### 5. Project Description

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

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

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):

Surface Stalls: \_\_\_\_\_ Under-Building/Structured: \_\_\_\_\_

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

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 \_\_\_\_\_ Date \_\_\_\_\_

Zoning staff \_\_\_\_\_ Date \_\_\_\_\_

**Demolition Listserv** (<https://www.cityofmadison.com/developmentCenter/demolitionNotification/notificationForm.cfm>).

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 \_\_\_\_\_ Date \_\_\_\_\_

Neighborhood Association(s) \_\_\_\_\_ Date \_\_\_\_\_

Business Association(s) \_\_\_\_\_ Date \_\_\_\_\_

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

Name of applicant \_\_\_\_\_ Relationship to property \_\_\_\_\_

Authorizing signature of property owner \_\_\_\_\_ Date \_\_\_\_\_