

# Land Use / Zoning and Construction Approval Processes



City of Madison  
Development Guide



October 2006

The City of Madison Department of Planning and Development



## City of Madison

### Department of Planning and Development

- ◆ Building Inspection Unit
- ◆ Community Development Block Grant Office
- ◆ Community and Economic Development Unit
- ◆ Housing Operations Unit
- ◆ Office of Business Resources
- ◆ Office of Community Services
- ◆ Planning Unit
- ◆ Senior Center

### Our Mission

We will actively promote a diverse, safe and dynamic community and enhance the living, working and recreational choices for all Madison citizens and visitors.

### Our Service Philosophy

We will act as if our agency's existence is tied to the quality of service we provide.

This means we:

- ◆ Put our customers as the focus of everything we do.
- ◆ Educate first, enforce as necessary.
- ◆ Support and inspire each other.
- ◆ Continuously improve our services.

Refer to website for additional information and a copy of this booklet:

[www.cityofmadison.com/planning/planning/index.html](http://www.cityofmadison.com/planning/planning/index.html)

---

# How to Use This Guide

---

## Step 1. Land Use/Zoning Approvals

Before construction / zoning permits are reviewed and issued, the proposed use of the property must be reviewed for compliance with City plans and ordinances.

This review is by City Staff **and** neighboring property owners and residents, as well as neighborhood and business associations. In some of the review processes, Public Hearings are required by City Ordinance. In **all** review processes, developers are strongly encouraged to follow the generalized *Informal Neighborhood Review* and the *Formal Neighborhood Review* outlined in the first section of this Guide.

If your property is in a special district you may need to obtain approval through one of the processes described in this section. Call Zoning staff, 266-4560, with the address of the property to find out if it is in a special zoning district.

Informal Neighborhood Review . . . . .	1
Formal Neighborhood Review . . . . .	3
Annexation . . . . .	5
C4 Commercial District/Downtown Design Zones . . . . .	7
Conditional Use Approval . . . . .	9
Flood Plains/Wetland Zoning Districts . . . . .	11
Historic Districts and Landmarks . . . . .	12
Inclusionary Zoning . . . . .	13
Land Division in the City of Madison . . . . .	17
Land Division Outside the City of Madison(Extraterritorial Jurisdiction) . . . . .	19
Planned Unit/Community Development . . . . .	21
Rezoning . . . . .	23
Urban Design Districts . . . . .	25
Zoning Board of Appeals Variance . . . . .	27

## Step 2. Construction Permit Processes

The second step toward starting construction is obtaining the necessary permit for your project. The processes explained and diagrammed in this section explain what is required and reviewed when applying for a permit.

Building Permit–Parking Lots . . . . .	29
Building Permit–Structures . . . . .	31
Demolition Permit . . . . .	33
Erosion Control and Storm Water Management . . . . .	35
Sign and Street Graphic Permit . . . . .	36
Street Encroachment - Privilege in Streets . . . . .	37
Street Occupancy Permit . . . . .	39
Street Vacation . . . . .	40

## Helpful Information

Sources of City Financing . . . . .	41
City Staff Who Can Help You . . . . .	43
What Each City Agency Reviews . . . . .	47
Where City Agencies are Located . . . . .	48
City Boards That Review Your Projects . . . . .	49
Development Related Documents . . . . .	50

# Informal Neighborhood Review Guide

---

When applicants first contact the City's Zoning Office and/or Planning Unit and staff become aware that the applicant is serious about applying for formal approval of either a rezoning or conditional use permit, they are encouraged to contact adjoining property owners, residents, the District Alderperson and any active neighborhood association.

The City's Zoning Ordinance also requires that potential applicants notify the District Alderperson and the president of any established neighborhood association in writing 30 days in advance of submitting an application. The purpose for this notification is to allow neighborhood associations and the Alderperson to become aware of the potential development proposal and to provide an opportunity for meetings to be scheduled in advance of the application being submitted.

Because development proposals come in many different shapes and sizes, there is no one method of communicating with neighborhoods which will work in all cases. For example, for a conditional use application to build a new shopping center on a neighborhood collector or arterial street such as Knickerbocker Place on Monroe Street, it may be appropriate to schedule several meetings with the neighborhood association which are widely noticed to all residents and property owners within a neighborhood. These meetings should occur early in the project development or concept development phase of the project and before detailed designs are prepared. Additional meetings should be scheduled once input is received from the neighborhood and following the preparation of concept plans. It may be necessary to schedule

two or three meetings prior to submitting a formal application for a conditional use permit.

In other cases, a conditional use application to build a new single-family home on a vacant lakefront property may only require discussions with the immediate neighbors adjoining the property proposed to be developed. Formal neighborhood association meetings may not be necessary.

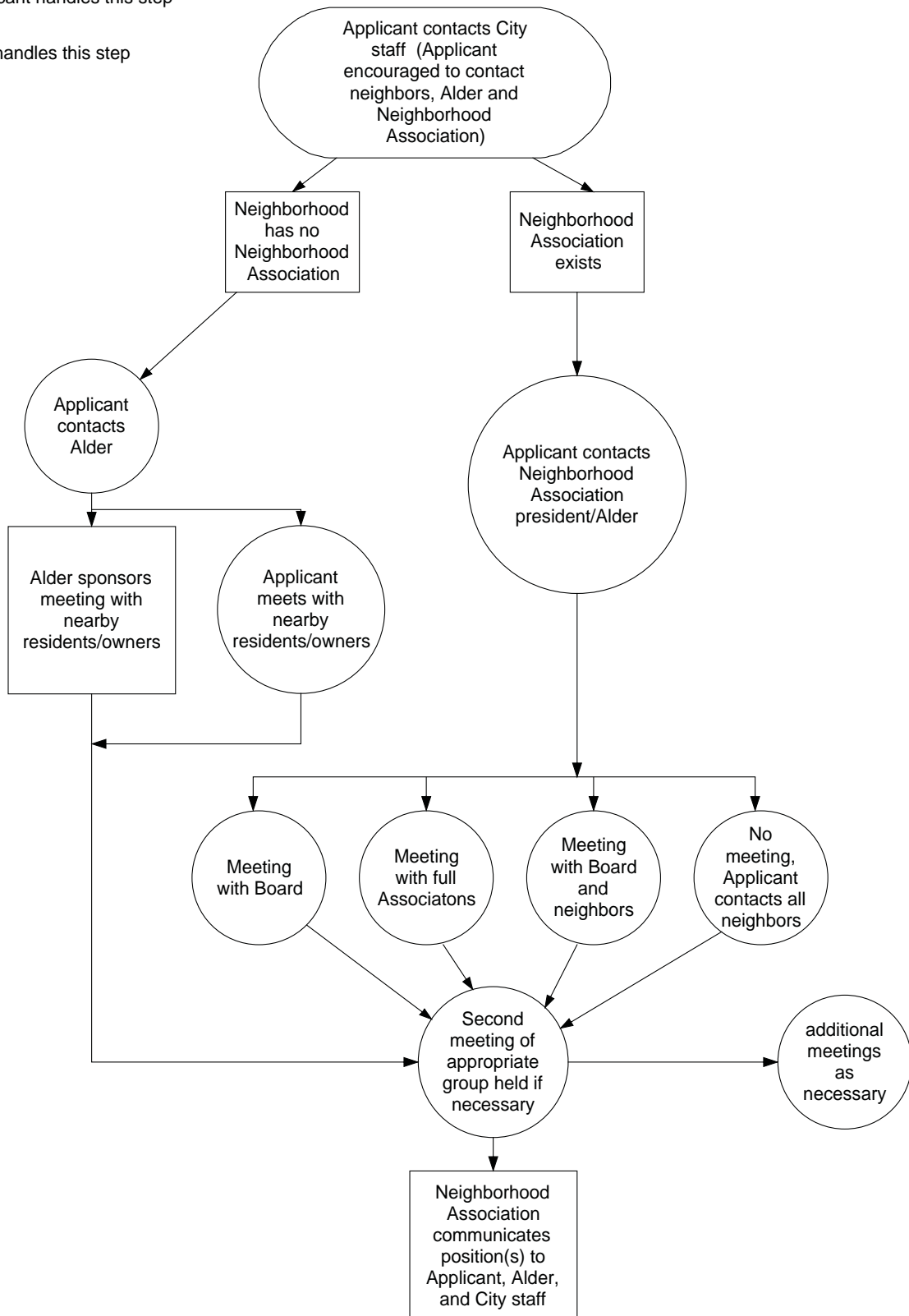
Methods of neighborhood review which may be appropriate for an outdoor eating area of a restaurant within the center of a large commercial district, may be totally inappropriate for a large scale residential subdivision plat on the edge of an existing built-up neighborhood. It would be very difficult and inappropriate to prescribe a "one size fits all" process to guide neighborhood involvement in development projects.

The process currently allows the applicant, the Alderperson, staff and neighborhoods to determine which method will best meet the needs of each neighborhood and for each particular application. The current process allows the developer to decide when they wish to start the formal application process.

For more in-depth explanations and case study examples, read the document: "Participating in the Development Process - A Best Practices Guide for Developers, Neighborhoods and Policy Makers" at [www.ci.madison.wi.us/planning/BPG\\_Final\\_for%20weba.pdf](http://www.ci.madison.wi.us/planning/BPG_Final_for%20weba.pdf)

## Informal Neighborhood Review Process

- = Applicant handles this step  
 □ = City handles this step



# Formal Neighborhood Review Guide

---

Prior to filing an application, applicants provide written notice to neighborhood associations and the District Alderperson 30 days in advance of filing the application. Once the application is submitted, the following procedure is used to notify neighboring property owners and the neighborhood association of the pending application and the upcoming public hearing on the application.

## Posting of a Sign

At the time of application, Zoning staff provide a sign to the applicant indicating the time and place of the public hearing. The sign is to be posted on the property which is the subject of the public hearing. For conditional use permits, the applications are filed and the signs are given to the applicant approximately 30 days prior to the public hearing. For rezoning requests (zoning map amendments) applications are filed and signs are provided approximately 60 days prior to the public hearing.

## Notice to Neighborhood

Following the submittal of the application, Planning staff send a notice to the neighborhood association that the application was submitted and indicate the pending public hearing dates.

## Public Hearing Article in Newspaper

Public hearing notices are published in two different weeks in the Capital Times with the last publication occurring seven days in advance of the public hearing.

## Mail Notice to Property Owners and Occupants

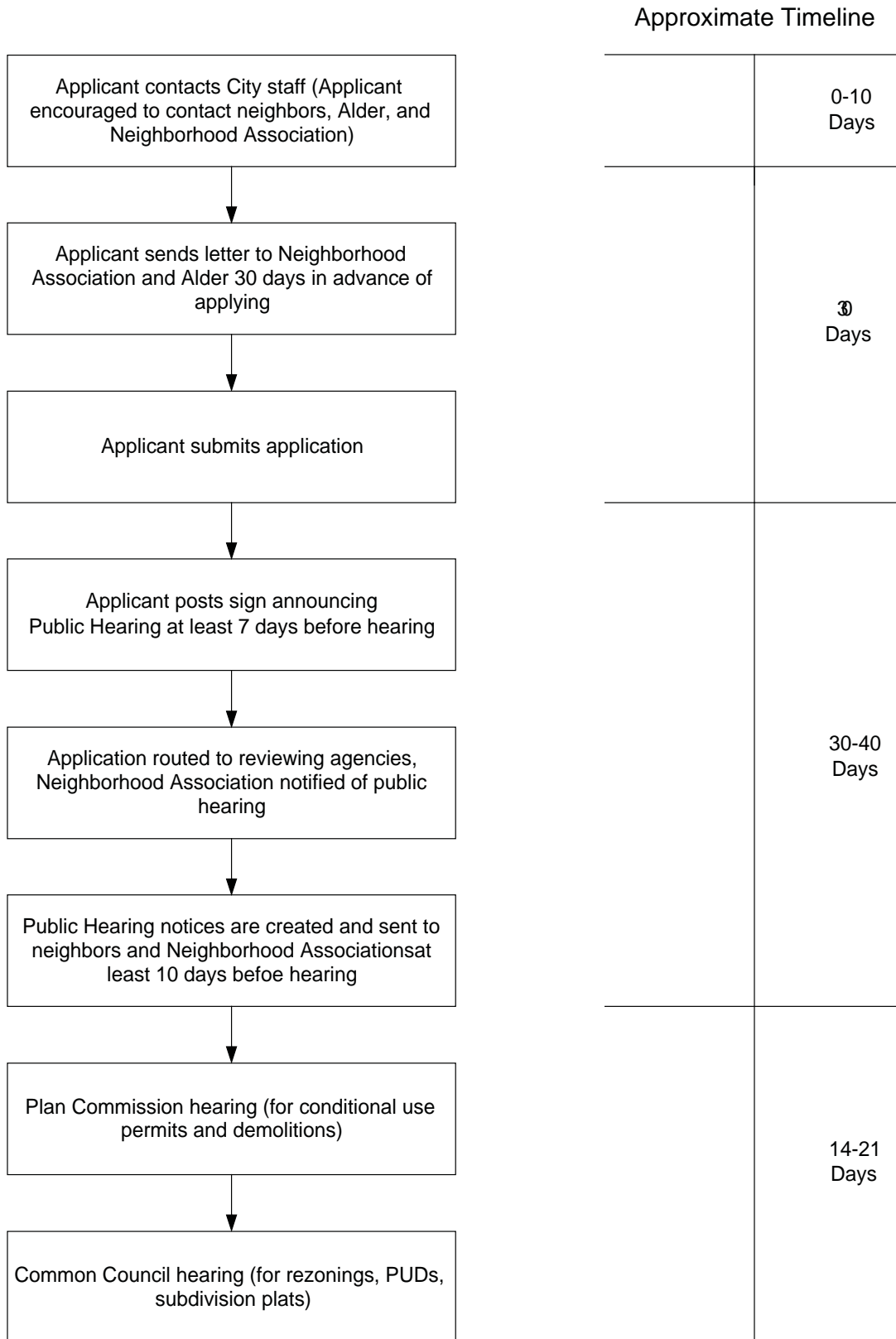
Ten days prior to the public hearing, Planning staff send out a notice to the neighborhood association and all property owners and occupants/residents within 200-feet of the perimeter of the property subject to the public hearing.

For conditional use permits, one public hearing is held by the Plan Commission which has final authority to approve or reject conditional use permits.

For zoning map amendments, a public hearing is held at both the Plan Commission meeting, where the Plan Commission makes an advisory recommendation to the Common Council, and an additional public hearing is held by the Common Council, which makes the final decision on zoning map amendments.



## Generalized Formal Neighborhood Review Process



# Annexation

---

The annexation process allows unincorporated township lands to become part of the city or village. You use this process when your property is outside the city limits and you want to bring it into the City of Madison in order to receive City services.

Annexation enables the City of Madison to plan for and provide the full range of public improvements and urban services to the property. Annexation also improves the City's ability to use its plans and regulations to ensure that the land uses on neighboring properties are compatible and coordinated with an overall development concept.

With limited exceptions, City subdivision regulations do not allow non-agricultural development on lands which do not have the full range of urban services available.

## Starting the Process

Schedule a meeting with the Planning Unit staff in the Department of Planning and Development to discuss the feasibility of annexing your property to the City of Madison. City Staff will need an accurate description (a map and legal description) of your property and the existing and proposed uses of the land. At this time staff will discuss the general requirements for annexation and explain what the City looks at when reviewing an annexation request.

If you and staff agree to go ahead with the annexation request, you should contact adjacent landowners to explain your plans and get their support.

After you've done the ground work of meeting with staff, adjacent property owners and an attorney, submit your annexation request to the Planning Unit for distribution to other City staff. This review ensures that all City departments are aware of the proposed annexation and have a chance to offer preliminary comments to the property owner before proceeding with the formal petition.

Once City staff have reviewed your proposed annexation and recommended that you proceed, **you** are required to initiate and carry through the formal process of circulating and filing the annexation petition. This is a prescribed process

with important legal requirements that must be followed exactly according to State Statutes. Your attorney can help you with this. Submit draft of material to City to review.

When the annexation petition that meets all the statutory requirements is filed with the City Clerk and the fee is paid to the Planning Unit, the annexation will be scheduled for consideration by the Madison Planning Commission and the Common Council.

After receiving recommendations from the Plan Commission, the Common Council must decide whether or not to approve the annexation request. Two-thirds of the Common Council must approve the annexation.

When your property is annexed with a temporary zoning, you need to continue working with the Planning

Unit staff to obtain permanent zoning.

