

This document describes the process and application requirements for Land Use Applications requiring Plan Commission review and approval.

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.

City of Madison
Planning Division
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Prior to Submittal

- 1. Pre-Application Meeting.** Prior to the submittal of a Land Use Application, the applicant is strongly encouraged to meet with Planning and Zoning staff to discuss the development proposal, review concept plans in detail, and discuss the approval process. Applicants are also strongly encouraged to meet with the district alderperson, adjoining neighbors, property owners, and neighborhood association, if applicable, prior to submitting an application.
- 2. Pre-Application Notification.** A letter or email notifying the alderperson and any City-registered neighborhood and/or City-listed business associations serving the subject site must be sent 30 days prior to submitting an application. This notice must clearly state that the applicant is "intending to file a land use application" and specify the project address and specific approval(s) sought. **If this notice requirement is not met, an application will not be accepted.** Notices may also include other information such as contact information, timelines, or descriptions of the proposal.

The alderperson and the Director of Planning & Community & Economic Development may reduce the 30-day requirement or waive the pre-application notification requirement altogether.

Evidence of the pre-application notification is required as part of the application materials. A copy of the notification letters or any correspondence granting a waiver is required as part of the application materials.

Demolition Permits Only: For all Demolition requests, posting notice of the requested demolition to the Demolition Listserv is required 30 days prior to submitting an application.

Submitting Your Application

- 1. Submittal Deadline.** Application submittal deadlines are as noted on the annual Development Review Schedule for the Plan Commission. Applications must be submitted by 12:00 p.m. on the due date. Applications received after 12:00 p.m. will be scheduled for the next application cycle.
- 2. Urban Design Commission (UDC).** If UDC review or approval is required, a pre-application meeting with the UDC Secretary is also required. Following the pre-application meeting, a complete UDC Application form, including all requirements must be submitted to the UDC Secretary. An electronic submittal (PDF format) is required for each item submitted to UDC. Refer to the Development Review Schedule for your intended UDC date.
- 3. Completeness Review.** Zoning staff will review all applications for completeness. A "complete" application includes a completed Land Use Application Form and all application materials and supplemental materials as indicated on the Land Use Application Checklist and Supplemental Requirements. Per Section 28.181(4), MGO, the Zoning Administrator may refuse to accept an application. If an application is determined to be incomplete, it will not be accepted. There are many factors that contribute to the timing of an application's review and public hearing schedule, including required plan revisions or the need for additional information. Submittal of an application by the published deadline does not guarantee a specific public hearing date.
- 4. Electronic Copies Required.** Electronic copies of all items submitted in hard copy are required. Individual PDF files of each item submitted should be compiled on a CD or flash drive, or in an email to pcapplications@cityofmadison.com. The email must include the project address, project name, and applicant name. Electronic submittals via file hosting services (such as Dropbox.com) are not allowed. Applicants who are unable to provide the materials electronically should contact the Planning Division at (608) 266-4635 for assistance.

After Filing an Application

1. **Public Notice.** The Zoning Administrator will prepare a “notice of hearing” sign for the applicant to post in a highly visible location on the subject site at least 21 days prior to the scheduled public hearing. City staff will notify, by mail, property owners and occupants within 200 feet of the boundaries of the property.
2. **Development Review.** Application materials will be circulated to several City agencies for review. Please note that review of construction drawings in order to obtain building permits is a later step not included in the development review process. Upon completion of the development review process, the applicant will receive a copy of the report containing staffs’ comments and recommended conditions of approval prior to the scheduled public hearing. The applicant will be informed of the time and place of the public hearing by letter via mail.

Plan Commission Review Process

1. **Plan Commission Attendance Required.** Please note that the applicant or a representative is required to attend the Plan Commission public hearing. The attendee should be prepared to provide a brief presentation to the Plan Commission and answer questions related to the application proposal. Failure to appear at the scheduled hearing may cause referral of the matter to a future hearing date. The applicant or project representative should remain at the Plan Commission meeting until the Commission votes on their item.
2. **Final Action.** The Plan Commission is the decision-making body on the majority of Land Use Applications, with the exception of rezoning, annexation, subdivision and zoning text amendment requests. The Plan Commission can approve, conditionally approve, reject (deny), or refer (to a future hearing) those Land Use Applications that it has purview over based on their review of the request for consistency with the applicable review criteria and development standards found in City ordinances. For all other Land Use Applications, the Plan Commission will make an advisory recommendation to the Common Council, who will take final action to approve, conditionally approve, or reject the application.
3. **Disposition Letter and Next Steps.** After final action has been taken on an application, the Planning Division will draft a disposition letter that provides a detailed list of the conditions of approval. The disposition letter will also contain detailed information on how to finalize the requested land use approvals prior to receiving permits for demolition or new construction. A copy of the letter will be sent to the contact person identified on the application. Separate building, sign, or demolition permits issued by the Building Inspection Division will be required before work on the project can commence.

Application Fees

Please 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 of Madison Treasurer. Credit cards may be used for application fees of less than \$1,000.

1. Zoning Map Amendment Applications for Planned Development (PD) Zoning (including major alterations): Minimum fee of \$1,500, plus \$200 per acre for acres 2-20, for a maximum filing fee of \$5,300 for development sites of 20 or more acres.
2. Other Zoning Map Amendments: Minimum fee of \$950, plus \$100 per acre for acres 2-20, for a maximum filing fee of \$2,850 for development sites of 20 or more acres.
3. Conditional Use (including Major Alterations to Approved Conditional Uses) for a multifamily complex; school; new construction or addition to existing buildings resulting in total square footage greater than 50,000 square feet in gross floor area and 25,000 square feet or more square feet of gross floor area designed or intended for retail, hotel or motel use; new construction of, or some additions buildings in select Downtown Districts: Minimum fee of \$950, plus \$100 per acre for acres 2-20, for a maximum filing fee of \$2,850 for development sites of 20 or more acres.
4. Other Conditional Uses (including Major Alterations to Approved Conditional Uses): Minimum fee of \$600, plus \$100 per acre for acres 2-20, for a maximum filing fee of \$2,500 for development sites of 20 or more acres.
5. Demolition Permits: \$600, unless in conjunction with the Conditional Use approval, in which case the fee for the Conditional Use application applies.
6. Planned Development Zoning Alterations (by the Plan Commission): \$500.