LAND USE APPLICATION - INSTRUCTIONS & FORM

LND-A

This document describes the process and application requirements for Land Use Applications requiring Plan Commission review and approval.

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 koj xav 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.

City of Madison
Planning Division
Madison Municipal Building, Suite 017
215 Martin Luther King, Jr. Blvd.
P.O. Box 2985
Madison, WI 53701-2985
(608) 266-4635

INSTRUCTIONS

Prior to Application Submittal

1. **Pre-Application Meeting.** Prior to the submittal of a Land Use Application, the applicant is strongly encouraged to meet with Planning and Zoning staff to discuss the development proposal, review concept plans in detail, and discuss the approval process. Applicants are also strongly encouraged to meet with the district alderperson, adjoining neighbors/ property owners, and neighborhood association(s), if applicable, prior to submitting an application. If UDC review or approval is also required, a pre-application meeting with the UDC Secretary is required. Call the Planning Division at (608) 266-4635 for further assistance and to set up an appointment.

2. **Pre-Application Notification.** A letter or email notifying 1) the **alderperson** (http://www.cityofmadison.com/Council/councilMembers/map.cfm), 2) any **City-registered neighborhood association(s)** (https://www.cityofmadison.com/dpced/planning/documents/Neighborhood_Associations.pdf), and 3) any **City-listed business association(s)** (https://www.cityofmadison.com/dpced/economicdevelopment/neighborhoodbusinessassociations.cfm) serving the subject site, must be sent by the applicant **at least 30 days** prior to submitting an application. This notice ***must clearly state* that the applicant is "intending to file a [demolition/conditional use/zoning map amendment] application"** and ***specify* the project address**. **If this notice requirement is not met, an application will not be accepted.** Notices may also include other information such as contact information, timelines, or descriptions of the proposal. Note: The alderperson and the Director of Planning & Community & Economic Development may waive or reduce the 30-day notification requirement. A copy of the pre-application notification letters or any correspondence granting a waiver or reduction of the 30 days is required to be submitted as part of the application materials.

   Additional Notification Requirement for Demolition Permits: For all Demolition requests, posting notice of the requested demolition to the Demolition Listserv is required **at least 30 days** prior to submitting an application. Demolition Listserv: https://www.cityofmadison.com/developmentCenter/demolitionNotification/notificationForm.cfm.

Submitting Your Application

1. **Submittal Deadline Date.** Application submittal deadlines are as noted on the annual Development Review Schedule (https://www.cityofmadison.com/dpced/planning/documents/Joint_UDC_Plan_Commission_Schedule.pdf) for the Plan Commission (PC) and Urban Design Commission (UDC). These are Wednesdays at 12:00 p.m., unless otherwise noted. Submittals should be dropped off at the Zoning Counter on the lower level of the Madison Municipal Building, located at the address noted at the top of this page.

2. **Submittal Appointments**. Land Use Applications are encouraged to be submitted by appointment at the Zoning Counter. To schedule an appointment, please call the Zoning Department at (608) 266-4551. Appointments will be scheduled on a first come - first served basis and must occur at or before 11:45 a.m. on the submission deadline date.

   For Joint UDC + Land Use Applications: If your project requires both UDC and Land Use Application submittals, a completed UDC Application (https://www.cityofmadison.com/dpced/planning/documents/UDCApp.pdf) and accompanying submittal materials are also required. Late application submittals will be scheduled for the next application review cycle.

3. **Completeness Review.** Per Section 28.181(4), MGO, **the Zoning Administrator may refuse to accept an application, if it is determined to be incomplete.** A "complete" application includes a completed Land Use Application Form (pages 3-5 of this form) and the submission of all required application materials as indicated on its Submittal Checklist (page 4). For a detailed list of the content requirements for the various plan sheets, as well as the submittal requirements for those application types requiring supplemental materials, please see Land Use Application Form LND-B (https://www.cityofmadison.com/dpced/bi/documents/LUAChecklist.pdf). Applications deemed complete will be scheduled for the public hearing date(s) specified on the Development Review Schedule (see #1 above).

4. **Digital Copies Required.** Digital copies (PDFs) of all items submitted in hard copy are required, as described on the Land Use Application Form.

