



LAND USE APPLICATION  
Madison Plan Commission  
215 Martin Luther King Jr. Blvd; Room LL-100  
PO Box 2985; Madison, Wisconsin 53701-2985  
Phone: 608.266.4635 | Facsimile: 608.267.8739

Attached is the application and directions for projects that require Plan Commission zoning approval. This coversheet describes the process and application requirements. For your convenience, this application form may be completed online at [www.cityofmadison.com/planning/plan.html](http://www.cityofmadison.com/planning/plan.html) using Adobe Acrobat Reader on your Internet browser.

The form should be completed and returned with the required sets of plans and the appropriate application fee to the Zoning Counter, City of Madison, Madison Municipal Building, Suite LL-100, 215 Martin Luther King Jr. Boulevard. If you have any questions about the application or submittal requirements, please do not hesitate to contact the Zoning Counter at 608.266.4635 during normal business hours, Monday-Friday, 8 AM to 4:30 PM, except City holidays.

#### **Prior to Submittal:**

1. Prior to the submittal of the application, the applicant must meet with Planning Unit and Zoning staff to discuss your proposal, review concept plans in detail, and discuss the approval process. This conference is MANDATORY.
2. If your project is in an Urban Design District or requires Urban Design approval, a pre-conference with the Urban Design Staff is required. Urban Design review requires a separate submittal, has a separate review process and is presented before the Urban Design Commission. Urban Design applications, meeting schedules and filing deadlines may be picked up at the Zoning Counter. Approval from Urban Design does **not** mean the Planning Commission has approved your plans.
3. A letter notifying the Alderperson and any known neighborhood and/or business associations must be sent **30** days prior to submittal or the application cannot be accepted. The Alderperson and the Director of Planning and Development may grant a waiver in lieu of the 30-day notice prior to your submittal. Please attach the notification letters or any correspondence granting this waiver with your application materials.
4. Applicants are encouraged to meet with the district Alderperson, adjoining neighbors, property owners and the Neighborhood Association prior to submitting this application.

#### **Filing of Plan Commission Applications:**

1. The filing deadline for all applications is 12:00 noon on the filing day. Please consult the annual Plan Commission schedule for specific dates for that calendar year. Applications received after 12:00 noon will not be scheduled until the next application cycle.
2. The application must be filled out completely and accurately, including contact information for the applicant and project contact person (if any). The required materials identified on back page of the application form shall be submitted in their entirety as they pertain to your request and include all of the necessary information stipulated on the "General Plan Requirements" supplement to the Zoning Application. If an application is incomplete or requires additional information, the public hearing dates may not coincide with the published schedule. Submittal of an application by the published deadline does **NOT** guarantee a specific public hearing date.
3. All applicants are required to submit copies of all items submitted in hard copy with their application (including the application form, the letter of intent, legal description, complete plan sets and elevations, etc.) as individual Adobe Acrobat PDF files compiled either on a non-returnable CD to be included with their application materials, or in an e-mail sent to [pcapplications@cityofmadison.com](mailto:pcapplications@cityofmadison.com). The e-mail shall include the name of the project and applicant. Applicants who are unable to provide the materials electronically should contact the Planning Unit at (608) 266-4635 for assistance.

#### **Upon Filing Your Application:**

1. A public hearing date will be scheduled and staff will notify property owners and occupants within **200 feet** of the boundaries of the property. You will be informed of the time and place of the public hearing in a letter sent by the Zoning Administrator.
2. The Zoning Administrator will prepare a Notice of Hearing sign for the applicant or his representative to post in a conspicuous location on the subject site at least **twenty-one (21) days** prior to the hearing.
3. Copies of your development plans will be circulated to the appropriate City departments for review. You will be provided with a copy of the City department's comments prior to the hearing.

**CONTINUE →**

- The applicant or agent is required to attend the Plan Commission hearing to explain your proposal and answer questions. Failure to appear at the scheduled hearing will cause referral of the matter to a future hearing date. (You should also remain at the meeting until the Plan Commission votes on your item.)

**Plan Commission Review Process:**

- The Plan Commission can **approve, reject, conditionally approve** or **refer** your proposal to a future hearing based in part on a review of the request against the applicable standards found in the City Ordinances. After Plan Commission recommendation, rezoning requests are granted final approval by the City Council.
- After the Plan Commission (Common Council for rezoning requests) votes on your project at an advertised public hearing, the Planning Unit staff will compile a letter of conditions and mail it to the designated contact person.
- After receiving the signed letter of approval, resubmit to the Zoning Administrator the number of sets of revised plans identified in the approval letter and a copy of the letter of approval from the Planning Unit for final sign off.  
**Note:** PUD/GDP/SIP or PCD/GDP/SIP must be recorded at the Register of Deeds office prior to a building/foundation permit being issued. **Note:** Structural review is not included in the Plan Commission process. Building, sign, and demolition permits issued by the Building Inspection Unit may be required subsequent to final approval.

