LAND USE APPLICATION

CITY OF MADISON

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

- All Land Use Applications should be filed with the Zoning Administrator at the above address.
- The following information is required for all applications for Plan Commission review except subdivisions or land divisions, which should be filed using the Subdivision Application.
- This form may also be completed online at: www.cityofmadison.com/developmentcenter/landdevelopment

FOR OFFICE USE ONLY:
Amt. Paid 600.00 Receipt No. 017490-0002
Date Received 6/15/16
Received By JK
Parcel No. 0709-011-1204-8
Aldermanic District 12 Larry Palm
Zoning District CCT
Special Requirements remediation site
Review Required By:
☐ Urban Design Commission ☐ Plan Commission
☐ Common Council ☐ Other: _____

Form Effective: February 21, 2013

1. Project Address: 1102 N. Sherman Ave
Project Title (if any): Dutch's Auto Service

2. This is an application for (Check all that apply to your Land Use Application):

☐ **Zoning Map Amendment from** _____ to _____

☐ **Major Amendment to Approved PD-GDP Zoning** ☐ **Major Amendment to Approved PD-SIP Zoning**

☐ **Review of Alteration to Planned Development (By Plan Commission)**

☑ **Conditional Use, or Major Alteration to an Approved Conditional Use**

☐ **Demolition Permit**

☑ **Other Requests:** Facade Improvement Grant

3. Applicant, Agent & Property Owner Information:

Applicant Name: Nan Mortensen Company: Dutch's Auto Service
Street Address: 202 Regas Rd City/State: Madison, WI Zip: 53714
Telephone: (608) 345-4528 Fax: (608) 244 7334 Email: dutchsautoservice@hotmail.com

Project Contact Person: Same as above Company: _____
Street Address: _____ City/State: _____ Zip: _____
Telephone: (___) _____ Fax: (___) _____ Email: _____

Property Owner (if not applicant): Nan Mortensen & Crystal Rossman-Maier
Street Address: 202 Regas Rd City/State: Madison WI Zip: 53714

4. Project Information:

Provide a brief description of the project and all proposed uses of the site: Upgrade office & restrooms at auto repair facility. Existing 3 bays stay.

Development Schedule: Commencement Aug 2016 Completion Dec 2016

5. Required Submittal Information

All Land Use applications are required to include the following:

☑ **Project Plans** including:*

- Site Plans (fully dimensioned plans depicting project details including all lot lines and property setbacks to buildings; demolished/proposed/altered buildings; parking stalls, driveways, sidewalks, location of existing/proposed signage; HVAC/Utility location and screening details; useable open space; and other physical improvements on a property)
- Grading and Utility Plans (existing and proposed)
- Landscape Plan (including planting schedule depicting species name and planting size)
- Building Elevation Drawings (fully dimensioned drawings for all building sides, labeling primary exterior materials)
- Floor Plans (fully dimensioned plans including interior wall and room location)

Provide collated project plan sets as follows:

- ~~***Seven (7) copies***~~ of a full-sized plan set drawn to a scale of 1 inch = 20 feet (folded or rolled and stapled)
- ***Twenty Five (25) copies*** of the plan set reduced to fit onto 11 X 17-inch paper (folded and stapled)
- ***One (1) copy*** of the plan set reduced to fit onto 8 ½ X 11-inch paper

* For projects requiring review by the **Urban Design Commission**, provide ***Fourteen (14) additional 11x17 copies*** of the plan set. In addition to the above information, all plan sets should also include: 1) Colored elevation drawings with shadow lines and a list of exterior building materials/colors; 2) Existing/proposed lighting with photometric plan & fixture cutsheet; and 3) Contextual site plan information including photographs and layout of adjacent buildings and structures. The applicant shall bring samples of exterior building materials and color scheme to the Urban Design Commission meeting.

☑ **Letter of Intent: Provide one (1) Copy per Plan Set** describing this application in detail including, but not limited to:

- ✓ Project Team
- ✓ Existing Conditions
- ✓ Project Schedule
- ✓ Proposed Uses (and ft^2 of each)
- ✓ Hours of Operation
- ✓ Building Square Footage
- ~~Number of Dwelling Units~~
- ✓ Auto and Bike Parking Stalls
- ? Lot Coverage & Usable Open Space Calculations
- ~~Value of Land~~
- ~~Estimated Project Cost~~
- ✓ Number of Construction & Full-Time Equivalent Jobs Created
- ~~Public Subsidy Requested~~

☑ **Filing Fee**: Refer to the Land Use Application Instructions & Fee Schedule. Make checks payable to: *City Treasurer.*

☐ **Electronic Submittal:** All applicants are required to submit copies of all items submitted in hard copy with their application as Adobe Acrobat PDF files on a non-returnable CD to be included with their application materials, or by e-mail to *pcapplications@cityofmadison.com*.

☐ **Additional Information** may be required, depending on application. Refer to the Supplemental Submittal Requirements.

6. Applicant Declarations

☑ **Pre-application Notification:** The Zoning Code requires that the applicant notify the district alder and any nearby neighborhood and business associations **in writing** no later than **30 days prior to FILING this request**. List the alderperson, neighborhood association(s), and business association(s) AND the dates you sent the notices: Emailed Ald. Palm, emailed Mar. 01, 2016 / Northside Neighborhood Assoc. Apr. 11 2016

→ If a waiver has been granted to this requirement, please attach any correspondence to this effect 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 and Planning Division staff; note staff persons and date. Leslie & Dolores

Planning Staff: K. Firchow *Date:* 3/30/16 *Zoning Staff:* J. Kirchgatter *Date:* 3/30/2016

The applicant attests that this form is accurately completed and all required materials are submitted:

Name of Applicant Nan Mortensen Relationship to Property: co-owner

Authorizing Signature of Property Owner [signature] Date 06/13/16