INSTRUCTIONS (CONTINUED)

After Filing an Application

1. **Public Notice.** This will occur in three ways: 1) The Zoning Administrator will prepare a "notice of hearing" sign, which **the applicant must post in a highly visible location on the subject site at least 21 days prior** to the scheduled public hearing; 2) City staff will post notice in the Wisconsin State Journal; and 3) City staff will notify, by mail, the applicant as well as property owners and occupants within 200 feet of the boundaries of the property.
2. **Development Review.** Application materials will be circulated to several City agencies for review. Upon completion of the development review process by staff, the applicant will receive a copy of the staff report to the Plan Commission – containing staff's analysis and recommended conditions of approval – prior to the scheduled public hearing. Note: review of construction drawings, submitted in order to obtain building permits, is a separate process which is not included in the review of land use applications.
3. **Post-Submission Design Changes**. Please note that subsequent revisions to submittal materials will likely result in rescheduling of public hearings (i.e. being deferred to a later review cycle).

Plan Commission Review Process

1. **Plan Commission Attendance Required.** Please note that the applicant or a representative is required to attend the Plan Commission public hearing and should remain at the meeting until the Commission votes on their item. The attendee should be prepared to provide a brief overview to the Plan Commission (with visual aids, if desired) and answer questions related to the application proposal. Failure to appear at the scheduled hearing may cause referral of the matter to a future hearing date.
2. **Final Action.** The Plan Commission is the decision-making body for the majority of Land Use Applications, with the exception of rezoning, annexation, subdivision, and zoning text amendment requests (the latter three however, use a different application form). The Plan Commission can approve, conditionally approve, reject (deny), or refer (to a future hearing) those Land Use Applications that it has purview over based on their review of the request for consistency with the applicable review criteria and development standards found in City ordinances. For all other Land Use Applications, the Plan Commission will make an advisory recommendation to the Common Council, who will take final action to approve, conditionally approve, or reject the application.
3. **Disposition Letter and Next Steps.** After final action has been taken on an application, the Planning Division will draft a disposition letter that provides a detailed list of the conditions of approval. The disposition letter will also contain instructions for finalizing the requested land use approvals which are required prior to receiving permits for demolition or new construction. A copy of the letter will be sent to the contact person identified on the application.

Finalizing Approval

1. **Plan Revision and Resubmission**. After approval is granted, the applicant is responsible for satisfying the various conditions of approval, as contained in the Disposition Letter. If the applicant should have specific questions about a condition, they should contact the particular agency that submitted the condition. The applicant shall then resubmit plan sets as specified in the Disposition Letter along with the filing fee (see the filing fee table on Page 6). These plan sets are then distributed to City Agencies who submitted conditions of approval during the initial plan review to verify that their conditions, along with any applicable requirements have been satisfied. When the revised plans are submitted, the applicant will be emailed a hyperlink to a website to follow, in real time, which agencies have reviewed the revised documents, and signed off or need additional information.
2. **Final Approval**. Once all City Agencies have signed off, Zoning Staff will issue final approval and the applicant may then pull any other necessary permits. Note: separate building, sign, or demolition permits issued by the Building Inspection Division will be required before work on the project can commence. Questions on this matter should be directed to the Building Inspection Division, (608) 266-4551.

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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. (http://www.cityofmadison.com/development-services-center/documents/SubdivisionApplication.pdf)

FOR OFFICE USE ONLY:

Paid _____ Receipt # _____

Date received _____

Received by _____

☐ Original Submittal ☐ Revised Submittal

Parcel # _____

Aldermanic District _____

Zoning District _____

Special Requirements _____

Review required by _____

☐ UDC ☐ PC

☐ Common Council ☐ Other _____

Reviewed By _____

APPLICATION FORM

1. Project Information

Address: 5810 Mineral Point Rd, Madison WI

Title: Cuna Mutual Financial Group- New 5810 Building

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 Variance for building height of 90-feet (5 Stories); 68 feet (5 Stories) permitted in Zoning Dist.