**Application Fees:**

Please consult the schedule below for the appropriate fee for your request. Applications containing a combination of Rezoning and 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. A separate fee schedule applies for subdivision approval and for the Urban Design Commission (if applicable). Make checks payable to: *City Treasurer*. Credit cards may be used for application fees of less than \$1000.

<b>Application Type</b>	<b>Minimum Fee</b>	<b>Cost Per Acre, Acres 2-20</b>	<b>Maximum Fee (20 Acres)</b>
All <b>Zoning Map Amendment</b> applications for Planned Unit and Planned Community Developments (PUD/PCD):	<b>\$1200</b>	<b>\$200</b>	<b>\$5000</b>
All other applications for <b>Zoning Map Amendments:</b>	<b>\$800</b>	<b>\$100</b>	<b>\$2700</b>
All applications for <b>Conditional Use</b> approval of Planned Residential Developments; schools; new construction or addition to existing buildings that result 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 addition to any building in a C4 District.	<b>\$800</b>	<b>\$100</b>	<b>\$2700</b>
All other <b>Conditional Uses:</b>	<b>\$500</b>	<b>\$100</b>	<b>\$2400</b>
→ For Conditional Use applications involving wireless communication towers, an additional fee of \$1750 will apply.			
<b>Demolition Permits:</b>	<b>\$500</b>	<b>N/A</b>	<b>N/A</b>

**Adjacent Occupant Notification Fee for All Applications :** The Zoning Ordinance requires all applicants for conditional use, demolition permit, and zoning amendments to provide notice to the **occupants** of each rental building within 200 feet of the subject proposal. Three options are available to applicants and is to be elected at the time of application:

- A fee of **\$50** in addition to the required application fee (see above) to have the City prepare and mail the hearing notice to adjacent rental occupants. This fee is to be paid in the office of the Zoning Administrator at the time your application is filed. Make checks payable to: *City Treasurer*.
- The applicant may elect to mail a copy of the hearing notice to each rental unit within the area entitled to notice. The applicant has the option of making the required mailing using labels purchased from the City, or;
- The applicant may opt to post a copy of the public hearing notice in a conspicuous manner in a common or central location where all residents/occupants are likely to see the notice in each rental building within the area entitled to notice.

In options 2 and 3, failure to post the notice at least 48 hours before the hearing or to mail a copy of the notice to each rental unit at least five days before the scheduled hearing, shall subject the applicant to a fine and may cause a delay in the hearing of your case. City staff will mail a copy of the public hearing notice to you 10 days prior to the Plan Commission hearing for your use in providing the required notice according to the above timeline.

**Please proceed to the application on the next page and detach this information for your records →**

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- The following information is required for all applications for Plan Commission review.
- Please read all pages of the application completely and fill in all required fields.
- This application form may also be completed online at [www.cityofmadison.com/planning/plan.html](http://www.cityofmadison.com/planning/plan.html)
- All zoning application packages should be filed directly with the Zoning Administrator's desk.
- All applications will be reviewed against the applicable standards found in the City Ordinances to determine if the project can be approved.

**FOR OFFICE USE ONLY:**

Amt. Paid \_\_\_\_\_ Receipt No. \_\_\_\_\_  
 Date Received \_\_\_\_\_  
 Received By \_\_\_\_\_  
 Parcel No. \_\_\_\_\_  
 Aldermanic District \_\_\_\_\_  
 GQ \_\_\_\_\_  
 Zoning District \_\_\_\_\_

**For Complete Submittal**

Application \_\_\_\_\_ Letter of Intent \_\_\_\_\_  
 IDUP \_\_\_\_\_ Legal Descript. \_\_\_\_\_  
 Plan Sets \_\_\_\_\_ Zoning Text \_\_\_\_\_  
 Alder Notification \_\_\_\_\_ Waiver \_\_\_\_\_  
 Ngrbrhd. Assn Not. \_\_\_\_\_ Waiver \_\_\_\_\_  
 Date Sign Issued \_\_\_\_\_

1. Project Address: \_\_\_\_\_ Project Area in Acres: \_\_\_\_\_  
 Project Title (if any): \_\_\_\_\_

2. This is an application for: (check at least one)

<input type="checkbox"/> <b>Zoning Map Amendment</b> (check only ONE box below for rezoning and fill in the blanks accordingly)		
<input type="checkbox"/> Rezoning from _____ to _____	<input type="checkbox"/> Rezoning from _____ to PUD/PCD-SIP	
<input type="checkbox"/> Rezoning from _____ to PUD/PCD-GDP	<input type="checkbox"/> Rezoning from PUD/PCD-GDP to PUD/PCD-SIP	
<input type="checkbox"/> <b>Conditional Use</b>	<input type="checkbox"/> <b>Demolition Permit</b>	<input type="checkbox"/> <b>Other Requests</b> (Specify): _____