**Annexation should occur several years before you expect to begin developing the property. Typically detailed development planning and budgeting for public improvements does not begin until after the lands are annexed.**

**As the annexation process is legally complex and time-consuming you should also hire a lawyer to assist you in meeting all the requirements.**

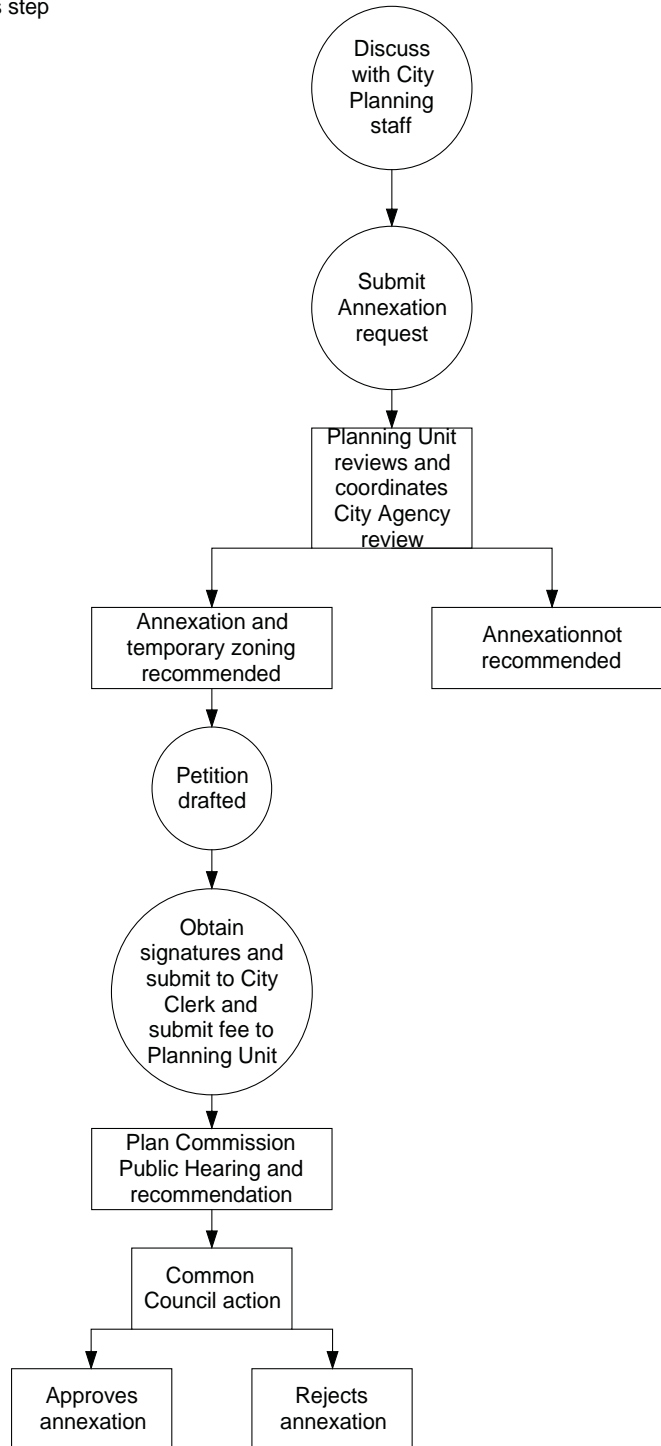


---

## The Annexation Process

○ = Applicant handles this step

□ = City handles this step



# C4 Central Commercial District - Capitol / State Street

---

The center of the City and the surrounding region, the Capitol Square/State Street is a unique business district. To accommodate the variety of uses in this area, and to ensure that the design and appearance of new development will enhance the area's distinct character, the City has given this area a C4 Central Commercial District zoning designation [City Ordinance Section 28.09(5)] which includes a design review process for construction projects. You use this process when you want to build a new structure, alter the exterior of an existing building, or demolish a structure in the Capitol Square/State Street area. Likewise, PUDs in the near Campus area that contain residential uses must follow the requirements of Downtown Design Zones.

Carefully read the City's booklet *Urban Design Guidelines for Downtown Madison*. It contains many pictures of exterior renovations and explains what is reviewed by the City.

## Starting the Process

Schedule a meeting with Planning Unit staff. They can give you information on the criteria and process used to review your project. Projects providing a minor alteration may qualify for administrative approval. The approval process may require a conditional use and/or PUD rezoning, including consideration by the UDC. Otherwise, submittals must include the applications, plans and any other information as required by the Plan Commission and UDC for your specific type of project. Separate applications are required for each Commission.

Once the applications have been submitted and accepted, the case will be scheduled for review by the Commissions. The UDC process includes initial and final approval phases. The initial approval phase considers general building

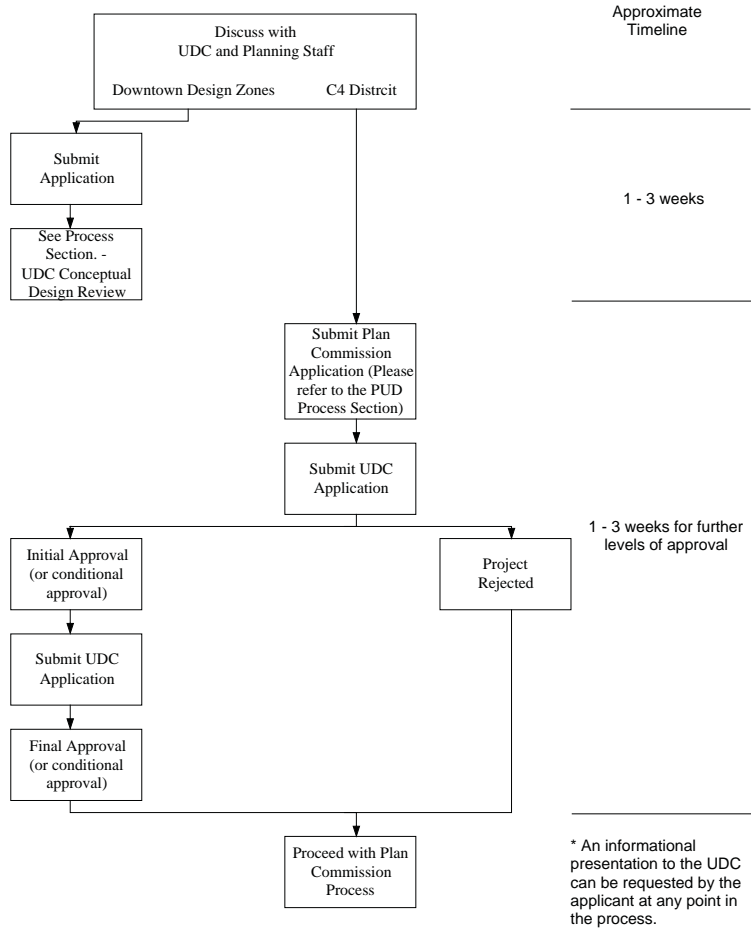
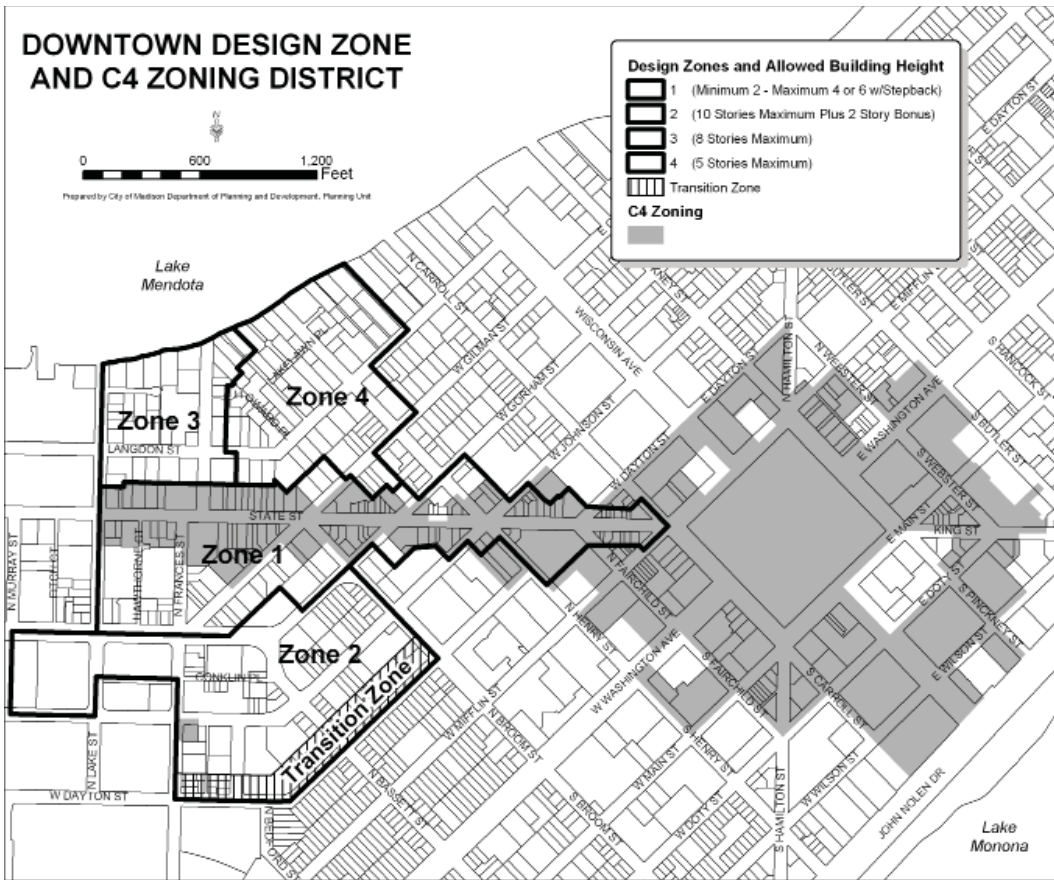
and site design aspects. Initial approval must be obtained prior to the Plan Commission meeting. Final approval considers the details of the project such as building materials, colors and landscape plans. An informational presentation is an option the applicant may request as a way of receiving informal feedback from the UDC. This may occur at any time. At the UDC meeting you present your plans and answer any questions they may have. The UDC recommendations will be given to the Plan Commission for its consideration.

A public hearing is held at the Plan Commission meeting. You can attend and speak but are not required to give a presentation. The Plan Commission then considers the merits of the project including the UDC recommendations. Projects in Downtown Design Zones will then be forwarded to the Common Council for a public hearing and final action.

Following approval of the project, the Zoning Administrator sends a letter of the conditions that must be met.

Plans meeting the conditions should be submitted to the Zoning Administrator for sign off.

Once zoning approval is obtained you may proceed with applying for the construction permits.



# Conditional Use Approval

---

Each zoning district, as defined in Madison's Zoning Code, has two types of uses. The first type of use is the permitted uses. These do not require additional review other than the zoning review for issuance of a building permit. The second type of use is a *conditional use*. These are uses not permitted outright but may be allowed if certain standards and conditions are met and the Plan Commission grants approval.

Conditional uses assure you and your neighbors that uses of adjacent properties will be as compatible as possible with property uses established in your neighborhood [City Ordinance 28.12(10)].

## Starting the Process

You must call or meet with Zoning and Planning Unit staff, as well as your neighborhood association before submitting your application. You must contact your alderperson thirty (30) days prior to submitting your application and meet with your neighbors to discuss your project prior to applying for the Conditional Use Permit. See sections on Neighborhood Review processes on pages 2 and 4.

File your application for a Conditional Use Permit with the Zoning staff. You must file these items with the application:

- ◆ Twelve (12) copies of the completed application form.
- ◆ Twelve (12) copies of the letter of intent.
- ◆ Seven (7) full-sized copies of the detailed plans.
- ◆ Seven (7) copies of plans reduced to 11" x 17".
- ◆ One copy of plans reduced to 8 1/2" by 11".
- ◆ The filing fee.

After initial staff review, the Zoning staff gives the application and attached materials to the Planning Unit. The Planning Unit schedules a public hearing and publishes the official notice of the hearing. This Unit also notifies the alderperson, the neighborhood association, the Urban Design Commission (if required) and the property owners within 200 feet of the project property at least ten days prior to the public hearing.

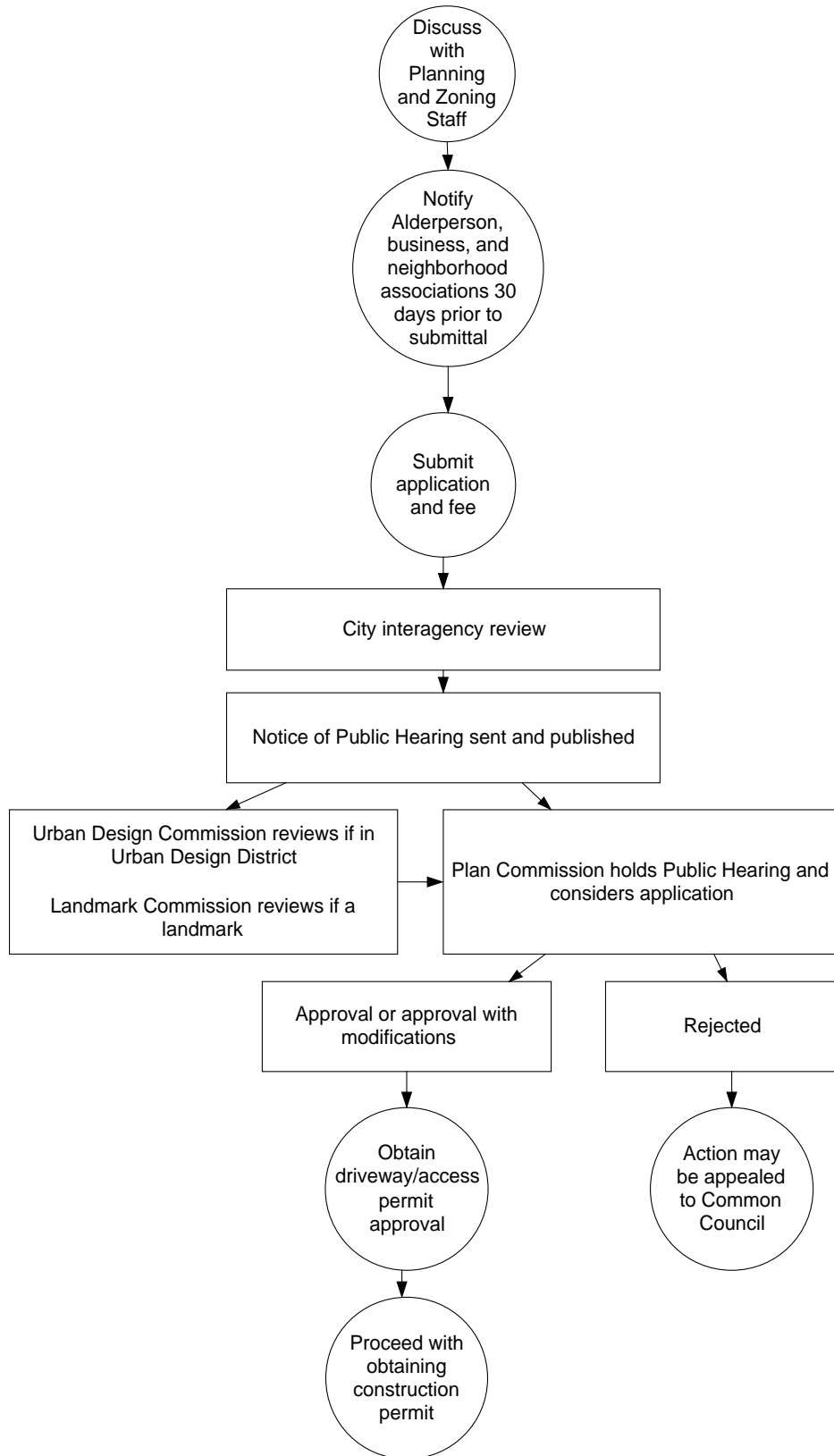
At the public hearing, owners of neighboring properties or public facilities state their support or concerns about the proposed project. The Plan Commission considers the comments of the other City departments, the recommendations of the Urban Design Commission, your testimony and that of other interested parties. The Commission also takes into account the need for the proposed use at that particular location. Following the public hearing, the Plan Commission determines if the conditional use standards can be met and then grants or denies the request.

The Plan Commission may stipulate conditions and restrictions upon the establishment, location, construction, maintenance, and operation of the conditional use.

