

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



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 <u>Subdivision</u> <u>Application</u>.

FOR OFFICE USE ONLY:	
Paid	_ Receipt #
Date received	
Received by	
☐ Original Submittal	☐ Revised Submittal
Parcel #	
Aldermanic District	RECEIVED
Zoning District	
Special Requirements	
Review required by	
□ UDC	□ PC
☐ Common Council	Other
Reviewed By	

APPLICATION FORM 1. Project Information Address (list all addresses on the project site): 2208 University Avenue, Madison, Wisconsin 53726 Title: The Heights Apartments 2. This is an application for (check all that apply) Zoning Map Amendment (Rezoning) from _______to _____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 Other requests _____ Demolition Permit V 3. Applicant, Agent, and Property Owner Information Company MSP Real Estate, Inc. Mark Hammond Applicant name City/State/Zip Mendota Heights, MN 55120 1295 Northland Dr., Suite 270 Street address Email mhammond@msphousing.com 612-868-9997 Telephone Project contact person Same as applicant Company _____ City/State/Zip _____ Street address Email _____ Telephone Property owner (if not applicant) Kalbro Investments LLC City/State/Zip Madison, WI 53719 28 Autumnwood Cir Street address

Email bkah@tds.net

608-206-1858

Telephone



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 <u>Land Use Application Form LND-B</u>.

Req.	Required Submittal Contents Information						✓	
	Filing Fee (\$ 950)	Refe	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	Refer to the Fee Schedule on Page 8 and the Revised Fee Submittal Instructions on Page 1. fi all noted Digital (PDF) copies of all items are required. All PDFs must comply with the Submittal Requirements for PDFs (listed on Pages 3 and 4) and follow the revised submittal procedures outlined on Page 1. Forms must include the property owner's authorization Legal description of the property, complete with the proposed zoning districts and project site area in square feet and acres. 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 Listsery at least 30 days prior to submitting an application. For more information, see Page 1 of this document. 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. For a detailed list of the content requirements for each of these plan sheets, see Land Use Application Form LND-B Req. Req. Req. Req. Prof of written 30-day notification to alder, neighborhood association, and business associations, and business associations and business associations, and bu				7/ 31 ~		
	Land Use Application	Legal description of the property, complete with the proposed zoning districts and project site area in square feet and acres. 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 document. 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						1
	Legal Description (For Zoning Map Amendments only)							d
	Pre-Application Notification							n
	Letter of Intent (LOI)							n,
	Development Plans							
	Req.	✓	Req.		✓	Req.	V	
	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				
	Supplemental Requirements (Based on Application Type)	Land	Additional materials are required for the following application types noted below. See Land Use Application Form LND-B for a detailed list of the submittal requirements for these application types.					
			☐ The following Conditional Use Applications: ☐ Demolition Permits ☐ Lakefront Developments ☐ Zoning Map Amendments (i.e. Rezoning				1	
		☐ Outdoor Eating Areas ☐ Planned Development General Development ☐ Development Adjacent to Public Parks ☐ Plans (GDPs) / Planned Development ☐ Specific Implementation Plans (SIPs)						
		(i.e. Parking Reductions or Exceeding the Maximum) Development within Downtown Core (DC) and Urban Mixed-Use (UMX) Zoning Districts					CI	



APPLICATION FORM (CONTINUED)

