

# 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 2/4/21 10:24 a.m. RECEIVED \_\_\_\_\_

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. 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.

## APPLICATION FORM

### 1. Project Information

Address (list all addresses on the project site): 166 S. Marquette St,  
Madison WI 53704

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 - For large garage

☐ Demolition Permit ☐ Other requests \_\_\_\_\_

### 3. Applicant, Agent, and Property Owner Information

Applicant name Huyen T. Crass, member Company 46-5506872 Fd R Investments LLC

Street address 7817 Falling Leaf Place City/State/Zip Melbourne, FL 32940

Telephone 608-770-6428 Email hcrass@gmail.com

Project contact person Travis Gesser Company Clary Building Corp

Street address P.O. Box 930220 City/State/Zip Verona NJ 07093-0220

Telephone 608-845-9700 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. Make sure to review the *Submittal Requirements for PDFs* (listed on Pages 3 and 4). **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](#).

Req.	Required Submittal Information	Contents	✓																																				
	Filing Fee (\$ )	Refer to the Fee Schedule on Page 8 and the Revised Fee Submittal Instructions on Page 1.																																					
	Digital (PDF) Copies of all Submitted Materials noted below	Digital (PDF) copies of all items are required. All PDFs <b>must comply</b> with the <i>Submittal Requirements for PDFs</i> (listed on Pages 3 and 4) and follow the revised submittal procedures outlined on Page 1.																																					
	Land Use Application	Forms must include the property owner's authorization																																					
	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.																																					
	Pre-Application Notification <i>emailed 2-1-2021</i>	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 <a href="#">City of Chicago</a> at least 30 days prior to submitting an application. For more information, see Page 1 of this document.																																					
	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.																																					
	Development Plans	For a detailed list of the content requirements for each of these plan sheets, see <a href="#">Land Use Application Form LND-B</a>																																					
	<table border="1"> <thead> <tr> <th>Req.</th> <th></th> <th>✓</th> <th>Req.</th> <th></th> <th>✓</th> <th>Req.</th> <th></th> <th>✓</th> </tr> </thead> <tbody> <tr> <td></td> <td>Site Plan</td> <td></td> <td></td> <td>Utility Plan</td> <td></td> <td></td> <td>Roof and Floor Plans</td> <td></td> </tr> <tr> <td></td> <td>Survey or site plan of existing conditions</td> <td></td> <td></td> <td>Landscape Plan and Landscape Worksheet</td> <td></td> <td></td> <td>Fire Access Plan and Fire Access Worksheet</td> <td></td> </tr> <tr> <td></td> <td>Grading Plan</td> <td></td> <td></td> <td>Building Elevations</td> <td></td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Req.		✓	Req.		✓	Req.		✓		Site Plan			Utility Plan			Roof and Floor Plans			Survey or site plan of existing conditions			Landscape Plan and Landscape Worksheet			Fire Access Plan and Fire Access Worksheet			Grading Plan			Building Elevations						
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	Supplemental Requirements (Based on Application Type)	<p>Additional materials are required for the following application types noted below. See <a href="#">Land Use Application Form LND-B</a> for a detailed list of the submittal requirements for these application types.</p> <div> <input type="checkbox"/> 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             </div> <input type="checkbox"/> Modifications to Parking Requirements (i.e. Parking Reductions or Exceeding the Maximum)         </div> <div> <input type="checkbox"/> Demolition Permits             <input type="checkbox"/> Zoning Map Amendments (i.e. Rezoning)             <input type="checkbox"/> Planned Development General Development Plans (GDPs) / Planned Development Specific Implementation Plans (SIPs)             <input type="checkbox"/> Development within Downtown Core (DC) and Urban Mixed-Use (UMX) Zoning Districts         </div>																																					



## APPLICATION FORM (CONTINUED)

### 5. Project Description

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

The detached garage was built early part of 2020 with approved permit but it was an oversight from the city that it was too large for the lot. This application of conditional use is to comply with the city.

Proposed Square-Footages by Type:

Overall (gross):  $16' \times 28' = 448$

Commercial (net):

Office (net):

Industrial (net):

Institutional (net):

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

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): N/A

Surface Stalls: Under-Building/Structured:

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

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 Mr Kevin Firehow, AICP Date 2-1-2021

Zoning staff Trent Schultz Date 10-26-2020

- ☐ **Posted notice of the proposed demolition on the City's Demolition Notice** (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 Marsha Rummel Date 2-1-2021

Neighborhood Association(s) SASY Neighborhood Assoc. Date 2-1-2021

Business Association(s) Atwood Winnebago Business Assoc Date 2-1-2021

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

Name of applicant Huyen T. Crass Relationship to property Owner - member <sup>Fd R Investments LLC</sup>

Authorizing signature of property owner [Signature] Date 2-3-2021