Once the conditional use is approved and the terms of approval are met, you can proceed with obtaining your building or demolition permit.

Any action of the Plan Commission may be appealed to the Common Council. The appeal may be initiated by the applicant, the alderperson, or 20 percent or more of the notified property owners. The appeal requires that two-thirds (2/3) of the Common Council vote to reverse the Plan Commission decision.

If your application is denied and the denial is upheld by the Common Council, you must wait one (1) year from the date of the denial before you can resubmit an application for essentially the



# Flood Plain Development / Wetland Zoning Districts

---

## Flood Plain Areas

To minimize the incidence of flood damage, provisions of the City's Building Code, Zoning Ordinance and subdivision regulations make special requirements of development in flood plain areas [City Ordinance Section 28.105].

Please call or meet with Zoning staff to discuss your project before submitting any applications.

Flood plain areas are defined on Flood Hazard Maps and Floodway maps provided by the Federal government. Copies of these maps are available from the City Engineering Division.

If your property is in or near a flood hazard area, you will need to check the precise elevation of the proposed development. If your property is in a flood plain area, all of the special regulations must be met.

These special regulations include:

- ◆ No construction may take place within the floodway. The floodway is defined as the channel of a river or stream and those portions of the flood plain adjoining the channel required to carry and discharge the flood water.
- ◆ Selection, placement and stabilization of fill materials must be done in accordance with State and City specifications.
- ◆ The lowest floor elevation of residential structures must be above the flood plain.
- ◆ Below grade spaces in non-residential structures must be waterproofed.
- ◆ Buildings constructed within the floor plan must meet requirements for resistance to flotation and ability to resist hydrostatic forces.

Depending on the size of your development, the DNR may need to review your plans. City staff will advise you if this is necessary.

## Wetland Zoning Districts

The Madison community wants to protect the habitats of the area's wild and aquatic life, preserve the natural beauty and control water pollution. The City's zoning designation of a wetland district ensures development will occur in a manner which minimizes adverse effects upon the wetland [City Ordinance 28.07(7)].

Development in ecologically sensitive areas requires review by the City and possibly by the U.S. Army Corps of Engineers and Wisconsin DNR. City staff can advise on when and where to apply for review by these agencies.

The City Zoning Administrator must issue a zoning certificate before any development or change in use can occur. To apply for this contact the Zoning staff to discuss your wetland development before submitting your application.

**Knowing the location  
of the flood plain  
and wetland on your  
property is essential.**



# Historic Districts and Landmarks

---

The City's historic and cultural heritage is important to the special identity of the Madison community. The City wants to protect and enhance buildings and neighborhoods that have a significant historic value [City Ordinance Section 33.01].

To determine if your property is a landmark or in a historic district call the Zoning staff at 266-4560 with the property's address.

If your project involves changing the exterior appearance of a building that is either officially designated as a landmark or located within a designated historic district the application will be reviewed by the Landmarks Commission (LMC). If you contemplate demolition or new construction on a site located in an historic district the Landmarks Commission will review your application.

It is strongly recommended that if you think your project will affect landmark buildings or buildings in an historic district, you contact the historic preservation staff before beginning the design process. Talking to staff early in the process can frequently prevent costly and time-consuming delays and subsequent redesigning.

## Building Permit Review

When you apply for a building permit to do exterior work on a building (see *Building Permit* and *Demolition* sections of this book), a staff person will check to see if the building is a landmark or located in an historic district.

Projects that do not change the exterior of a landmark or a structure in a historic district can be reviewed by staff.

Proposed projects reviewed by the Landmarks Commission(LMC) at a public hearing are:

- ◆ Most additions in University Heights Historic District.

- ◆ Demolitions.

For LMC review, 12 copies of plans showing all elevations to be changed and the site plan need to be submitted to the Landmark staff. Submit plans at least three weeks before the public hearing date. If LMC review is required but a public hearing is not, plans need to be submitted 10 days in advance of the LMC meeting. Staff can tell you the dates of LMC meetings.

The Landmarks Commission reviews applications for exterior work on buildings by considering how the proposed work will enhance, change, or distract from the building's historic and architectural qualities. The Commission must approve the project before Inspection staff can issue a construction permit.

## Demolition Permit Review

If you are applying for a demolition permit, Inspection staff will also check to see if the building is a landmark or located in an historic district. Usually the Landmarks Commission reviews the project before it is considered by the Plan Commission. The Landmarks Commission either approves or denies the issuing of a Certificate of

Appropriateness. Again, talk to staff at the start of your design process to discuss the timeframe and likelihood of receiving approval.

Historic Preservation staff can advise you on the kinds of changes that are acceptable for a landmarked property. The staff can also refer you to information about Federal and State tax credits that are available for rehabilitation of such properties.

Information on how to obtain Landmark status is also available from the historic preservation staff.

The Common Council designates landmarks (a building, place or work of art, etc.) and historic districts(areas that are judged as having particular historic or architectural significance) following a recommendation from the Landmarks Commission.

The Landmarks Commission must review and approve changes to properties that carry these designations.

# Inclusionary Zoning

---

In order to promote the availability of a full range of housing choices for families of all income levels in the City of Madison, the City has adopted an Inclusionary Zoning Ordinance which requires certain developments to provide affordable dwelling units. In general, all developments as defined in MGO Section 28.04(25) with ten or more dwelling units on one or more contiguous parcels that requires a zoning map amendment, subdivision or land division shall provide a number of inclusionary dwelling units equal to no less than 15% of the total dwelling units in the proposed development.

Available on the website, [www.cityofmadison.com/cdbg/iz/](http://www.cityofmadison.com/cdbg/iz/) are several (the Inclusionary Zoning Policy Framework and Protocols) documents for the implementation of the Inclusionary Zoning Ordinance. This document contains the general steps in the inclusionary zoning process, certification and application process for families, the sales price and rental procedures for inclusionary dwelling units, and a section on the interpretation of terms and definitions.

To facilitate the development, sale, or rental of inclusionary dwelling units, the City will publish quarterly a list of figures needed for the inclusionary dwelling units, such as current expected rent levels or sales prices affordable to households at particular income levels. The City will also maintain a website that will be a "developer's toolbox and handbook", that will include sample documents, required price or rent levels, a chart of the development review process, legal documents and other items that may help developers and potential buyers / renters in understanding or using the City's inclusionary zoning program.

## Pre-Application Conference for Concept Development

Prior to the acceptance of any zoning map amendment, land subdivision, subdivision plat or Inclusionary Dwelling Unit Plan (IDUP) the applicant meets with the Planning Unit, Community Development Block Grant Office and Zoning Unit staff to review and discuss:

- ◆ The site and the relationship between the site and its surroundings,
- ◆ Potential impacts of the project,
- ◆ Initial design direction,
- ◆ Plans to meet with the neighborhood and the Alderperson, and
- ◆ All elements required to be included in the Inclusionary Dwelling Unit Plan.

This meeting provides an opportunity for the applicant to discuss issues related to the preparation of an application and the IDUP prior to the expenditure of significant resources in the detailed development of the proposal.

## Developer Presentation of Pre-Application to a City Inter-Agency Staff Review Team

The applicant shall schedule a meeting through the Planning Unit lead staff person, with the inter-agency staff review team to discuss submittal requirements and the proposed concept plan prior to the submittal of any IDUP application for a zoning decision.

The applicant should submit draft application materials to the Planning Unit for distribution to the Inter-agency Staff Review Team.

---

Following this interagency staff team meeting, the applicant/developer will contact the neighborhood association registered with the City that serves the area in which the proposed development is located, if any and the alderperson of the district to arrange for communication regarding the IDUP and incentives sought from the City.

### **Formal Application**

The IDUP shall be submitted in a form acceptable to the Director of the Department of Planning and Development concurrent with the submittal of any other application. Planning Unit staff shall send the application to other appropriate City staff for review and comment. Rejection would be based on incomplete information. Checklists will be developed to assist in determining if all of the information has been provided.

The applicant/developer may submit a proposal seeking an alternative to on-site inclusionary dwelling units, or some combination of on-site, off-site, cash payments or a reduction in the proposed percentage of Inclusionary dwelling units.

### **Staff Review and Recommendations to the Plan Commission**

Following the submittal of the formal application it is circulated to City reviewing agencies. City agencies will provide a recommendation to the City's Plan Commission and the Common Council on the application and the requested development cost offsets and compliance with the requirements of the ordinance. These recommendations will also be provided to the applicant. The City shall provide, in writing, a rationale for any recommendations.

### **Plan Commission and Common Council Review**

The City's Plan Commission will review the IDUP and other related zoning materials at a scheduled Plan Commission meeting. The approval by the Plan Commission and Common Council will generally include conditions of approval. The Planning Unit will provide the conditions of approval attached to the project by the Plan Commission and Common Council to the applicant in writing. Once the revised plans and all conditions of approval have been met, City agencies will sign off on the plans. The developer will sign a Land Use Restriction (LURA) document which will list the IZ units as required by ordinance, after which the City's Zoning Administrator will record the approved IDUP and the LURA at the Dane County Register of Deeds Office with any required deed restrictions, ground leases, subdivision plats, certified survey maps, Planned Development District documents, or other documents required.

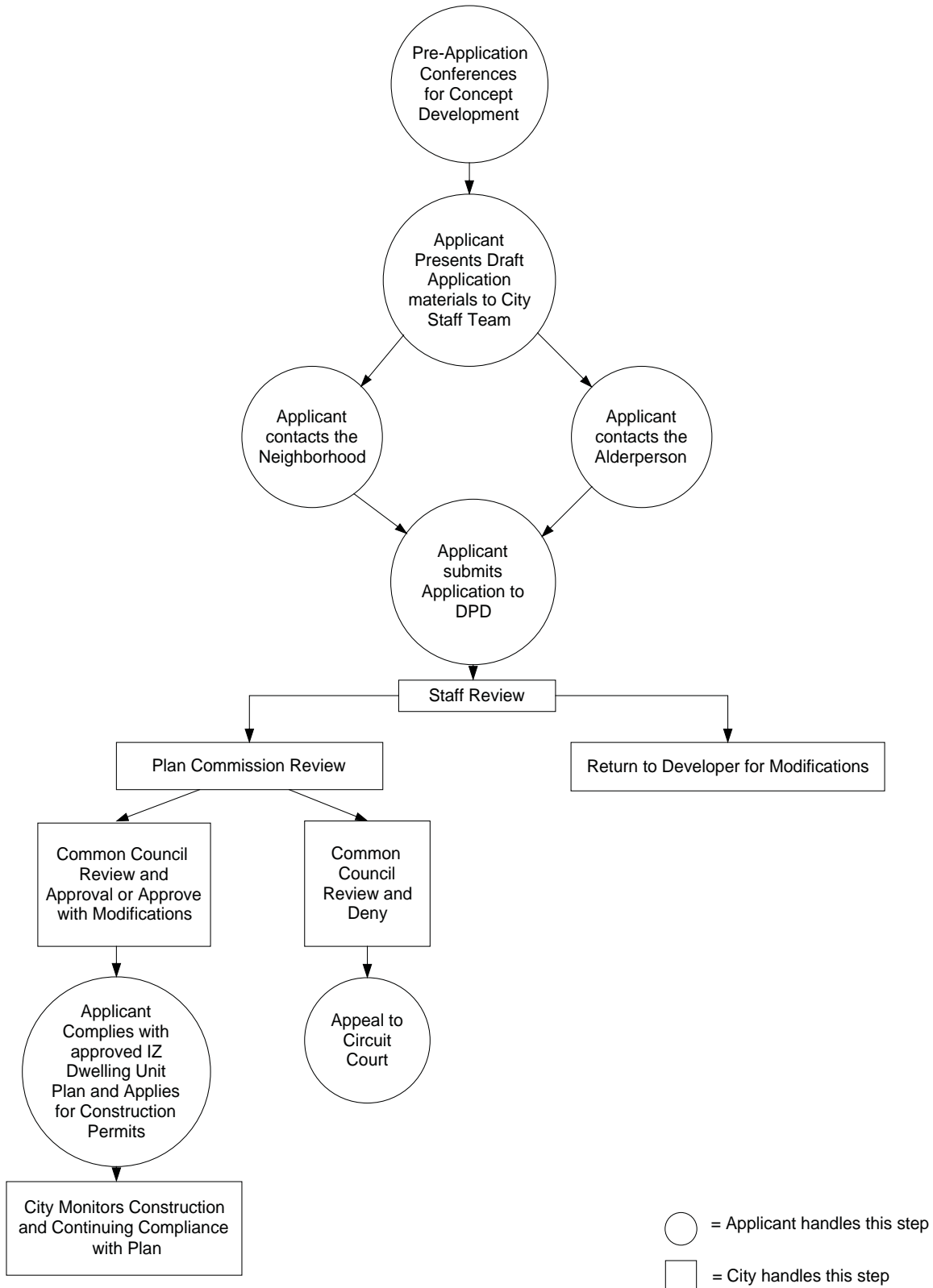
Regardless if the Common Council confirms or modifies the determination of the Plan Commission the developer can appeal to the circuit court.

---

## **City Review and Monitoring of Initial Developer Compliance with the IDUP**

The City will monitor the construction phases of the overall development, including Building Inspection Unit and Public Works Department staff site visits to verify progress in accordance with the zoning requirements, the IDUP, and the subdivision improvement contract, where applicable. Phasing of the IDUP will be enforced through deed restriction language that prohibits transfer of ownership of parcels, which will be released as proof of compliance is provided. The subdivision improvement contract (where applicable) will be enforced using currently adopted procedures.

## Inclusionary Zoning Process



# Land Division in the City

---

Division of land in Madison needs either an approved preliminary plat, final plat, or certified survey map (CSM). This ensures that all impacts of development are considered and the full range of urban services are planned for. *All* land divisions and subdivisions *must* be served with a full range of urban services. This includes public sewer and public water [City Ordinance chapter 16.23].

## Starting the Process

Please talk with Planning Unit staff before proceeding with any plat or certified survey.

Submit your application to Planning Unit staff for review. The application must include:

- ◆ A completed application form.
- ◆ A 60-year report of title (provided and paid for by you). The City gets two copies and your surveyor also gets a copy.
- ◆ The review fee (make check payable to *City of Madison Treasurer*).
- ◆ A map drawn by a licensed surveyor. (Surveyor must have a copy of the title report).

Please submit the appropriate number of copies of the maps:

Preliminary plat	16 sets
Final plat	16 sets
Certified survey map (CSM)	16 sets

Reduced size copies of the plat map are also required. Please check with Planning Unit staff before copies are made.

## Preliminary Plats and Final Plats:

Preliminary plats are reviewed by City departments for compliance with City ordinances and polices. The Plan Commission considers the recommendations of the City agencies and recommends an action to the Common Council. If the preliminary plat is approved by the Common Council, the final plat can then be prepared by your surveyor and submitted for Plan Commission approval. The plat is then submitted to the Common Council for final approval.

## Certified Survey Maps:

Certified surveys are reviewed by City departments for compliance with City ordinances and policies. The Plan Commission considers the recommendations of reviewing City agencies and recommends an action. The Common Council does not review these unless dedication of public lands is required for public purposes. Planning Unit staff signs and approves these if the Plan Commission has approved it. In addition, some Certified Survey Maps may be reviewed administratively.

Once approved, the certified survey map document must be recorded at the Register of Deeds Office, Room 110, City-County Building, 210 Martin Luther King, Jr. Blvd. If you fail to record the document within 60 days the process must be started over.

