



Department of Planning and Community & Economic Development
Building Inspection Division

Website: www.cityofmadison.com

Madison Municipal Building
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ALTERATION OF EXISTING CONDITIONAL USE

Submit to the Zoning Counter

- 1. Letter of Intent** – Describe the changes being made to the original plans and the reasons the changes are being made. Include an accurate count of the unit mix in each building (i.e. the number of existing dwelling units and existing bedrooms and proposed dwelling units and bedrooms); the existing uses of the property, square footage of office/retail, number of employees for production/processing/warehouse; capacity of a restaurant or place of entertainment, and tower or telecommunications equipment facilities.
- 2. Alteration of Existing Conditional Use** – This form must be signed by the Alderperson of the District and the owner of the property **prior to submission** at the Zoning counter.
- 3. Seven (7) sets of site/parking lot plans** for review by Planning, Zoning, Fire, Traffic, Engineering, and Engineering Mapping.

OR

Two (2) sets of site/parking lot plans if no exterior changes to the site or no change of use to the site, to be signed by Zoning and Planning.

Final approval is granted by the Director of Planning if the alteration meets the original intent of the conditional use approval and deemed to be a minor change.