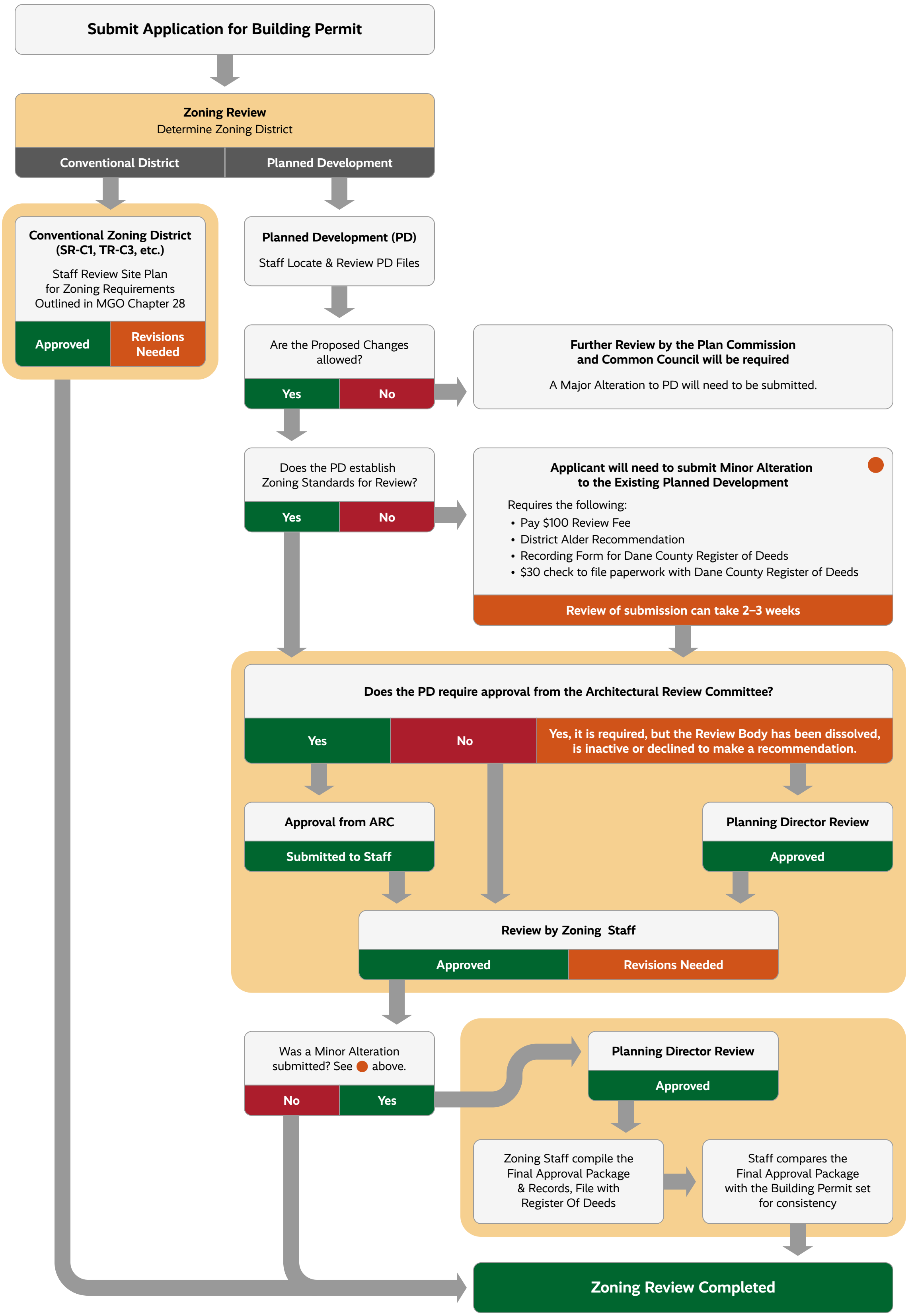
Submit Application for Building Permit
Zoning Review
Determine Zoning District
Conventional District
Planned Development
Conventional Zoning District (SR-C1, TR-C3, etc.)
Staff Review Site Plan for Zoning Requirements Outlined in MGO Chapter 28
Approved
Revisions Needed
Planned Development (PD)
Staff Locate & Review PD Files
Are the Proposed Changes allowed?
Yes
No
Further Review by the Plan Commission and Common Council will be required
A Major Alteration to PD will need to be submitted.
Does the PD establish Zoning Standards for Review?
Yes
No
Applicant will need to submit Minor Alteration to the Existing Planned Development
Requires the following:
• Pay $100 Review Fee
• District Alder Recommendation
• Recording Form for Dane County Register of Deeds
• $30 check to file paperwork with Dane County Register of Deeds
Review of submission can take 2–3 weeks
Does the PD require approval from the Architectural Review Committee?
Yes
No
Yes, it is required, but the Review Body has been dissolved, is inactive or declined to make a recommendation.
Approval from ARC
Submitted to Staff
Planning Director Review
Approved
Review by Zoning Staff
Approved
Revisions Needed
Was a Minor Alteration submitted? See above.
No
Yes
Planning Director Review
Approved
Zoning Staff compile the Final Approval Package & Records, File with Register Of Deeds
Staff compares the Final Approval Package with the Building Permit set for consistency
Zoning Review Completed