**If you, the applicant, are not the owner of the property, you must submit written consent of the owner to divide the property.**

**State law requires you to use a licensed surveyor for any land division.**

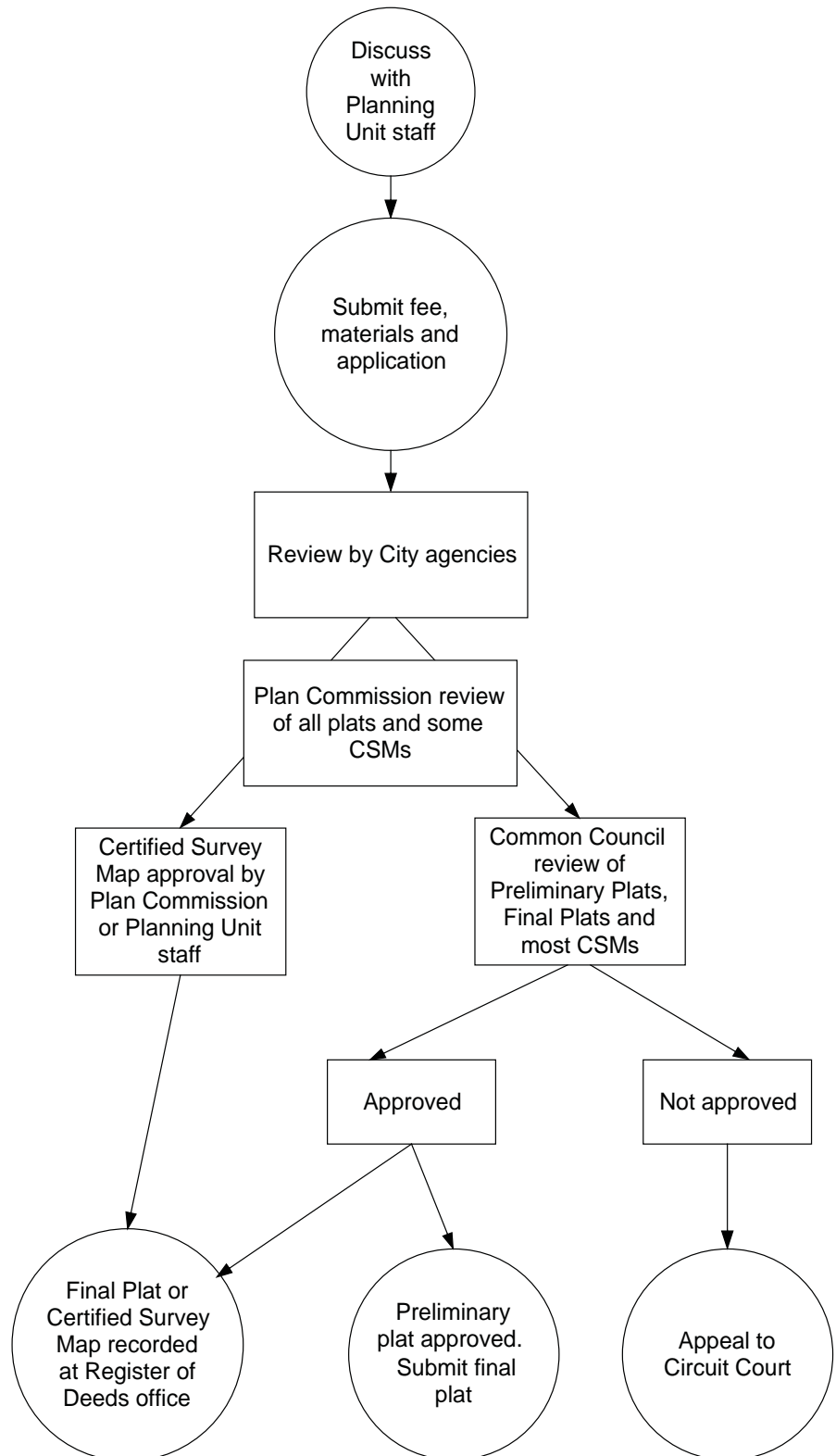


---

## Land Division in the City of Madison

○ = Applicant handles this step

□ = City handles this step



# Land Division Outside of Madison (Extraterritorial Jurisdiction)

---

State Statutes allow the City of Madison to review subdivision and land divisions outside the City limits to ensure conformance with City standards and adopted plans. If the tract of land you want to divide into smaller lots is located in Madison's Extraterritorial Plat Approval Jurisdiction area the City must approve the land division.

## Starting the Process

You must contact the Planning Unit staff for a pre-application conference before proceeding with any plat or certified survey. At this meeting you will discuss the City's standards for land division or subdivision approval, the application and related information.

Submit your application to the Planning Unit staff for review simultaneous with the submission of the land division to the County and the Township. **The public hearing on the land division will not be scheduled until verification of Township and County approval has been provided.**

The application must include:

- ◆ A cover letter explaining the reasons for the plat or land division and **how it meets Madison's land division and subdivision criteria**
- ◆ Copies of Town and County approval letters
- ◆ A completed application form
- ◆ Three copies of a 60 year report of title (provided and paid for by you)
- ◆ If you are not the owner of the property, you must submit written consent of the owner
- ◆ Copies of a map drawn by a licensed surveyor (see next paragraph)

- ◆ The review fee (make check payable to *City of Madison Treasurer*)

Please submit the appropriate number of copies of the application materials and applications.

Preliminary plat	10 copies
Final plat	10 copies
Certified survey map (CSM)	10 copies

**If you, the applicant, are not the owner of the property, you must submit the written consent of the owner to divide the property.**

Attend Plan Commission and Common Council meetings. Finish the process according to the type of land division you requested.

### Preliminary and Final Plats:

Preliminary plats are reviewed by City departments for compliance with City ordinances and adopted plans. The Plan Commission considers the recommendations of the City agencies and recommends an action

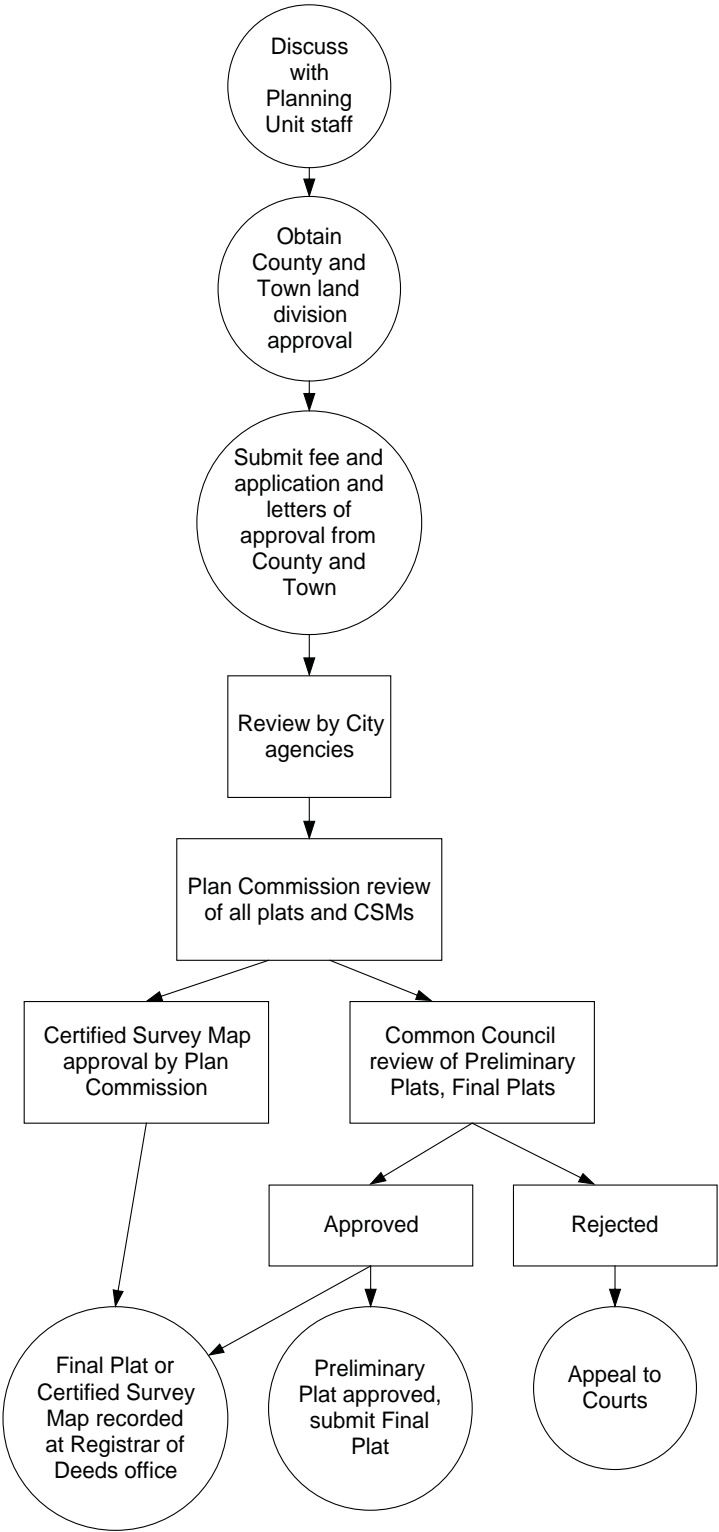
to the Common Council. If the preliminary plat is approved by the Common Council the final plat can then be submitted for Plan Commission review and approval, followed by Common Council review and final approval.

Once your final plat is approved, you have 60 days to record the documents at the Register of Deeds Office, Room 110, City-County Building, 210 Martin Luther King, Jr. Blvd.

### Certified Survey Maps and Lot Line Moves:

The Plan Commission also reviews and takes action on certified survey maps. Most certified survey maps do not require Common Council review. City staff signs and approves these with conditions if the Plan Commission recommends it.

○ = Applicant handles this step  
□ = City handles this step



# Planned Unit / Community Development (PUD, PCD)

---

Special circumstances or a unique development proposal that does not fit into the existing zoning district may require a Planned Unit District (PUD) or a Planned Community Development District (PCD) rezoning. In PUDs and PCDs there are no predetermined requirements for land use, lot area lot width, building height, floor area ratio, useable open space, or off-street parking. All of these items are included in an approved and recorded development plan and are agreed upon by the owner and the City. Once it is recorded, the plan is enforced as a part of the Zoning Ordinance [City Ordinance 28.07].

## Starting the Process

You must contact the Zoning and Planning Unit staff, alderperson, neighborhood association, and neighbors for pre-application conference before submitting an application to determine if this zoning change is feasible.

**If you, the applicant, are not the owner of the property, you must submit written consent of the owner to develop the property.**

The process for rezoning to a planned development is a two-part procedure. The first part is applying for a General Development Plan(GDP). The second part is applying for a Specific Implementation Plan(SIP). Sometimes these two steps are combined.

Submit your application for a GDP to the Zoning staff. The application must contain the following items:

- ◆ A completed application form.
- ◆ The fee.
- ◆ Twelve copies of a detailed statement describing the proposed development-a letter of intent.
- ◆ A legal description of the property. This includes a computer disk, in WordPerfect or

ASCII format, of the description if it is a metes and bounds description.

- ◆ An accurate map of project including topography, key features, and relationships to existing property.
- ◆ Seven full-sized copies of the proposed project plans.
- ◆ Twelve copies of a Zoning Text which follows City ordinance and meets the requirements of the Zoning Administrator.
- ◆ Seven copies of the proposed project plan reduced to fit on 11" by 17" size paper.
- ◆ One copy of plans reduced to 8 1/2" by 11".
- ◆ A general outline of owner's association, deed restrictions and common services for the property owners.

The Planning staff files the application packet with the Plan Commission and the City Clerk(Common Council). You must submit separate plans and application for Urban Design Commission(UDC) review. The UDC makes an advisory recommendation to the Plan Commission. The Plan Commission holds a public hearing and then makes a recommendation to the Common Council.

If the GDP is approved but not recorded within 12 months of Common Council approval, it becomes null and void.

The SIP application is submitted to the Zoning staff for all or part of the parcel approved in the GDP and includes 12 copies of the following plans and related documents:

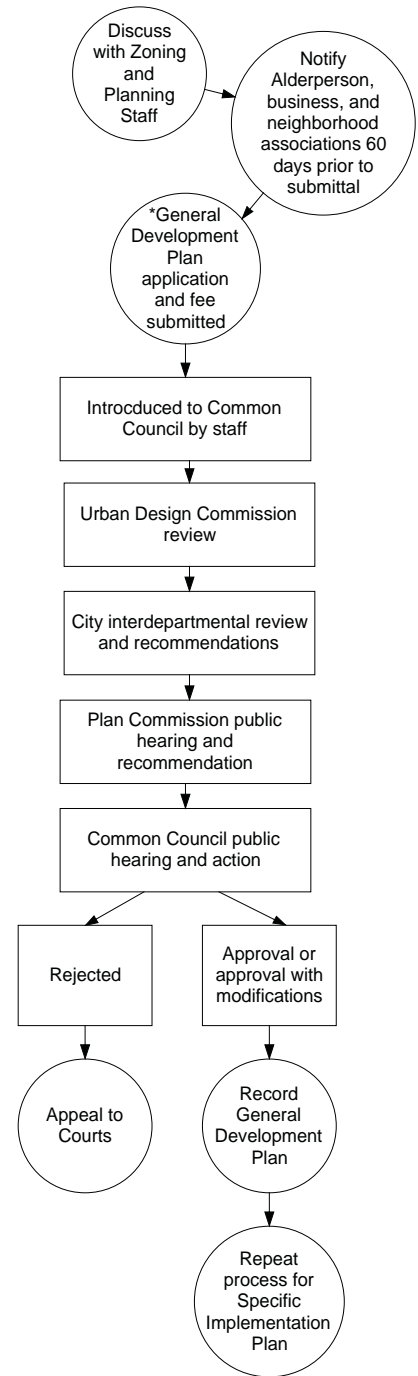
- ◆ An accurate map including the relationship to the total GDP.

- ◆ A map of public and private records, driveways, walkways and parking according to City Ordinance 10.08.
- ◆ A grading and storm water management system.
- ◆ An arrangement of building groups and their architectural character.
- ◆ A lot layout and subdivision plat if necessary.
- ◆ Sanitary sewer and water main locations.
- ◆ Open space, recreational, special amenities, location and treatment.
- ◆ Location and description of dedicated public areas.
- ◆ Full building elevations showing architectural details
- ◆ A landscape plan and plant list.
- ◆ Proof of financial capability.
- ◆ Analysis of economic impact on community.
- ◆ Construction time schedule.
- ◆ Agreements, bylaws, provisions, or covenants which govern the organization, structure, use and maintenance of community services.
- ◆ Proposed signage.

The same review process as used for the GDP is used for the SIP.

Once the SIP is approved and recorded at the Register of Deeds Office, you may apply for the necessary construction permits.

## Planned Development Process



\*The applicant has the option of applying for the GDP and SIP at the same time.

# Rezoning

---

The City Zoning Ordinance classifies all lands into zones of land uses (such as residential, commercial, and industrial). Each zone has regulations for the use of land and buildings and their spatial relationships (for example, size of yards and open space). This is done to protect property owners and citizens from uses that may detract from their enjoyment of their property and to ensure basic standards for health and safety [City Ordinance 28.12(9)].

If you want to use your property in a way that is not permitted by its current zoning under some circumstances a rezoning may be possible.

To change the zoning of a property, the proposed zoning district must comply with adopted City plans and an ordinance must be passed by the Common Council and signed by the Mayor. Obtaining a rezoning is often difficult, especially when the rezoning is opposed by neighbors.

## Starting the Process

You must discuss proposed rezonings with the Zoning staff, Planning Unit staff, the district alderperson, adjacent property owners and the neighborhood organization prior to submitting an application.

Submit your rezoning application materials to the Zoning Counter. Any person, firm, or corporation with a freehold interest in the property can submit a rezoning application. Your application must include the following:

- ◆ A legal description of the property prepared by a licensed surveyor, engineer or title company. This includes a CD in Microsoft Word.
- ◆ The review fee (make check payable to *City of Madison Treasurer*)
- ◆ A completed application form,

- ◆ Any other specific information describing the impact of the project, and
- ◆ Specific site plans as required by staff.

Zoning staff will review the application at time of submittal for completeness. If complete, the application is forwarded on.

City staff will review the application and make comments. At the same time staff will schedule two public hearings, publish hearing notices in the Madison newspapers and mail notices to the applicant, District Alderperson, neighborhood association, property owners and residents within 200 feet of the property.

