

City of Madison  
Planning Division  
126 S. Hamilton St.  
P.O. Box 2985  
Madison, WI 53701-2985  
(608) 266-4635



FOR OFFICE USE ONLY:

Paid \_\_\_\_\_ Receipt # \_\_\_\_\_

Date received \_\_\_\_\_

Received by \_\_\_\_\_

Parcel # \_\_\_\_\_

Aldermanic district \_\_\_\_\_

Zoning district \_\_\_\_\_

Special requirements \_\_\_\_\_

Review required by \_\_\_\_\_

UDC  PC

Common Council  Other \_\_\_\_\_

Reviewed By \_\_\_\_\_

All Land Use Applications must be filed with the Zoning Office at the above address.

This completed form is required for all applications for Plan Commission review except subdivisions or land divisions, which should be filed using the Subdivision Application found on the City's web site.

1. Project Information

Address: 1603, 1605, 1609 & 1611 MONROE STREET

Title: SIXTEEN (16) THREE MONROE (1603 MONROE)

2. This is an application for (check all that apply)

- Zoning Map Amendment (rezoning) from \_\_\_\_\_ to \_\_\_\_\_
- Major Amendment to an Approved Planned Development-General Development Plan (PD-GDP) Zoning
- Major Amendment to an Approved Planned Development-Specific Implementation Plan (PD-SIP)
- Review of Alteration to Planned Development (PD) (by Plan Commission)
- Conditional Use or Major Alteration to an Approved Conditional Use
- Demolition Permit
- Other requests

3. Applicant, Agent and Property Owner Information

Applicant name PAUL CUTS Company C&S ARCHITECTURE

Street address 303 S. PATRICKSON ST. City/State/Zip MADISON, WI 53703

Telephone 608-345-1114 Email paul@cas4arch.com

Project contact person SAME AS Company \_\_\_\_\_

Street address APPLICANT City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Property owner (if not applicant) SIXTEEN (16) THREE MONROE c/o GREGG SHUMSKI

Street address 1603 MONROE ST. City/State/Zip MADISON, WI 53711

Telephone 608-663-5467 Email gregg@madrent.com



4. Project Description

Provide a brief description of the project and all proposed uses of the site:

ADDING A DRIVE-UP/TELEPHONE LANE/WINDOW BELOW A NEW MIXED-USE BUILDING WITH 44 RES. UNITS & 5,353 SF OF COMMERCIAL SPACE.

Scheduled start date APRIL 3, 2017 Planned completion date MAY, 2018

5. Required Submittal Materials

Refer to the Land Use Application Checklist for detailed submittal requirements.

- Checklist of submittal materials including: Filing fee, Land Use Application, Letter of intent, Legal description, Pre-application notification, Vicinity map, Survey or existing conditions site plan, Development plans, Land Use Application Checklist (LND-C), Supplemental Requirements, Electronic Submittal\*.

\*Electronic copies of all items submitted in hard copy are required. Individual PDF files of each item submitted should be compiled on a CD or flash drive, or submitted via email to papplications@cityofmadison.com.

For concurrent UDC applications a separate pre-application meeting with the UDC Secretary is required prior to submittal. Following the pre-application meeting, a complete UDC Application form and all other submittal requirements must be submitted to the UDC Secretary.

6. Applicant Declarations

- Pre-application meeting with staff. Prior to preparation of this application, the applicant is strongly encouraged to discuss the proposed development and review process with Zoning and Planning Division staff.

Planning staff \_\_\_\_\_ Date \_\_\_\_\_
Zoning staff \_\_\_\_\_ Date \_\_\_\_\_

- Demolition Listserv
Public subsidy is being requested (indicate in letter of intent)

- 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.

MULTIPLE MEETINGS & NOTE W/ ALDER & NEIGHBORHOOD GROUP. LAST MEETING WAS 2/15/17. ALDER ESKRICH WILL SEND A LETTER/EMAIL.

The alderperson and the Director of Planning & Community & Economic Development may reduce the 30-day requirement or waive the pre-application notification requirement altogether.

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

Name of applicant PAUL CUTS Relationship to property ARCHITECT.

Authorizing signature of property owner \_\_\_\_\_ Date 2/22/17

121 GREGG SHAMANSKI, Owner SIXTEEN O THREE, LLC



# LAND USE APPLICATION — CHECKLIST

LND-C

Use this 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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Req.	Required Submittal Information	Contents	No. of Copies	✓
X	Filing Fee (\$ 950 )	Refer to the Land Use Application Instructions and Fee Schedule. Make checks payable to City Treasurer.	1	
X	Land Use Application and completed Submittal Checklist	Form must include property owner's authorization.	1	
X	Letter of Intent	Narrative description of the proposal in detail, including, but not limited to, the existing site conditions, project schedule, phasing plan, proposed uses, hours of operation, number of employees, gross square footage, number of units and bedrooms, public subsidy requested, project team, etc.	32	
X	Legal Description	Legal description of the property, complete with the proposed zoning districts and project site area in square feet and acres.	2	
	Pre-Application Notification	Proof of written 30-day notification to alder, neighborhood association, and business associations.	1	
X	Vicinity Map	Indicate site and adjacent streets.	32	
X	Survey or Existing Conditions Site Plan	Shows existing property boundaries and site conditions, including easements and encumbrances of record. Completion by a registered land surveyor may be required.	2	
	Supplemental Requirements (Based on Application Type)	Additional materials may be required for: demolition permit; lakefront development; outdoor eating areas; development adjacent to parks; development within downtown core and urban mixed-use districts; modifications to parking requirements; Planned Development; and master plan applications. Refer to Supplemental Requirements form.	Include in Plan Set as required	
X	Development Plans	Thirty-two (32)-11" x 17" legible copies; and One (1), 24" x 36" copy of the plan set are required.	33	
	X Site Plan	See reverse side for specific sheet requirements.		
	X Grading Plan	See reverse side for specific sheet requirements.		
	X Utility Plan	See reverse side for specific sheet requirements.		
	X Landscape Plan and Landscape Worksheet	See reverse side for specific sheet requirements.		
	X Building Elevations	See reverse side for specific sheet requirements.		
	X <del>Roof and Floor Plans</del>	See reverse side for specific sheet requirements. <i>PARKING LAYOUT</i>		
	Fire Access Plan and Fire Access Worksheet	See reverse side for specific sheet requirements.		
	Supplemental Development Plan Requirements	As determined by staff through the Pre-application process. Land Use Application Checklist		

NOTE FROM MDEP.

Note: Not all development plan materials listed are required for all applications. Submittal materials are as determined by staff.

For electronic submittals, one copy of each item listed above and indexed accordingly, in PDF file format, is required. All development plan set sheets must be scalable to full- and half-size sheets.