Project Description				
Provide a brief description of the p	roject and all proposed uses of the	e site:		
Mixed-use facility with 79 units of ho	ousing, 750 square feet of commerc	al space, and 79 stalls o	of underground parking.	
Proposed Square-Footages by Typ	e:			
O	Commercial (net): 750 sf	Office (net): _	300 sf	
Overall (gross): 88,124 sf	Industrial (net):	Institutional	tutional (net):	
Proposed Dwelling Units by Type	(if proposing more than 8 units):			
Efficiency: 1-Bedroo	om: 39 2-Bedroom: 27	3-Bedroom: 13	4+ Bedroom:	
Density (dwelling units per acre	e): 141 Lot Size (in s	square feet & acres): 24	1,592 sf / 0.56 acres	
Proposed On-Site Automobile Par	king Stalls by Type (if applicable):			
Surface Stalls: 24,592 sf / 0.56	acres Under-Building/Structure	ed: <u>79</u>		
Proposed On-Site Bicycle Parking	Stalls by Type (if applicable):			
Indoor: 84	Outdoor: 10			
Scheduled Start Date: Winter 2022	Planned	Completion Date: Sum	nmer 2023	
. Applicant Declarations				
Pre-application meeting with some the proposed development and	taff . Prior to preparation of this appli d review process with Zoning and Pla	nning Division staff. Not	te staff persons and date.	
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APPLICATION FILING FEES

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 Treasurer* and mail it to the following address: *City of Madison Building Inspection; P.O. Box 2984; Madison, WI 53701-2984.* Please include a cover page with the check which includes the project address, brief description of the project, and contact information.

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 (GDP) or Specific Implementation Plan (SIP) (including Major Alterations requiring Common Council approval)	\$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
Major Alteration to a Planned Development General Development Plan (GDP) or Specific Implementation Plan (SIP) requiring 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: 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: 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 	
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.



This document is a supplement to the <u>Land Use Application</u> (<u>form LND-A</u>). 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 <u>Use Application types</u> (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.

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



If you need an interpreter, translator, materials in alternate formats or other accommodations to access these forms, please call the Planning Division at (608) 266-4635.

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 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.

PLAN SHEET REQUIREMENTS

☑ All Plan Sheets

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

IX Site Plan

- 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
- Existing and proposed topography at two-foot maximum intervals
- 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
- 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
- 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
- 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

- Fully dimensioned roof and floor plans drawn to a common architectural scale
- 2. Lavout 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
- Existing and proposed sanitary sewer, storm sewer, and water laterals (include alignments, invert/rim elevations, pipe types, pipe sizes, and pipe slopes)
- 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
- Calculations for pipe and/or pump sizing for storm sewer systems serving enclosed depressions

図 Building Elevations

- Fully dimensioned elevations drawn to a common architectural scale
- 2. Overall building height and finished floor elevations
- 3. Exterior materials and colors
- 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)
- Include street profile rendering (if applicable)

☑ Landscape Plan

- 1. Completed Landscape Worksheet
- 2. Site plan and grading plan details
- 3. Existing private trees 8" or more in diameter, including size, location, species, and driplines
- All existing public trees, including size, locations, species, and driplines. Note: The final street tree species selection will be determined by City Forestry
- 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
- 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
- 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.

- 1. Refer to Fire Hydrant Worksheet
- 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
- 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

proposed	ioris r	equir	ea to	uevei	iop trie j	project s	ite as
Draft of recorded copies of agreements, easements or restrictions required to develop the project site as							

- ☐ 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. Rezonings); 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 <u>City's Demolition</u> <u>Listserv</u> 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 <u>Section 28.185(7)(a)(5), MGO</u>. The Recycling Coordinator can be reached at <u>streets@cityofmadison.com</u>. 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 <u>Section 28.185(10)</u>, 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.

N/A 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)

N/A 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
- 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

N/A 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

N/A 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

N/A 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 <u>Downtown Urban Design Guidelines</u>. This information should be provided along with all copies of the other application materials.

N/A **Zoning Map Amendments (i.e. Rezonings)** (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.

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

Planned Development GDP

- Proposed zoning text, including a description of the proposed land uses, their dimensions, bulk, height, scale and massing, and other relevant standards
- An accurate vicinity map, including the project site and its relationship to surrounding properties, existing topography and key features, buildings and structures
- Analysis of potential economic impacts to the community, including the cost of municipal services and any additional infrastructure
- 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

- 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)
- 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