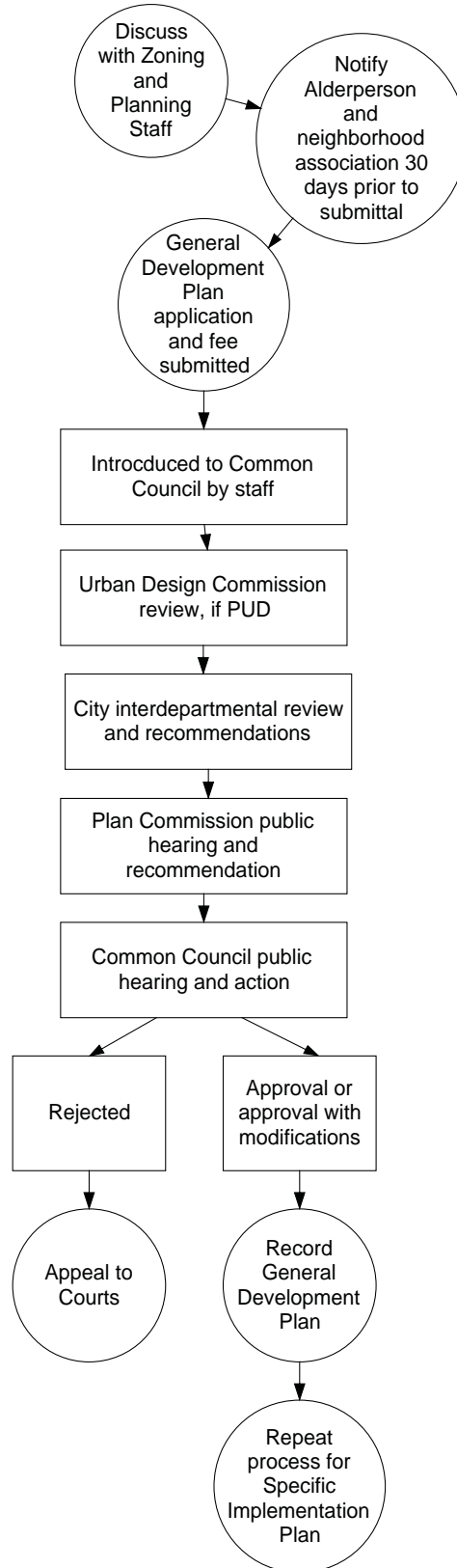
The mailed notices include a map of the proposed rezoning and a brief overview of the rezoning process from the public's point of view. It points out the different ways and times the public has an opportunity to comment on the proposed rezoning. It is very important for you to attend the public hearings and explain the need for your rezoning. City staff cannot be an advocate for your rezoning.

If rezoning approval is granted you may proceed with applying for any other permits you need to complete your project.

**You should attend both public hearings and be prepared to answer detailed questions on your rezoning. You are responsible for justifying the need for rezoning.**



○ = Applicant handles this step  
□ = City handles this step



# Urban Design Districts

The City of Madison is a community of unique natural and architectural beauty. To ensure that buildings and landscaping enhance this beauty, the City creates special districts in which it can guide the design and appearance of the structures and land [City Ordinance Sec. 32.02].

To determine if your property is in an Urban Design District call the Zoning staff at 266-4560 with the property's address. If your property is within a District a development proposal for your property requires approval by the Urban Design Commission or its staff; please contact the Urban Design Commission staff at 266-4635. Information on the design standards for each Urban Design District, the Urban Design Commission's meeting schedule, and application are available from staff or online at [www.ci.madison.wi.us/BI/zoning.html#urban%20design](http://www.ci.madison.wi.us/BI/zoning.html#urban%20design)

## Starting the Process

Early in the planning of your project you must meet with the UDC staff to discuss the project and establish a timetable for the approval process. You will also want to contact the district alderperson to discuss your proposal and learn of any neighborhood concerns. Projects involving minor alterations may qualify to be administratively approved. Otherwise, prepare your

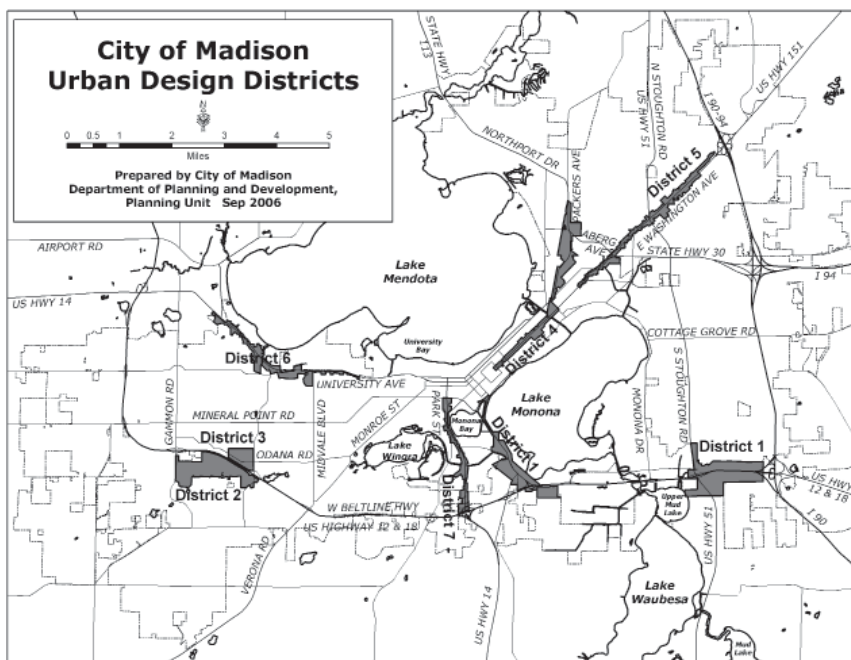
plans and follow the steps in the *Building Permit* section of this booklet. After you submit your application for a project in an Urban Design District, the Urban Design Commission schedules a public hearing. This hearing is held within thirty (30) days of the date you file your application. City staff sends a notice of the hearing to you, the alderperson and owners of properties within one hundred (100) feet of the boundaries of the proposed project. The notice is sent at least seven (7) days before the date of the public hearing.

The UDC process includes initial and final approval phases. The initial approval phase considers general building and site design aspects. Final approval considers the details of the project such as building materials, colors and landscape plans. An

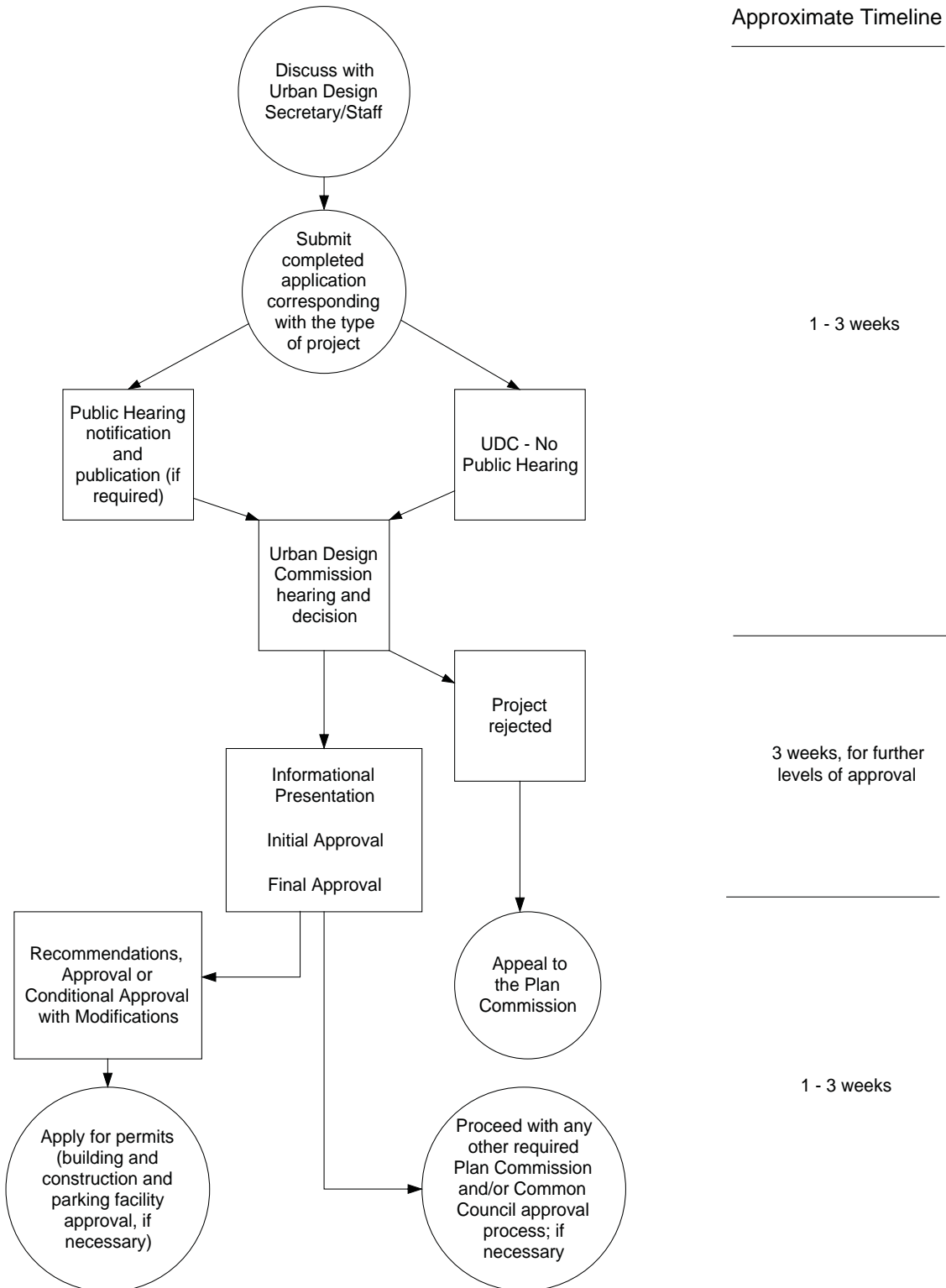
informational presentation is an option the applicant may request as a way of receiving informal feedback from the UDC. At the UDC meeting you present your plans and answer any questions they may have.

You or the Alderperson for the district may appeal an Urban Design Commission decision to the Plan Commission. Permits are not issued until the Plan Commission acts on their appeal.

**If your property is in or near one of the Urban Design Districts shown on the map call Planning Unit staff before applying for any permits.**



Approximate Timeline



# Zoning Board of Appeals Requests

---

The Zoning code assures you and your neighbors that any new development or design changes to your or adjacent properties will not adversely affect your enjoyment and use of your or your neighbor's property. Any changes to existing zoning requirements prepared by a building architect need a careful review of all factors to protect you and your neighbors [City Ordinance 28.12(8)].

If your proposed project can not meet the existing zoning code requirements for yard size, or setbacks due to the physical surroundings and shape or topography of the property, you may apply for a zoning variance. Under some circumstances a zoning variance may be possible.

One of the most requested Zoning Board of Appeals action is for changing the yard setback to less than that required by the zoning district.

## Starting the Process

Meet with the Zoning staff before submitting your application. Zoning staff can review your project and discuss the likelihood of obtaining a zoning variance.

Submit your zoning variance application packet to the Zoning staff. Your application packet must include the following:

- ◆ A completed application form.
- ◆ One (1) copy of the present and proposed building elevation, floor plan and site plan drawn to scale.
- ◆ The \$300 non-refundable fee payable to the *City of Madison Treasurer*.

Zoning staff schedules a public hearing before the Zoning Board of Appeals. Notice of the hearing is sent to the applicant, the Alderperson, and the owners and residents of all property within 200

feet of the proposed action. The hearing notice is also published once in the local newspaper. It is important that you attend and give testimony at this hearing.

The Zoning Board of Appeals makes the final decision on a zoning appeal request. It may also impose conditions and restrictions to protect the interests of all parties.

If your request is approved, you can apply for the necessary construction permits.

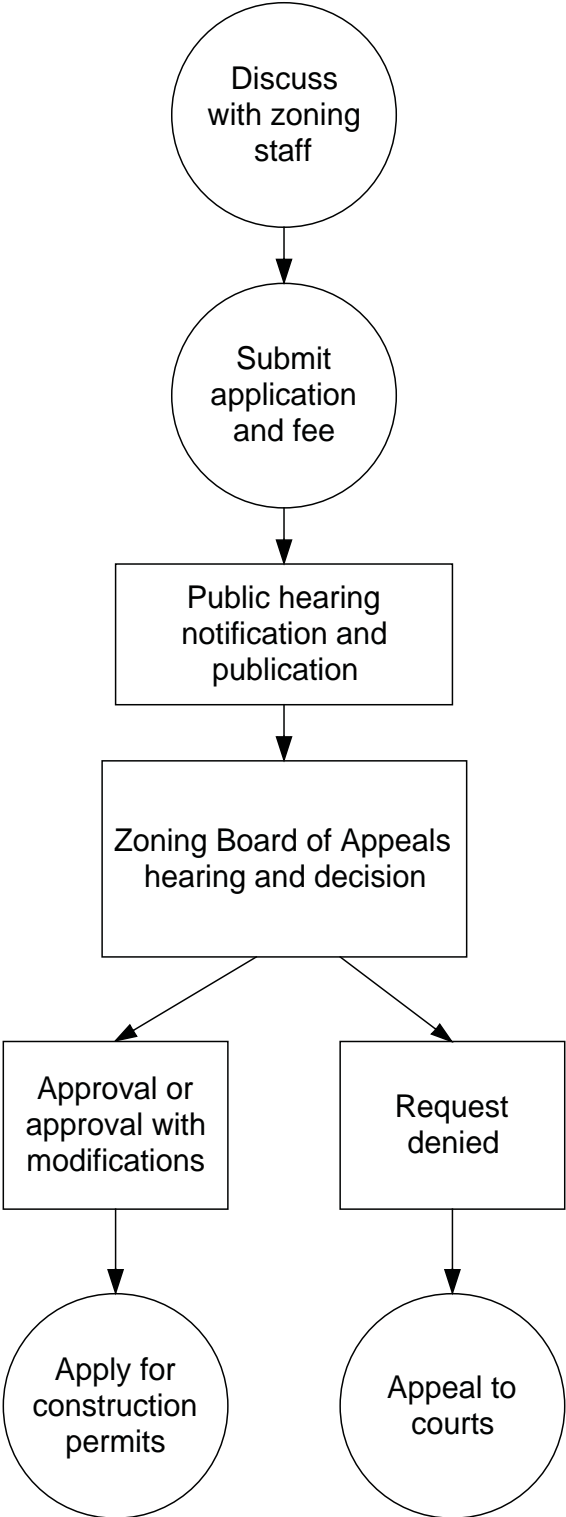
You may appeal through the courts if your variance is denied.

The Zoning Board of Appeals is empowered to review variance and area exceptions. They can not change the zoning of your property arbitrarily.

---

Zoning Board of Appeals Process

○ = Applicant handles this step  
□ = City handles this step



# Building Permit - Parking Lot

---

To make sure a new parking lot, changing an existing parking lot or somehow changing your site meets the minimum standards for zoning, building and streets, alleys, sidewalks and gutters a permit is required [City Ordinances 10, 28 and 29].

## Starting the Process

All parking lots in the City of Madison are required to have the following features:

- ◆ Bicycle racks on impervious surface
- ◆ Handicap accessible parking stalls
- ◆ Outdoor lighting
- ◆ Minimum number of parking stalls
- ◆ Paved or approved gravel surface
- ◆ Landscaping
- ◆ Loading areas if required

Discuss your site and building plans with the various City reviewing agencies. Tell staff what you propose to build and get information from them on the above items. At your meeting with City Zoning staff get a copy of the *Parking Lot Plan Submittal Checklist* packet. This packet has an application checklist of all the specific items you need to include in your application, examples of plans, landscape worksheet, lighting standards, fire apparatus access worksheets, design standards and related ordinances.

## Off-Street Parking Requirement Reduction

The City's Zoning Administrator or the Director of the Planning and Development Department may grant a reduction in the number of required parking stalls. If a request for a reduction of more than five (5) stalls is made the City's Parking Utility Manager and Traffic Engineer will also review it.

Unless request is 25% or less of the required parking stated, parking reduction requests of 20 or more parking stalls shall be reviewed by the Plan Commission as a conditional use.

Many factors are reviewed in making this decision. These include but are not limited to:

- ◆ Availability and accessibility of alternative parking
- ◆ Existing or potential shared parking
- ◆ Number of residential parking permits
- ◆ Proximity to transit routes and bicycle paths
- ◆ Hours of operation
- ◆ Peak parking demand times

## Application Submittal

Bring the items listed on the *Parking Lot Plan Submittal Checklist* to the Zoning counter in the Department of Planning and Development. Zoning staff will review your application and plans against the checklist.

If your plans and application are not complete, they will not be accepted for review and you will need to make the necessary revisions.

When your plans are accepted for review the Zoning staff will route them to the appropriate City agencies. Your application and plans may be reviewed by these City agencies:

- ◆ Zoning,
- ◆ Building Inspection,
- ◆ Traffic Engineering,
- ◆ Engineering,
- ◆ Fire,
- ◆ Madison Metro,
- ◆ Parks.

