

This document is a supplement to the [Land Use Application \(form LND-A\)](#). It contains a detailed list of what should be included on the various development plan materials which make up a typical submittal (see Pages 1 & 2) in addition to the supplemental submittal requirements for certain Land Use Application types (see Pages 3 & 4).

Use this detailed checklist to prepare a complete Land Use Application that addresses the City's land use development project standards, requirements and review criteria. Pursuant to Section 28.181(4), MGO, no application is complete unless all required information is included and all application fees have been paid. **The Zoning Administrator may reject an incomplete application.**

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*If you need an interpreter, translator, materials in alternate formats or other accommodations to access these forms, please call the Planning Division at (608) 266-4635.*

*Si necesita interprete, traductor, materiales en diferentes formatos, u otro tipo de ayuda para acceder a estos formularios, por favor llame al (608) 266-4635.*

*Yog tias kojxav tau ib tug neeg txhais lus, tus neeg txhais ntawv, los sis xav tau cov ntaub ntawv ua lwm hom ntawv los sis lwm cov kev pab kom paub txog cov lus qhia no, thov hu rau Koog Npaj (Planning Division) (608) 266-4635.*

## PLAN SHEET REQUIREMENTS

### All Plan Sheets

1. Title block
2. Sheet number
3. North arrow
4. Scale, both written and graphic
5. Date
6. Fully dimensioned plans, scaled at 1"= 40' or larger

### Site Plan

1. Land Use Summary Table, including site area, building square footage, building footprint, number and size of each unit/tenant space, unit type breakdown by bedroom, lot coverage, usable open space, landscape area, paved area, etc.
2. Lot lines and easements, fully dimensioned
3. Utility locations
4. Existing and proposed topography at two-foot maximum intervals
5. Existing/proposed buildings and uses, dimensioned building footprint
6. Required yards and building setbacks
7. Fully dimensioned vehicle parking area, including detail and turning templates for large vehicles
8. Parking summary indicating the total number of parking stalls provided and type. If applicable, include number of electric vehicle-ready and electric vehicle-installed stalls (see [Section 28.141\(8\)\(e\), MGO](#) for more info)
9. Fully dimensioned bike parking, including rack style detail and dimensioned clearances
10. Vision triangles at driveways and intersections
11. Refuse and recycling, loading, outdoor storage and display areas
12. At grade HVAC and utilities, including transformer pedestals, back-up generators, etc.
13. Existing private trees 8" or more in diameter, including size, location, species, and driplines
14. An existing inventory of street trees located within the right of way including location, size, and tree species.
15. Location, type, materials, height with detail of proposed fences, walls, and other screening materials

16. Hard surface materials

17. Site signage and lighting

18. Proposed and existing public improvements adjacent to the project site

19. Phasing (if applicable)

### Grading Plan

1. Lot lines and easements, fully dimensioned
2. Existing and proposed contours (two-foot maximum interval), or sufficient spot elevations and drainage direction arrows to convey runoff directions, including proposed changes in terrace grade
3. Limits of excavation
4. Top of curb and sidewalk elevations
5. First floor elevations
6. Pedestrian and vehicle entrance elevations/grades
7. Lowest building opening elevations/grades
8. Existing and proposed retaining wall types, details, and top and bottom of wall elevations
9. Flood plain boundaries and elevations (if applicable)
10. An existing inventory of street trees located within the right of way including location, size, and tree species.

### Roof and Floor Plans

1. Fully dimensioned roof and floor plans drawn to a common architectural scale
2. Layout of rooms
3. Roof mounted mechanical and screening
4. Detailed layout of structured parking
5. Storage and mechanical areas

### Utility Plan

1. Lot lines and easements, fully dimensioned
2. Existing and proposed sanitary sewer, storm sewer, and water laterals (include alignments, invert/rim elevations, pipe types, pipe sizes, and pipe slopes)

PLAN SHEET REQUIREMENTS (CONTINUED)

3. Pipe sizes and types, slopes, inverts, and alignments of public utilities to which proposed or existing services will be connected
4. Existing and proposed private drainage systems (include inlets, pipes, swales, ponds, etc.)
5. Stormwater management measures
6. Calculations for pipe and/or pump sizing for storm sewer systems serving enclosed depressions
7. An existing inventory of street trees located within the right of way including location, size, and tree species.

