



Department of Planning & Development  
**Inspection Unit**

Website: [www.cityofmadison.com](http://www.cityofmadison.com)

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## **ALTERATION TO AN APPROVED AND RECORDED SPECIFIC IMPLEMENTATION PLAN**

Submit to the Zoning Counter:

- Letter of Intent – Describe the changes being made to the original plans and the reasons the changes are being made.
- Alteration to an approved and recorded Specific Implementation Plan form – This form must be signed by the **Alderp**erson of the district and the **owner** of the property prior to submission at the zoning counter. The person submitting the minor alteration is responsible for getting the signatures of the required persons.
- Eight (8) sets of revised site plans - Plans must be inclusive, showing all lot lines, buildings, etc. Confirm the number of sets with City staff. **OR** Two (2) sets of revised plans – Use this option only when there is no physical change to the parking area or any additions.

Final approval is granted by the Director of Planning if the alteration meets the original intent of the Plan Commission and is deemed to be a minor alteration. When the plans have been approved, you will be provided with the original approvals. To complete the process, You must then supply us with the following:

- ❑ **Two copies** of the complete plans, reduced to no larger than 8 ½” x 14”, including the original *Alteration to SIP* application form and *site plan approval sheet*.
- ❑ **A digital copy** of the complete submittal and approvals, in .pdf form, on a CD.
- ❑ **A check** to cover recording costs, made payable to the Dane County Register of Deeds. The amount of the check will be calculated at eleven dollars (\$11.00) for the first page and two dollars (\$2.00) for each additional page recorded.

The City will then record the documents and place a copy in our files. Please fill in the “Returned Recorded Document” box on the right side of the form with a mailing address so the original may be returned to you.

**\*\*The Register of Deeds will no longer accept colored photographs included in PUD recordings or copies that are colored. All photographs must be in black, white and gray tones.**

**\*\* Signatures may be in red or black ink. Blue ink will not be accepted.**