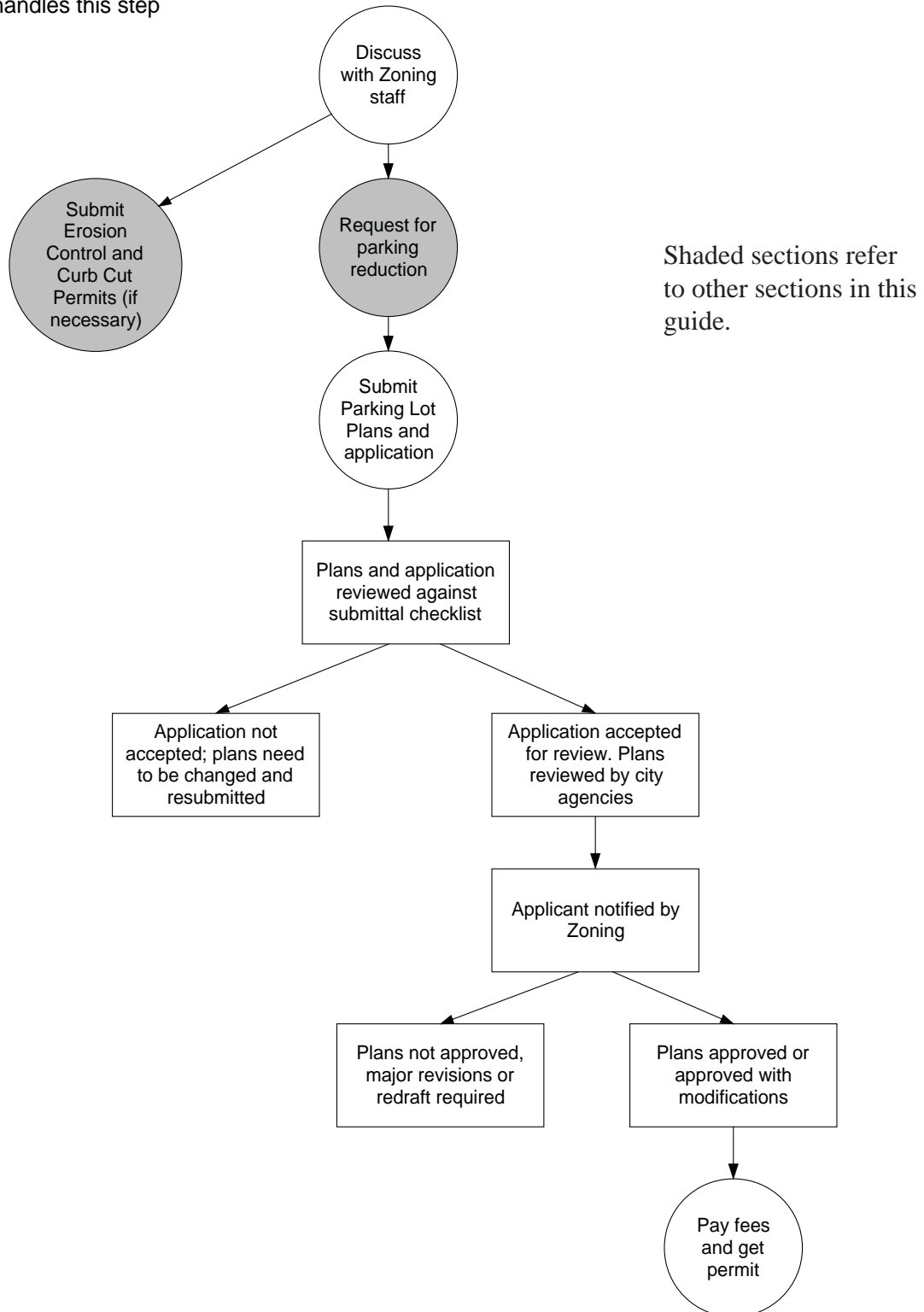
Zoning staff will call you when the plans are approved, approved with modifications or rejected. You will also be told the amount due for the permit.

---

## Building Permit Process - Parking Lots

○ = Applicant handles this step

□ = City handles this step





# Building Permit - Structures

---

To make sure a new structure or changes to an existing building meet the minimum standards for zoning and building codes a permit is required [City Ordinances 28.04(3)(b and c) and 29.02(1)].

## Starting the Process

Discuss your site and building plans with the Building Inspection and Zoning staff before finalizing and submitting your plans and application. At this time you will

find out what zoning approval is needed. Pick up a copy of the *Parking Lot Plan Submittal Checklist* from the Permit Counter to determine the items that must be shown on your site plans.

When applying for a structural building permit the following items are required:

- ◆ Two (2) sets of construction drawings, including architectural, structural, plumbing, and mechanical plans.
- ◆ Land Disturbing Activity application if you are doing any excavation work. [See section titled Land Disturbing Activity Permit section].

Building plans must be drawn to scale and show all dimensions.

Your building plans must include the following:

- ◆ A site plan showing the location of all buildings and distances to lot lines;

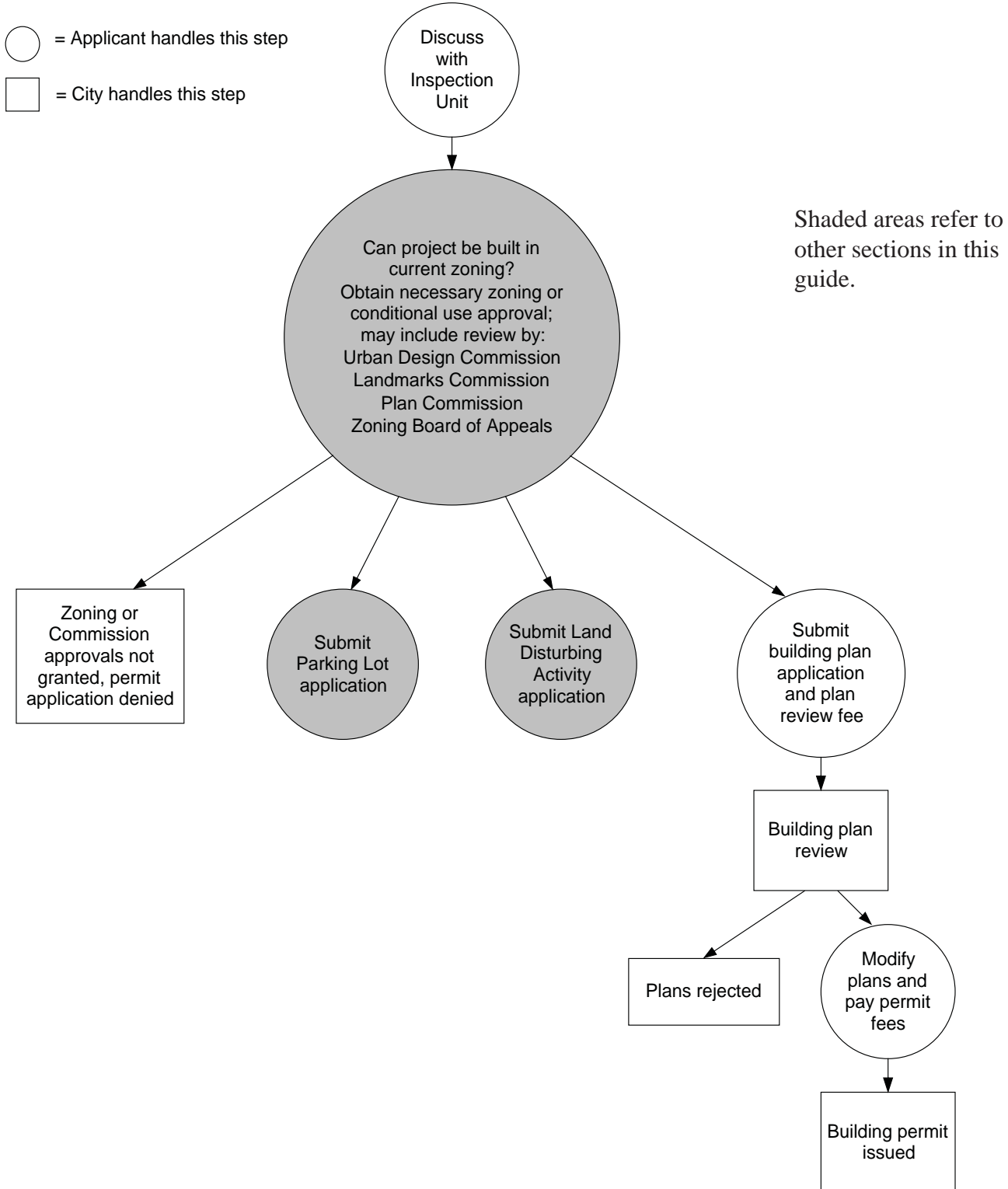
Once you have the necessary permits, it is your responsibility to call and schedule the inspections required before you can occupy or use the new or remodeled building.

- ◆ Building floor plan showing the size and location of:
  - ◆ Rooms,
  - ◆ doors,
  - ◆ windows,
  - ◆ corridors,
  - ◆ bathroom layout, and
  - ◆ drinking fountain location.
- ◆ Structural plans showing the size, spacing and location of:
  - ◆ Joists/rafters/purlins,
  - ◆ beams and headers,
  - ◆ columns,
  - ◆ footings and foundations,
  - ◆ attachment or framing details may be necessary.
- ◆ Cross section drawings typical of the construction showing:
  - ◆ Materials used,
  - ◆ insulation and vapor barrier,
  - ◆ framing, and
  - ◆ grade elevation; and
  - ◆ elevation drawings showing the exterior appearance of all sides of the building.

Small projects, such as porch additions and minor remodeling, can usually be reviewed and approved while you wait. Large projects can take up to 10 business days for plan review.

The Building Inspection staff will call you when your plan review is complete. You have 30 days to come in and pay the permit fee and receive your permit.

## Building Permit Process - Structures



# Demolition Permit

---

The City of Madison wants to prevent the loss of buildings that are structurally sound, economically productive and can be rehabilitated or repaired. The City encourages owners to keep their buildings in good condition. The City will not issue a demolition permit when it is clear that the primary purpose is to avoid compliance with code [City Ordinance 28.04(22)].

## Starting the Process

Call or meet with Zoning and Planning staff and Alder before submitting an application for a demolition permit.

Except for special circumstances you will need to submit an application for a conditional use zoning approval with your demolition permit application. If the building to be demolished is an historic landmark or in an historic district, the Landmarks Commission should approve your project prior to submittal of your application.

A complete demolition permit application includes:

- ◆ A statement of the building's current or most recent use,
- ◆ The proposed use.

**Remember to call the utility companies to disconnect service before demolition starts.**

Your application then follows the demolition permit review process.

The Director of the Building Inspection Unit can issue a zoning compliance certificate if:

- ◆ The building has not been used at any time as a single-family or multiple-family dwelling
- ◆ The building is an accessory building,
- ◆ If it is not a landmark or in an Historic District.

If your building is in one of the above categories a zoning compliance certificate can be issued within five days of the application.

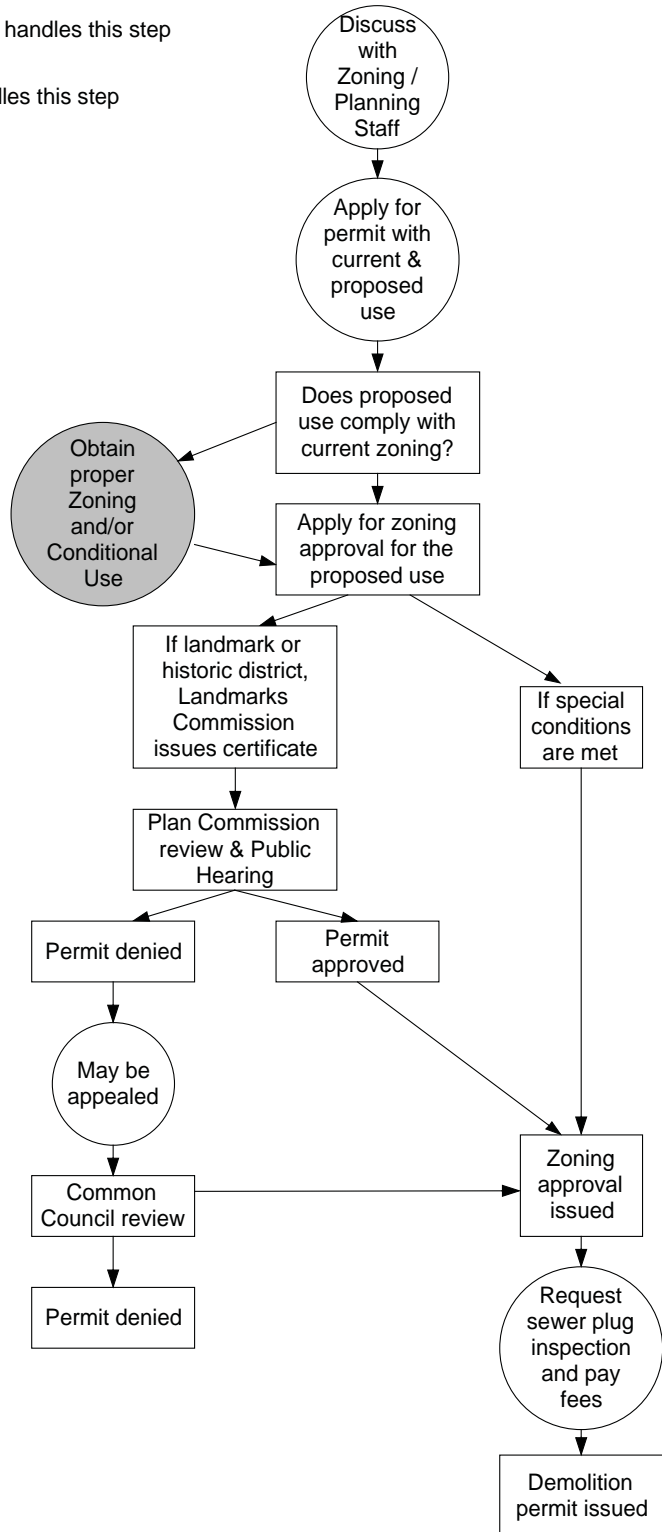
After your demolition permit is approved, you pay the fee and apply for the sewer plugging permit at the Permit Counter.

The minimum demolition permit fee for an accessory building is \$20 and for a single-family house is \$150. The sewer plugging inspection fee is \$100 and there is a \$900 deposit. The exact fees will be determined for you at the time the permit is issued.

Once the permit is issued, it is valid for one year. City inspectors will visit the site during and after demolition to insure that the work complies within City and State Building Ordinances.

## Demolition Permit Process

- = Applicant handles this step  
 □ = City handles this step



Shaded areas refer to other sections in this guide.

# Erosion Control & Storm Water Management Permit

Uncontrolled erosion, sedimentation and runoff during construction clogs City sewers and is a hazard for pedestrians, cyclists and motorists. If your project involves:

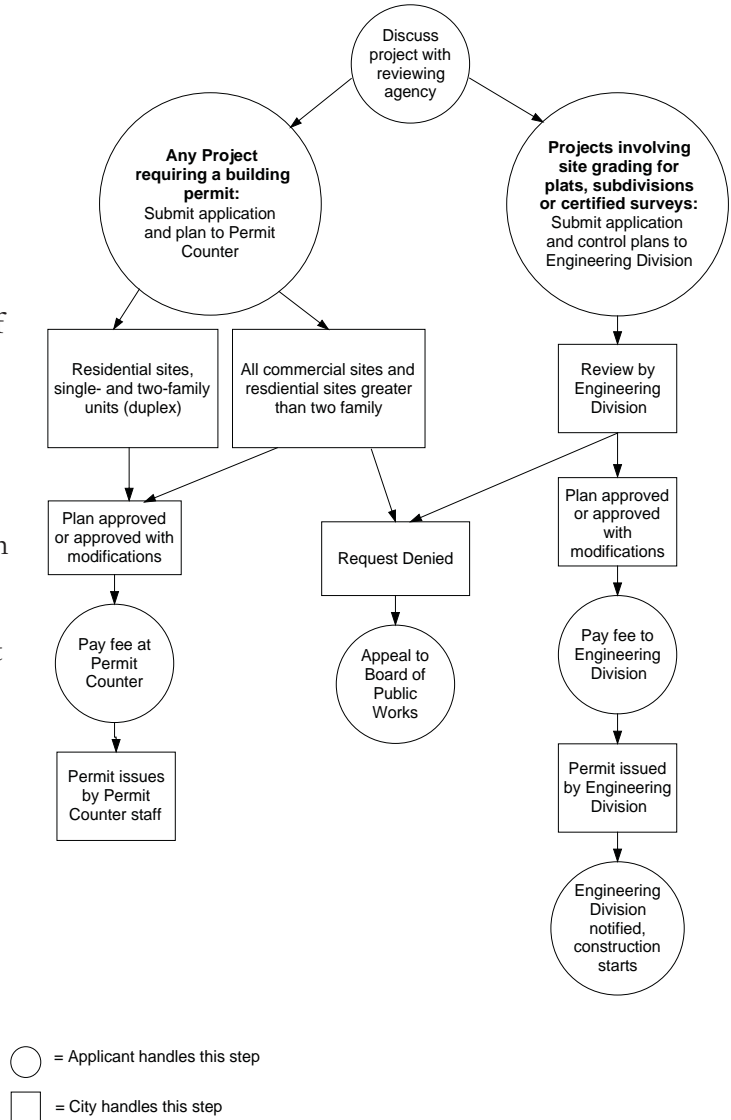
- ◆ Building or changing a structure,
- ◆ filling or excavating land, or
- ◆ preparing a new area for subdivision development,

which may result in soil erosion, increased runoff and sedimentation, you need an Erosion Control and Storm Water Management permit [City Ordinance 37].