**□ Building Elevations**

1. Fully dimensioned elevations drawn to a common architectural scale
2. Overall building height and finished floor elevations
3. Exterior materials and colors
4. Existing and proposed grade
5. Roof-mounted mechanical equipment and screening methods
6. HVAC venting and penetrations, and architectural lighting
7. 3D renderings (optional)
8. Bird-safe glass calculations and treatments (if applicable) (see [Section 28.129, MGO](#) for more information)
9. Building sections (if applicable)
10. Include street profile rendering (if applicable)

**□ Landscape Plan**

1. Completed [Landscape Worksheet](#)
2. Site plan and grading plan details
3. Existing private trees 8" or more in diameter, including size, location, species, and driplines
4. All existing public trees, including size, locations, species, and driplines. Note: The final street tree species selection will be determined by City Forestry
5. Proposed trees, including size, location, species, and dripline. NOTE: Impacts to public trees should be considered when proposing private trees, including species and mature size
6. Plant Schedule identifying the symbol, quantity, scientific and common name, height, spread, size, and points for each planting
7. Other landscape materials, including seed, sod, or mulch type; ground plantings and shrubs; size and species; and hard surface materials, including terrace
8. Site amenities, including bike parking, benches, trash receptacles, lighting and signage, etc. (if no lighting is proposed, note on plan)
9. Location, type, materials, height with detail of proposed fences, walls, and other screening materials
10. Tree removal table indicating which trees, both public and private trees, will be removed. NOTE: All tree removals in the public right-of-way require separate permit and approval by City Forestry (if applicable)
11. Areas to remain undisturbed and limits of land disturbance, including terrace (if applicable)
12. NOTE: Plants shall be depicted at their size at 60% of growth
13. NOTE: For lots greater than 10,000 square-feet, a registered Landscape Architect stamp is required.

14. An existing inventory of street trees located within the right of way including location, size, and tree species.

**□ Fire Access Plan**

1. Refer to the [Fire Apparatus Access and Fire Hydrant Worksheet](#)
2. Lot lines and easements, fully dimensioned
3. Fire lane location
4. Aerial access lanes (if building over 30')
5. Tree canopies at full mature size along aerial access lanes. If fire access lane is within the right of way, the existing inventory of street trees located within the right of way including location, size, and tree species are to be included. Note: that street tree removal to create a fire access lane in the right of way is not allowable.
6. Fire hydrant locations within 500' of fire lanes
7. Dimension from fire hydrant to fire truck following fire lanes
8. Dimension from fire truck to all exterior portions of the building following walkable path

**□ Street Tree Plan and Street Tree Report**

1. Refer to the [Street Tree Report](#)
2. An existing inventory of street trees located within the right of way including location, size, and tree species.
3. Indicate which street trees are being considered for removal.
4. Identify proposed changes in the right of way including grade and earth retention impacts.
5. All existing and proposed public improvements, including fire hydrants, sidewalks, curb and gutter, streets, driveways, bus stops, lighting, etc.
6. All street tree plantings, including size, locations, species and driplines. Note: The final street tree species selection will be determined by City Forestry.
7. Aerial fire access zones
8. Proposed changes in terrace including grade and treatment
9. Expected excavation limits in the terrace for soil retention (if applicable)

**□ Additional Plan Set Requirements (if applicable)**

- Lighting/Photometric Plan (if exterior lighting is proposed)
  - » Proposed exterior light fixtures, both freestanding and wall mounted
  - » Luminaire schedule, including the type and number of each fixture, mounting or pole height and angle, the type of light (metal halide, etc.), wattage, initial lumen rating, uniformity ratio, operating controls, and light levels at the property line four feet above grade
  - » Cut sheet of each proposed fixture providing a graphic of the fixtures concealment and light cutoff angle
- Draft of recorded copies of agreements, easements or restrictions required to develop the project site as proposed
- Management or Operating Plan
- Transportation Demand Management (TDM) Plan
- Traffic Impact Study
- Stormwater Report

