

## 2012 Meeting & Submission Schedule

<b>Board/Committee/Commission: Landmarks Commission</b>	
Contact Person: Amy Scanlon	
Department of Planning and Community & Economic Development	
Phone Number: 266-6552	E-mail Address: <a href="mailto:ascanlon@cityofmadison.com">ascanlon@cityofmadison.com</a>

**All meetings start at 4:45 p.m. in Room LL-110 of the Madison Municipal Building, 215 Martin Luther King Jr. Blvd.**

Submittal Deadlines for Requests not Requiring a Public Hearing	Submittal Deadlines for Requests Requiring a Public Hearing	Meeting Date
November 7	October 31	<b>November 21, 2011</b>
November 21	November 14	<b>December 5, 2011</b>
December 5, 2011	November 28, 2011	<b>December 19, 2011</b>
December 27 (Tuesday)	December 19	<b>January 9</b>
January 17 (Tuesday)	January 9	<b>January 30</b>
January 30	January 23	<b>February 13</b>
February 13	February 6	<b>February 27</b>
February 27	February 20	<b>March 12</b>
March 12	March 5	<b>March 26</b>
April 2	March 26	<b>April 16</b>
April 16	April 9	<b>April 30</b>
April 30	April 23	<b>May 14</b>
May 29 (Tuesday)	May 21	<b>June 11</b>
June 11	June 4	<b>June 25</b>
July 2	June 25	<b>July 16</b>
July 16	July 9	<b>July 30</b>
July 30	July 23	<b>August 13</b>
August 13	August 6	<b>August 27</b>
September 17	September 10	<b>October 1</b>
October 1	September 24	<b>October 15</b>
October 29	October 22	<b>November 12</b>
November 12	November 5	<b>November 26</b>
November 26	November 19	<b>December 10</b>

All requests for Certificates of Appropriateness must be filed by 4:30 p.m. on the submission date with Amy Scanlon, Secretary of the Landmarks Commission, in the Department of Planning and Community & Economic Development, located on the lower level, Suite LL-100, of the Madison Municipal Building, 215 Martin Luther King, Jr. Blvd. Applications submitted after the submittal date will be postponed to the next scheduled filing time. Please provide twelve (12) paper copies 11"x17" or smaller (via mail or drop off) and electronic files (via email) of the following:

- Landmarks Commission Application (1 copy only).
- Letter of Intent addressed to the Landmarks Commission, describing the location of the property and the scope of the proposed project.
- Scaled plan set reduced to 11"x17" or smaller pages. Please include: photos of existing house/building; photo of adjacent houses (if applicable) to illustrate context; general plot plan/site plan; elevations, plans and other drawings as needed to illustrate the project.