Depending on your proposed project's type and size it will be reviewed by the Building Inspection Staff or Engineering Division Staff.

Check Step 2 on the following chart to find what you need to submit and to which agency.

## Erosion Control & Storm Water Management Process



# Signs and Street Graphics Permit

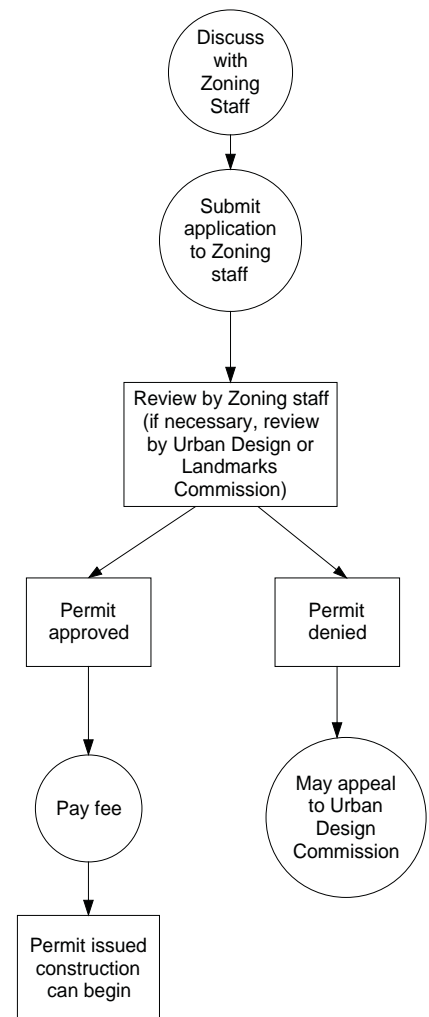
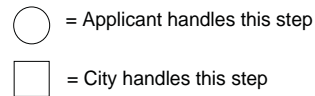
## Signs and Street Graphics Process

Signs and street graphics are regulated in Madison to be sure they are safe, attractive and effective [City Ordinance Chapters 28, 31, and 33].

If you want to erect a sign or banner contact the Zoning Staff before ordering it. Each zoning district has its own standards for the number, size, height, location, type, illumination and other aspects of street graphics. Zoning staff can help you determine what is allowed at your site.

Street graphics are evaluated on these criteria:

- ◆ compatibility with their surroundings,
- ◆ appropriateness to the type of activity,
- ◆ expression of the identity of the proprietor,
- ◆ legibility,
- ◆ design and position for traffic safety,
- ◆ use as an accessory to land and improvements.



# Street Encroachment - Privilege in Streets

---

If your proposed project intrudes on, above, or under public lands, public streets, sidewalks, or grounds, a street encroachment agreement is necessary. This insures that the project will not interfere with public safety and the use of the sidewalk, terrace, street, or other public grounds [City Ordinance 10.31].

Some examples of intrusions of public spaces are:

- ◆ Artwork,
- ◆ buildings, footings, parapets,
- ◆ canopies,
- ◆ fences,
- ◆ groundwater monitoring wells,
- ◆ signs,
- ◆ sprinkler systems, and
- ◆ underground communication links.

## Starting the Process

Please discuss the feasibility of your project with the Community and Economic Development Unit staff before submitting your application. Pick up your application form at this meeting.

To save time, you can apply for your other permits at the same time you apply for a Street Encroachment Agreement.

A complete application packet includes the following items:

- ◆ The non-returnable application fee of \$500,
- ◆ a completed application form,
- ◆ a report of ownership, and
- ◆ seven (7) copies of a drawing or survey showing how and where the owner's property will intrude on public land. These drawings are at a scale of not less than 1" = 10' and paper size of 8 1/2" by 14". Sufficient information needs to be shown to allow staff to determine the square footage of the encroachment.

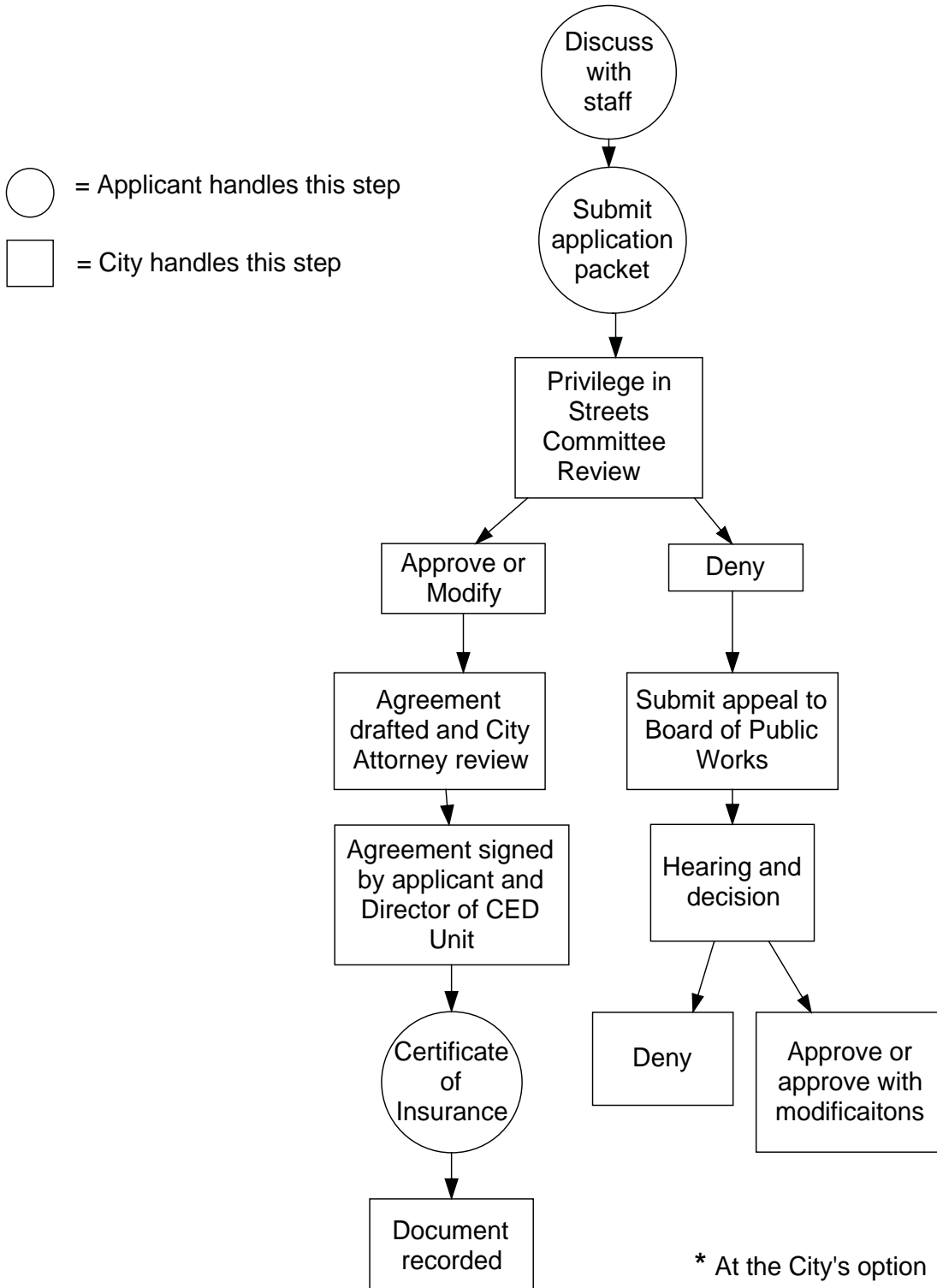
The Privilege in Streets Committee approves, modifies or denies the application. If approved, City staff drafts a recordable agreement which includes requirements for an annual fee, insurance and a 10-day notice of removal of the encroachment. The agreement is reviewed by the City Attorney's staff.

The property owner signs the agreement, as does the Director of the Community and Economic Development Unit. City staff then records the document at the Register of Deeds Office. City staff also forwards a copy to the owners.

Payment of the annual fee and maintenance of the insurance certificate by the property owner is required through the term of the agreement.

Once your encroachment is approved, you will still need to get the necessary permits to construct your project and comply with all applicable Madison General Ordinances.





\* At the City's option and when a lease is involved the encroachment may also be referred to the Board of Estimates

# Street Occupancy Permit

---

When your construction or demolition requires materials or machinery to be on or over streets, sidewalks, alleys or public grounds a *Street Occupancy permit* is necessary. This ensures the welfare and safety of the users of adjacent properties [City Ordinance 29.10].

Discuss your site and building plans with the Inspection staff when you apply for a construction or demolition permit. Start the process for a Street Occupancy Permit the same time you apply for the other permits.

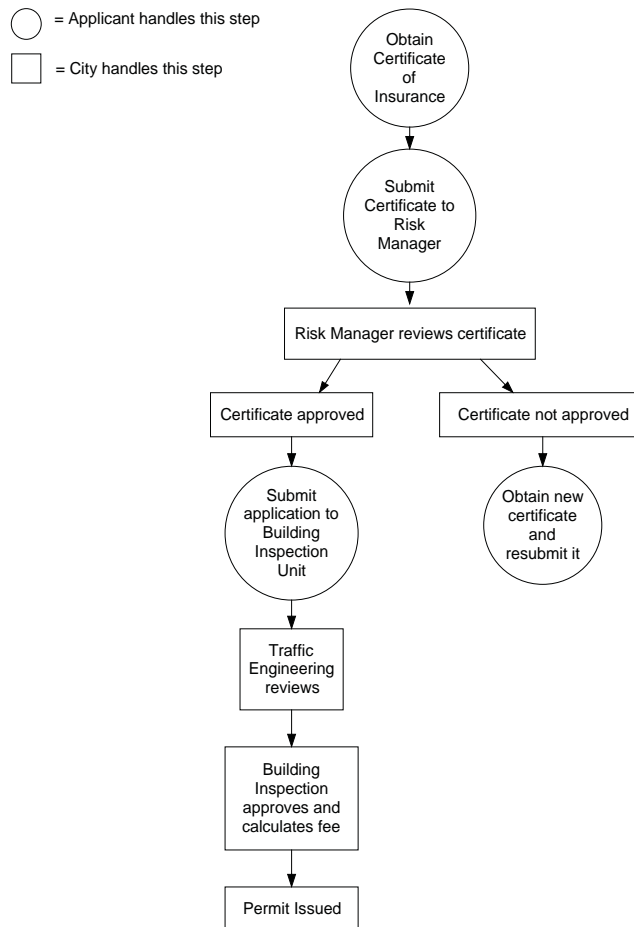
Obtain the application form for a Certificate of Insurance from the City Attorney's Office. Your insurance agent can get you the mandatory coverage for the certificate. Return this information to the City Attorney's Office for review and approval.

Then, obtain the Street Occupancy Permit application from the Permit Counter in the Department of Planning and Development. Turn in the completed application form at the same counter.

Building Inspection staff and Traffic Engineering staff review the application and calculate the fee. They will issue the permit after you pay the fee.

Construction can proceed once the appropriate barriers are erected.

## Street Occupancy Process



# Street Vacation

## Street Vacation Process

When you and your neighbors want to permanently close a street no longer needed as a public thoroughfare, you, the property owners can request a street vacation. This process is necessary to ensure the public interest in the street right-of-way and the public utility of the right-of-way is no longer necessary [State Statutes 66.296, 66.297 and 80.32].

### Starting the Process

All property owners adjacent to the street to be vacated should send the following items to the City Clerk and the City Engineering Division:

- ◆ A letter of request, and
- ◆ A sketch of the area to be vacated.

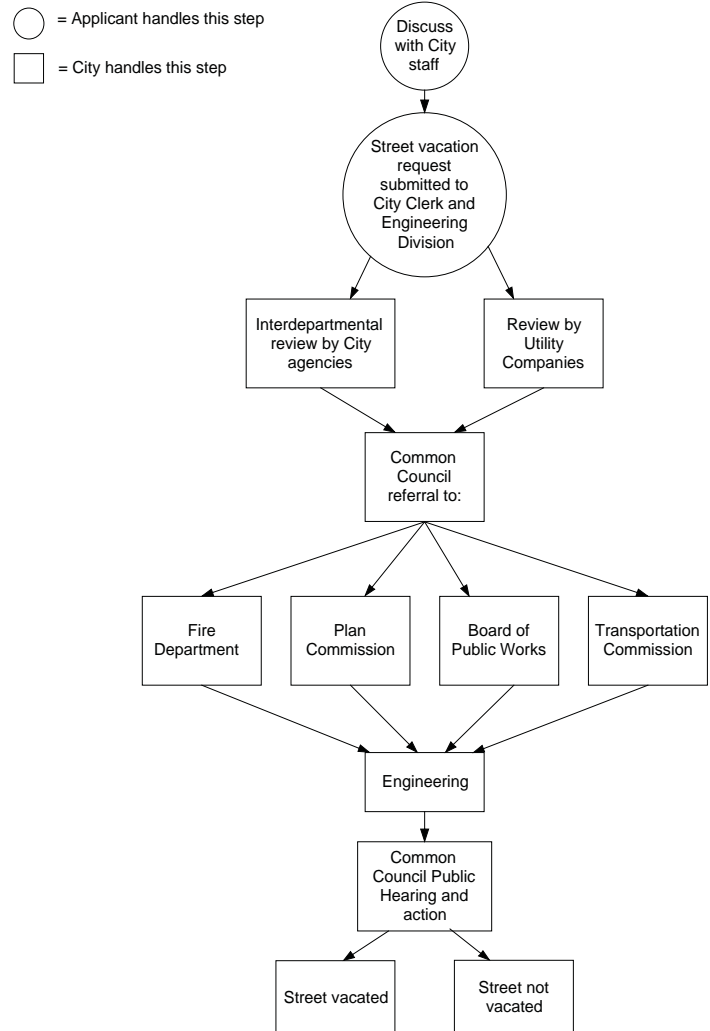
The request is introduced to the Common Council and referred to the Board of Public Works, the Plan Commission and the Transportation Commission for consideration.

All these reviewers report back to the City Engineering Division. City Engineering also coordinates the vacation request with other City agencies and the Utility companies.

If the Commissions approve the street vacation, City Engineering prepares a description of the area to be vacated, including easements and other restrictions. You may be required to obtain a survey of the area to be vacated.

The Common Council then holds a public hearing and approves or rejects the vacation request.

If approved, the vacated right-of-way is divided in compliance with the laws regarding reversion. If the right-of-way was purchased by the City for street purposes it is generally sold to adjacent owners at fair market value.



# Sources of City Financing

---

The City offers a number of financing programs to encourage housing and economic development in specific areas of the City. These programs have differing terms and requirements so contact the appropriate staff person to find out if the program can help your project.

