

City of Madison

APPLICATION FOR MINOR ALTERATION OF EXISTING CONDITIONAL USE

FOR OFFICE USE ONLY	
Date:	
LNDMAC:	

Street Address:			
Alder District:		Zoning District:	
Existing Conditional Use:			
Proposed Alteration (Describe):			

The following items are required to be submitted via email to SPRapplications@cityofmadison.com:

<input type="checkbox"/>	Completed Application (this form)
<input type="checkbox"/>	Property Owner Permission (signature on this form or an email providing authorization to apply)
<input type="checkbox"/>	Email from the District Alder recommending approval of the project as a minor alteration. Find the alder of the district where the property is located.
<input type="checkbox"/>	Letter of Intent describing the proposed project
<input type="checkbox"/>	Plans in PDF format

Additionally, there is a **\$100 application fee**, which will be due after we set up your application in our permitting system.

Final approval is granted by the Director of Planning if the alteration meets the original intent of the conditional use approval and is deemed to be a minor change.

Project Contact Person Name		Role	
Company Name			
Phone		Email	

The undersigned property owner (or contract owner) of property below applies for approval to make minor alterations to an existing conditional use.

Property Owner Authorizing Signature (or authorized via attached email)			
Property Owner Name			
Company Name			
Street address			
Phone		Email	