3. Applicant, Agent & Property Owner Information:

Applicant's Name: \_\_\_\_\_ Company: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Project Contact Person: \_\_\_\_\_ Company: \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Telephone: ( ) \_\_\_\_\_ Fax: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Property Owner (if not applicant): \_\_\_\_\_  
 Street Address: \_\_\_\_\_ City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

4. Project Information:

Provide a general description of the project and all proposed uses of the site: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Development Schedule: Commencement \_\_\_\_\_ Completion \_\_\_\_\_

5. Required Submittals:

- Site Plans** submitted as follows below and depicts all lot lines; existing, altered, demolished or proposed buildings; parking areas and driveways; sidewalks; location of any new signs; existing and proposed utility locations; building elevations and floor plans; landscaping, and a development schedule describing pertinent project details:
  - **Seven (7) copies** of a full-sized plan set drawn to a scale of one inch equals 20 feet (collated and folded)
  - **Seven (7) copies** of the plan set reduced to fit onto 11 inch by 17 inch paper (collated, stapled and folded)
  - **One (1) copy** of the plan set reduced to fit onto 8 ½ inch by 11 inch paper
- Letter of Intent: Twelve (12) copies** describing this application in detail but not limited to, including: existing conditions and uses of the property; development schedule for the project; names of persons involved (contractor, architect, landscaper, business manager, etc.); types of businesses; number of employees; hours of operation; square footage or acreage of the site; number of dwelling units; sale or rental price range for dwelling units; gross square footage of building(s); number of parking stalls, etc.
- Legal Description of Property:** Lot(s) of record or metes and bounds description prepared by a land surveyor.
- Filing Fee:** \$ \_\_\_\_\_ See the fee schedule on the application cover page. Make checks payable to: *City Treasurer*.

**IN ADDITION, THE FOLLOWING ITEMS MAY ALSO BE REQUIRED WITH YOUR APPLICATION; SEE BELOW:**

- For any applications proposing demolition of existing (principal) buildings, photos of the structure(s) to be demolished shall be submitted with your application. Be advised that a *Reuse and Recycling Plan* approved by the City's Recycling Coordinator is required to be approved by the City prior to issuance of wrecking permits.
- A project proposing **ten (10) or more dwelling units** may be required to comply with the City's Inclusionary Zoning requirements outlined in Section 28.04 (25) of the Zoning Ordinance. A separate INCLUSIONARY DWELLING UNIT PLAN application detailing the project's conformance with these ordinance requirements shall be submitted concurrently with this application form. Note that some IDUP materials will coincide with the above submittal materials.
- A *Zoning Text* must accompany **all** Planned Community or Planned Unit Development (PCD/PUD) submittals.

**FOR ALL APPLICATIONS:** All applicants are required to submit copies of all items submitted in hard copy with their application (including this application form, the letter of intent, complete plan sets and elevations, etc.) as **INDIVIDUAL** Adobe Acrobat PDF files compiled either on a non-returnable CD to be included with their application materials, or in an e-mail sent to [pcapplications@cityofmadison.com](mailto:pcapplications@cityofmadison.com). The e-mail shall include the name of the project and applicant. Applicants who are unable to provide the materials electronically should contact the Planning Unit at (608) 266-4635 for assistance.

6. Applicant Declarations:

- Conformance with adopted City plans:** Applications shall be in accordance with all adopted City of Madison plans:
  - *The site is located within the limits of \_\_\_\_\_ Plan, which recommends: \_\_\_\_\_ for this property.*
- Pre-application Notification:** Section 28.12 of the Zoning Ordinance requires that the applicant notify the district alder and any nearby neighborhood or business associations by mail no later than **30** days prior to filing this request:
  - *List below the Alderperson, Neighborhood Association(s), Business Association(s) AND dates you sent the notices:*

*If the alder has granted a waiver to this requirement, please attach any such correspondence to this form.*

- Pre-application Meeting with staff:** Prior to preparation of this application, the applicant is required to discuss the proposed development and review process with Zoning Counter and Planning Unit staff; note staff persons and date.
 

Planner \_\_\_\_\_ Date \_\_\_\_\_ | Zoning Staff \_\_\_\_\_ Date \_\_\_\_\_

**The signer attests that this form has been completed accurately and all required materials have been submitted:**

Printed Name \_\_\_\_\_ Date \_\_\_\_\_

Signature \_\_\_\_\_ Relation to Property Owner \_\_\_\_\_

Authorizing Signature of Property Owner \_\_\_\_\_ Date \_\_\_\_\_