If Your Project Involves:	Investigate These Programs:	By Calling:	
Affordable Housing - Building new units or rehabilitating existing units	Madison Capital Revolving Loan Fund (MCRLF)	Joe Gromacki	276-8724, Ext. 307
	Community Development Block Grant (CDBG) Program (non-profit only)	Hickory Hurie	267-0740, Ext. 202
	HOME Acquisition/Rehab Program (non-profit only)	Hickory Hurie	267-0740, Ext. 202
	Housing Revenue Bonds	Percy Brown	266-6558, Ext. 311
	Housing Rehabilitation Services Program	Craig Wilson	266-6557, Ext. 310
		Terri Goldbin	266-4223, Ext. 302
	Homebuyer's Assistance Program	Craig Wilson	266-6557, Ext. 310
		Terri Goldbin	266-4223, Ext. 302
	Downpayment/Closing Cost Assistance, "HOME-BUY"	Terri Goldbin	266-4223, Ext. 302
Multi-Family Rental Housing - Rehabilitating existing housing		Craig Wilson	266-6557, Ext. 310
	Rental Rehabilitation	Terri Goldbin	266-4223, Ext. 302
	Madison Capitol Revolving Loan Fund (MCRLF)	Joe Gromacki	267-8724, Ext. 307

If Your Project Involves:	Investigate These Programs:	By Calling:
	Community Development Block Grant (CDBG) Program (non-profit only)	Hickory Hurie 267-0740, Ext. 202
	HOME Acquisition/Rehab Program (non-profit only)	Hickory Hurie 267-0740, Ext. 202
Housing for the Homeless - Services and support that result in	Emergency Shelter Grants	Mary Charnitz 267-0740, Ext. 203
Business Assistance	Information and Referral	Michael Gay 267-4933, Ext. 104
Redevelopment of Blighted Areas; Improving Business	Tax Increment Financing	Joe Gromacki 267-8724, Ext. 307
	Madison Capital Revolving Loan Fund (MCRLF)	Joe Gromacki 267-8724, Ext. 307
	Community Development Block Grant (CDBG) Program (non-profit only)	Barb Constans 267-0740, Ext. 208
Development of New Industrial Areas	Information and Referral	Michael Gay 267-4933, Ext. 104
Business Expansion and Start-up	Madison Development Corporation Business Loans	Dave Scholtens 256-2799
	Information and Referral	Michael Gay 267-4933, Ext. 104

# City Staff Who Can Help You

---

Item	Staff Person	Phone
Alderperson	Council Office	266-4071
Annexations	Bill Roberts	266-5974, Ext. 205
Assessment Information	City Assessor	266-4531
Building Board of Appeals	Harry Sulzer	266-4568, Ext. 468
Building Permit	Alan Harper	266-4558
	Fred Rehbein	267-8688
Business Assistance	Michael Gay	267-4933, Ext. 104
	Peggy Yessa	267-8721, Ext. 105
C4 Central Commercial District	Kathy Voeck	266-5978
	Al Martin	267-8740, Ext. 221
Certified Surveys	Tim Parks	261-9632, Ext. 222
	Bill Roberts	266-5974, Ext. 205
	Kathy Voeck	266-5978
Conditional Use	Kathy Voeck	266-5978
	Bill Roberts	266-5974, Ext. 205
Demolition Permits	Kathy Voeck	266-5978
Driveway/Access Permits (commercial property only)	John Leach (Traffic Engineering)	266-8755
Erosion Control Permits	Jeff Benedict (Engineering)	267-1198
	Tim Troester (Engineering)	267-1995
Flood Plain Areas	Zoning Staff	266-4560
	Jeff Benedict (Engineering)	267-1198
	Greg Fries (Engineering)	267-1199
	Tim Troester (Engineering)	267-1995
Historic Preservation	Katherine Rankin	266-6552, Ext. 206

<b>Item</b>	<b>Staff Person</b>	<b>Phone</b>
Housing Revenue Bonds	Percy Brown	266-6558, Ext. 311
Inclusionary Zoning	Hickory Hurie	267-0740
Landmarks Commission	Katherine Rankin	266-6552, Ext. 206
Legal Descriptions	City Assessor	In person OR FAX 266-4666
Neighborhood Associations	Jule Stroick	267-8744, Ext. 218
Neighborhood Centers	Mary Charnitz	267-0472, Ext. 203
Park Dedication	Si Widstrand (Parks)	267-1198
Parking Lot Drainage/ Storm Water Management	Jeff Benedict (Engineering) Greg Fries (Engineering) Tim Troester (Engineering)	267-1198 267-1199 267-1995
Parking Lot Layout	John Leach (Traffic Engineering)	267-8755
Parking Lot Landscaping	Ron Towle	266-4560, Ext. 460
Parking Lot Lighting	Fred Rehbein	267-8688
Plan Commission	Bill Roberts Brad Murphy Mark Olinger	266-5974, Ext. 205 266-4635, Ext. 210 266-4635, Ext. 106
Planned Developments	Kathy Voeck Bill Roberts	266-5978 266-5974, Ext. 205
Plan Review (Commercial/Multifamily)	Mike Van Erem Alan Harper Fred Rehbein	266-4559 266-4558 267-8688
(One and Two-Family)	Fred Rehbein	267-8688



<b>Item</b>	<b>Staff Person</b>	<b>Phone</b>
Rehab Housing Loans	Craig Wilson	266-6557, Ext. 310
	Terri Goldbin	266-4223, Ext. 302
Sanitary Sewer	Mark Moder (Engineering)	261-9250
	Mike Dailey (Engineering)	266-4058
Sanitary Sewer Connection Inspection	John Fahrney (Engineering)	266-4091
Sanitary Sewer Impact Fees	Mike Dailey (Engineering)	266-4058
	Mark Moder (Engineering)	261-9250
Signs and Street Graphics	Greg Patmythes	261-9662, Ext. 464
	Ron Towle	266-4560
Sidewalks	Mike Trotter	266-4537
Site Info (Commercial or Industrial)	Michael Gay	267-4933, Ext. 104
Street Encroachment	Jerry Lund	267-8718, Ext. 304
Street Occupancy (Temporary)	Alan Harper	266-4558
Street Excavation Permits Applications Technical Issues Street Vacation	City Engineering Staff	266-4430
	Cindy Hemenway (Eng.)	266-6429
	LeAnne Hannan (Engineering)	266-4057
	Eric Pederson (Engineering)	266-4057
Storm Sewer	Greg Fries (Engineering)	267-1199
	Lisa Coleman (Engineering)	266-4093
Storm Sewer Connection Inspection	John Fahrney (Engineering)	266-4091
Storm Water Impact Fees	Mike Dailey (Engineering)	266-4058
	Greg Fries (Engineering)	267-1199
Subdivisions	Tim Parks	261-9632, Ext. 222
	Bill Roberts	266-5974, Ext. 205

<b>Item</b>	<b>Staff Person</b>	<b>Phone</b>
Tax Increment Financing	Joe Gromacki	267-8724, Ext. 307
Transit Service	Tim Sobota	261-4289
Urban Design Commission & Urban Design Districts	Al Martin	267-8740, Ext. 221
Water Main Location	Alan Larson (Water Utility)	266-4653
	Dennis Cawley (Water Utility)	261-9243
Water Supply	Alan Larson (Water Utility)	266-4653
Wetland Zoning	Mike Dailey (Engineering)	266-4058
	Si Widstrand (Parks)	266-4711
Zoning Board of Appeals	Kathy Voeck	266-5978
Zoning Variance	Matt Tucker	266-4569

# What Each Agency Reviews

---

## **Engineering (266-4751)**

---

Erosion control  
Flood plain  
Parking lot drainage  
Plat review  
Sanitary sewer  
Storm sewer and drainage  
Storm water management  
Street address  
Street layout and size  
Street name  
Utility easements  
Water detention  
Wetland zoning

## **Fire 266-4420**

---

Fire passage  
Fire flow requirements  
Fuel tanks  
Hazardous materials  
Service stations  
Screening over windows  
Zero lot line

## **Metro Transit (266-4904)**

---

Bus stop requirements  
Easements for operation & infrastructure  
Pedestrian / handicap access & circulation  
Plat review  
Street layout & size  
Transportation & Demand Management Plans

## **Parks (266-4711)**

---

Open space  
Park areas  
Wetland zoning

## **Traffic Engineering (266-4761)**

---

Access control  
Impacts on streets & neighborhoods  
Parking lot geometry, layout & circulation  
Pedestrian / bicycle access & circulation  
Plat review  
Rights-of-way  
Street layout & size  
Traffic Generation  
Utility Easements

## **Water Utility (266-4651)**

---

Costs (assessments)  
Distribution  
Easements  
Hydrants  
Main locations  
Service  
Water Supply

## **Planning and Development (266-4635)**

---

Access to buildings	Building Code
Circulation	Demolition
Design	Easement dedication
Environmental hazards	Flood plain
Floor area ratio	Grading plan
Handicap access	Heating Code
Inclusionary Zoning	Landscape plan
Lease of City property	Lot coverage
Lot size	Natl Electric Code
Parking requirements	Plumbing Code
Sale of City property	Screening
Soil erosion	Signs
Site design	Special districts
Street encroachments	Street graphics
Street occupancy	Title
Trash pickup enclosures	Units - number of
Usable open space	Use of property
Yard setbacks	Zoning

# Where City Agencies Are Located

---

## Parks Division

215 Martin Luther King, Jr. Boulevard  
Room 120  
Madison, Wisconsin 53703  
(608) 266-4711  
FAX: (608) 267-1162  
[www.cityofmadison.com/parks/](http://www.cityofmadison.com/parks/)

## Department of Planning and Development

215 Martin Luther King Jr. Boulevard  
Room LL100, P.O. Box 2895  
Madison, Wisconsin 53701-2985  
(608) 266-4635  
FAX: (608) 267-8739 (for all units)  
TTY/TextNet (866) 704-2318  
[www.cityofmadison.com/planning](http://www.cityofmadison.com/planning)

Community & Economic Development Unit  
266-4222

Building Inspection Unit  
266-4551

Planning Unit  
266-4635

CDBG Office  
267-0740

Office of Community Services  
266-6520

Housing Operations  
266-4675

Office of Business Assistance  
267-4933

Senior Center  
266-6581

## Department of Public Works

Engineering Division  
210 Martin Luther King, Jr. Boulevard  
Room 115 & 107A  
Madison, Wisconsin 53703  
(608-266-4751)  
FAX: (608) 264-9273  
[www.cityofmadison.com/engineering/](http://www.cityofmadison.com/engineering/)

## Department of Transportation

Traffic Engineering  
215 Martin Luther King, Jr. Boulevard  
Room 100  
Madison, Wisconsin 53703  
(608) 266-4761  
FAX: (608) 267-8739  
TDD (608) 267-9623  
[www.cityofmadison.com/transp/](http://www.cityofmadison.com/transp/)

## Water Utility

119 East Olin Avenue  
Madison, Wisconsin 53713  
(608) 266-4651  
FAX: (608) 266-4644  
TTY (608) 266-5909  
[www.madisonwater.org](http://www.madisonwater.org)

## Fire Department

325 West Johnson Street  
Madison, Wisconsin 53703  
(608) 266-4420  
FAX: (608) 267-1100  
[www.cityofmadison.com/fire](http://www.cityofmadison.com/fire)

## Metro Transit

1101 East Washington Avenue  
Madison, Wisconsin 53703  
(608) 266-4904  
FAX: (608) 267-8778  
[www.mymetrobus.com](http://www.mymetrobus.com)

# City Boards & Commissions

## That Review Your Project

---

**Commission.** A volunteer body appointed by the Mayor and approved by the Common Council to serve the Council as advisors having the powers specified by the commission charter.

**Board of Public Works.** Seven voting members – one City employee, two alderpeople, three lay citizens, and the Mayor or a designee meet twice a month to advise the Common Council on any matters concerning public lands or structures.

**Building and Fire Code Review and Appeals Board.** A nine-member board that grants modifications to building and fire codes as listed in Chapters 27-29 and 34 of the Madison General Ordinances. They also rule on request for variances to the State building codes per an agreement with the State of Wisconsin.

**Community Development Authority (CDA).** As set forth in the State Statutes the CDA acts as an agent of the City to perform, operate and administer the City's housing rehabilitation services.

**Landmarks Commission.** A seven-member group of people appointed by the Mayor to regulate construction or reconstruction, exterior alterations within locally-designated historic districts and demolition of historic structures and to recognize landmarks. The Commission consists of one registered architect, one historic preservationist, one real estate broker, one alderperson, and three citizen members with an interest in historic preservation. The Commission meets twice a month. See section titled *Historic Districts and Landmarks*.

**Plan Commission.** A nine-member commission appointed by the Mayor to review land use matters and to provide recommendations to the Common Council on all planning and

related development issues and policies. The Commission consists of three alderpeople, the Mayor or designee, and five citizen members. The Commission meets twice a month.

**Privilege in Streets Committee.** This committee, composed of City staff members representing the City Attorney, Risk Manager, Inspection Unit, Community and Economic Development Unit, Planning Unit, Traffic Engineering, and Engineering Division, meets as often as needed to make recommendations to the Board of Public Works and the Common Council on applications for encroachments into the public right-of-way.

**Pedestrian/Bicycle/Motor Vehicle Commission.** An eleven-member body, composed of alderpeople, citizens, and the Mayor or designee, which makes recommendations to the Common Council regarding policies on pedestrian, bicycle, and motor vehicles systems and facilities. The Commission meets once a month.

**Urban Design Commission (UDC).** A nine-member commission, appointed by the Mayor, to review matters of aesthetics, design and appearance of specific building proposals. This commission is advisory to the Plan Commission. They meet twice a month. See section titled *Urban Design Districts*.

**Zoning Board of Appeals (ZBA).** A five-member body, that hears and acts on applications for zoning variances, appeals to alleged errors in orders, requirements or determinations in the enforcement of the zoning ordinance. The ZBA makes the final determination on these issues and appeals to their decisions are made to the courts.

# Development Related Documents

---

These brochures and booklets are available from the Department of Planning and Development.

**How-to Brochures** (also available online at [www.cityofmadison.com/planning/bi/brochures.htm](http://www.cityofmadison.com/planning/bi/brochures.htm)):

- Adding On To Your Home
- Applying for a Building Permit
- Decks
- Detached Garages
- Do I Need a Building Permit?
- Putting Up a Fence or Hedge
- Sheds - Less Than 150 square feet

## Development Guides

([www.cityofmadison.com/planningdept.html](http://www.cityofmadison.com/planningdept.html)):

- A Best Practices Guide for Developers, Neighborhoods & Policy Makers
- A New Approach to Parking Lot Landscaping
- Building Blocks - Improvement Projects for Madison's Neighborhoods
- City of Madison Comprehensive Plan - 2005
- Downtown 2000
- Isthmus 2000
- Park Street Urban Design Guidelines
- Urban Design Guidelines for Downtown Madison

## Neighborhood Development Plans

(See Website [www.cityofmadison.com/planning.ndp/index.html](http://www.cityofmadison.com/planning.ndp/index.html))

- ◆ Blackhawk
- ◆ Brentwood-Packers-Sherman
- ◆ Carpenter-Ridgeway-Hawthorne-Truax
- ◆ Cottage Grove
- ◆ Cross Country
- ◆ East Towne-Burke Heights
- ◆ Elderberry
- ◆ Emerson-East-Eken Park
- ◆ Felland
- ◆ Hanson Road
- ◆ Hiestand
- ◆ High Point-Raymond Road
- ◆ Junction
- ◆ Marquette
- ◆ Marsh Road
- ◆ Midtown
- ◆ Nelson
- ◆ Northport-Warner Park

- 
- ◆ Pioneer
  - ◆ Rattman
  - ◆ Schenk-Atwood
  - ◆ South Madison
  - ◆ Sprecher
  - ◆ Tenney-Lapham-Old Market
  - ◆ Villager Mall
  - ◆ Westside
  - ◆ Wingra BUILD
  - ◆ East Washington Avenue BUILD

### **City Ordinances and Codes\***

Madison Code of Ordinances available online at [www.municode.com/resources/online\\_codes.asp](http://www.municode.com/resources/online_codes.asp)

- Chapter 16 - General Planning
- Chapter 17 - Radio, Television, Electronics
- Chapter 18 - Plumbing
- Chapter 19 - Electrical
- Chapter 27 - Minimum Housing
- Chapter 28 - Zoning
- Chapter 29 - Building
- Chapter 30 - Heating, Ventilating & Air Conditioning
- Chapter 31 - Street Graphics Control
- Chapter 32 - Landlord & Tenant
- Chapter 33 - Landmarks & Urban Design
- Chapter 37 - Erosion & StormWater Runoff

City Ordinances are also available on the internet. Please see: [www.cityofmadison.com](http://www.cityofmadison.com).

\* There is a charge for copies of these documents.



---

This book developed by:

City of Madison  
Department of Planning & Development  
P.O. Box 2985  
Madison, WI 53701-2985

The most current addition of it can be found at: [www.cityofmadison.com/planning/index.html](http://www.cityofmadison.com/planning/index.html)

OCTOBER 2006