SUPPLEMENTAL SUBMITTAL REQUIREMENTS

**Additional submittal materials are required for the types of Land Use Application requests indicated below. Note: the materials identified in this form are in addition to the materials required for all Land Use Applications (see Pages 1 & 2 of this form).**

- Demolition Permits;
- The following Conditional Use Applications:
  - Lakefront Developments,
  - Outdoor Eating Areas, and
  - Development Adjacent to Public Parks;
- Modifications to Parking Requirements (i.e. Parking Reductions or Exceeding the Maximum);
- Development within Downtown Core (DC) and Urban Mixed-Use (UMX) Zoning Districts;
- Zoning Map Amendments (i.e. Rezoning); and
- Planned Development General Development Plans (GDPs)/ Specific Implementation Plans (SIPs).

**Demolition Permits** (per [Section 28.185, MGO](#))

1. Prior to the filing of an application, the applicant or their agent is required to provide notification to the [City's Demolition Listserv](#) at least **30 days prior to filing their application**.
2. A Demolition Site Plan showing the Existing conditions and clearly indicating what improvements are to be demolished, including buildings, existing private trees 8" or more in diameter, existing public trees, including size, locations, and driplines, sidewalks, driveways, streets, alleys, curb and gutter, etc. If there is no future use proposed, show how the site will be left in the interim.
3. A minimum of five (5) photos of the exterior and five (5) interior of the building, sufficient to represent the building being demolished.
4. Approval of a **Reuse and Recycling Plan** by the City's Recycling Coordinator is required prior to issuance of permits, pursuant to [Section 28.185\(7\)\(a\)5, MGO](#). The Recycling Coordinator can be reached at [streets@cityofmadison.com](mailto:streets@cityofmadison.com). Within 60 days of the completion of demolition activity, the applicant shall submit documentation showing compliance with the approved Reuse and Recycling Plan, pursuant to [Section 28.185\(10\), MGO](#). More information regarding the Recycling and Reuse Plan can be found in this [document](#).
5. For applications where building relocations are proposed, the applicant shall provide a proposed relocation route including information regarding any street trees proposed for trimming and/or removal (to be evaluated by the City Forester) (as required by Sections [28.185\(7\)\(a\)5](#), [29.14\(2\)\(a\)](#), and [29.14\(2\)\(f\)](#), MGO). The applicant shall provide a Consulting Arborist Report from a Certified Arborist to City Forestry as part of the [Building Move Application](#) process **30 days prior to the Plan Commission meeting**.
6. The applicant may provide a written report of a licensed architect or engineer describing the condition of the building.

**Lakefront Development (Conditional Use Application)** (per [Section 28.138, MGO](#))

1. Complete inventory of shoreline vegetation in any area proposed for building, filling, grading, or excavating.
2. Indication of any trees and shrubs located within 35 feet of the Ordinary High Water Mark (OHWM) to be removed as a result of the proposed development (Note: the City prohibits more than thirty percent (30%) of any zoning lot's lake frontage within this area from being cleared of trees and shrubbery.)
3. Measurement of the lot coverage within 35 feet of the OHWM, which cannot exceed 20%, with the exception of public paths within this area.
4. Detailed plans for site grading, filling, and any retaining walls.
5. Contextual information related to the five buildings on either side or within 300 feet on either side of the subject property (whichever is less). If utilizing as-built data from nearby properties to determine the lakefront yard, a survey completed by a Registered Land Surveyor in the State of Wisconsin showing the pertinent principal building setbacks of nearby properties must be included. The required minimum lakefront yard may be either:

<p>The average distance between the OHWM and the principal buildings on the two adjoining lots, provided these distances are within 20' of one another.</p>	OR	<p>The median setback of the principal building on the five (5) developed lots or 300 feet on either side (whichever is less). If this method is utilized, the established setback must be no less than 30% of the lot depth of the subject property, and could be more, based on the placement of buildings as measured to establish the median.</p>
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For the purposes of determining the OHWM, use the following base elevations: Lake Mendota 850.7 National Geodetic Vertical Datum (NGVD) and Lake Monona 845.82 NGVD.

**SUPPLEMENTAL SUBMITTAL REQUIREMENTS (CONTINUED)**

**☐ Outdoor Eating Areas (Conditional Use Application)** (per [Section 28.151, MGO](#))

1. A scaled and dimensioned seating plan identifying tables, chairs, and additional capacity areas
2. Entrance and exit locations
3. Operational details, including hours of operation, total occupancy (seated and standing, inside and outside), and a description of how the area will be separated/screened from parking areas or sidewalks

**☐ Development Adjacent to Public Parks (Conditional Use Application)** (per [Section 28.139, MGO](#))

1. Complete inventory of vegetation in any area proposed for development within 100 feet of a park boundary
2. Any proposed removal of trees and other vegetation within 100 feet of the park boundary (Removal of vegetation within 35 feet of the park boundary may be limited.)
3. Detailed grading and drainage plan for the area within 35 feet of the park boundary

**☐ Modifications to Parking Requirements (i.e. Parking Reductions or Exceeding the Maximum)** (per [Section 28.141, MGO](#))

1. Documentation regarding the actual or projected parking demand for the proposed use
2. The impact of the proposed use on the parking and roadway facilities in the surrounding area
3. Whether the proposed use is located near a parking area that is available to the customers, occupants, employees, and guests of the proposed use
4. The availability of alternative forms of transportation and actions being taken by the applicant to enhance or promote those alternatives
5. Whether the proposed use is new or is an alteration, addition, or expansion of an existing use

**☐ Development within Downtown Core (DC) and Urban Mixed-Use (UMX) Zoning Districts** (per [Section 28.074 & 28.076, MGO](#))

Qualified development within the Downtown Core District and Urban Mixed-Use District are required to address how the proposal relates to the adopted [Downtown Urban Design Guidelines](#). This information should be provided along with all copies of the other application materials.

**☐ Zoning Map Amendments (i.e. Rezoning)** (per [Section 28.182, MGO](#))

Legal description of the property, complete with the proposed zoning districts and project site area in square feet and acres, in MS Word format. When multiple zoning districts are requested, a map showing those districts on the site is required. Unless comprised of whole platted lots, a metes and bounds description prepared by a Registered Land Surveyor in the State of Wisconsin must be included.

**☐ Planned Development General Development Plans (GDP) / Specific Implementation Plans (SIP)** (per [Section 28.098, MGO](#))

**Planned Development GDP**

1. Proposed zoning text, including a description of the proposed land uses, their dimensions, bulk, height, scale and massing, and other relevant standards
2. An accurate vicinity map, including the project site and its relationship to surrounding properties, existing topography and key features, buildings and structures
3. Analysis of potential economic impacts to the community, including the cost of municipal services and any additional infrastructure
4. When requested, a general outline of intended organizational structure related to property owners' association, deed restrictions, and private provision of common services

**Planned Development SIP**

1. An accurate map of the area covered by the SIP, including the relationship to the overall GDP
2. Circulation, including public and private roads, driveways, walkways and parking facilities, traffic projections, and mitigation measures
3. Detailed lot layout and subdivision plat, including the location and description of any areas to be dedicated to the public (if applicable)
4. Complete architectural character of the building or buildings included on the SIP
5. Proof of financing capability and anticipated construction schedule
6. A specific zoning text for the portion of the PD District to be developed under the SIP, including a description of the proposed land uses, their dimensions, bulk, height, scale and massing, and other relevant standards, which shall be consistent with the zoning text approved with the GDP (if applicable)
7. Agreements, bylaws, provisions, or covenants which govern the organizational structure, use, maintenance, and continued protection of the development and any of its common services, common open areas, or other facilities