3. Applicant, Agent and Property Owner Information

Applicant name Jon Robelia Company Eppstein Uhen Architects

Street address 309 W Johnson St. Suite 202 City/State/Zip Madison WI , 53703

Telephone 608 442 3958 Email jonr@eua.com

Project contact person Jon Robelia Company Eppstein Uhen Architects

Street address 309 W Johnson St. Suite 202 City/State/Zip Madison WI 53703

Telephone 608 442 3958 Email jonr@eua.com

Property owner (if not applicant) Cedric Ellis- CUNA Mutual Group

Street address 5910 Mineral Point Road City/State/Zip Madison WI, 53705

Telephone (800) 356-2644 Email Cedric.Ellis@cunamutual.com

4. Required Submittal Materials

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.** Use this checklist to prepare a complete Land Use Application. Note: Not all development plan materials listed below are required for all applications. Submittal materials are as determined by staff. Those application types which have specific additional submittal requirements, as noted below, are outlined in Land Use Application Form LND-B (https://www.cityofmadison.com/dpced/bi/documents/LUAChecklist.pdf).

Req.	Required Submittal Information	Contents	No. of Copies	✓
Y	**Filing Fee ($ 1,000)**	Refer to the Fee Schedule on Page 6. Make checks payable to City Treasurer.	1	✓
Y	**Land Use Application**	Forms must include the property owner's authorization.	1	✓
n	**Legal Description** (For Zoning Map Amendments only)	Legal description of the property, complete with the proposed zoning districts and project site area in square feet and acres.	1	
Y	**Pre-Application Notification**	Proof of written 30-day notification to alder, neighborhood association, and business associations. In addition, Demolitions require posting notice of the requested demolition to the City's Demolition Listserv at least 30 days prior to submitting an application. For more information, see Page 1 of this application.	1	✓
Y	**Letter of Intent** (LOI)	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. ** **When submitting, you must collate the Letters of Intent with the Development Plans** **	28	✓
Y	**Development Plans**	Twenty-Eight (28) legible & scaled 11" x 17" copies, collated and stapled.	28	✓
	Site Plan	** **When submitting, you must collate the Letters of Intent with the Development Plans** ** For a detailed list of the content requirements for each of these plan sheets, please see Land Use Application Form LND-B (https://www.cityofmadison.com/dpced/bi/documents/LUAChecklist.pdf)		
	Survey or site plan of existing conditions			
	Grading Plan			
	Utility Plan			
	Landscape Plan and Landscape Worksheet			
	Building Elevations			
	Roof and Floor Plans			
	Fire Access Plan and Fire Access Worksheet			
Y	**Supplemental Requirements** (Based on Application Type)	Additional materials are required for the following application types noted below. Please see Land Use Application Form LND-B (https://www.cityofmadison.com/dpced/bi/documents/LUAChecklist.pdf) for a detailed list of the submittal requirements for these application types. The following Conditional Use Applications: ☐ Lakefront Developments ☐ Outdoor Eating Areas ☐ Development Adjacent to Public Parks ☑ Demolition Permits ☐ 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. Rezonings) ☐ Planned Development General Development Plans (GDPs) / Planned Development Specific Implementation Plans (SIPs)	Include in Plan Set as required	✓
Y	**Digital Copies of all Submitted Materials**	Digital copies of all items, submitted in hard copy are required. All development plan set sheets must be scalable to full- and half-size sheets. Individual PDF files of each item submitted should be compiled on a CD or flash drive, or in an email to pcapplications@cityofmadison.com. The email must include the project address, project name, and applicant name. Electronic submittals via file hosting services (such as Dropbox.com) are not allowed. Applicants who are unable to provide the materials electronically should contact the Planning Division at (608) 266-4635 for assistance.	1	✓

APPLICATION FORM (CONTINUED)

5. Project Description

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

CUNA Mutual Group's existing 5810 Building will be demolished and replaced with a new Amenities Building that will include new dining space, collaborative spaces, an auditorium and underground parking

Proposed Dwelling Units by Type (if proposing more than 8 units):

Efficiency: NA 1-Bedroom: NA 2-Bedroom: NA 3-Bedroom: NA 4+ Bedroom: NA

Density (dwelling units per acre): NA Lot Size (in square feet & acres): NA

Proposed On-Site Automobile Parking Stalls by Type (*if applicable*):

Surface Stalls: reduction of 35 Under-Building/Structured: 177

Proposed On-Site Bicycle Parking Stalls by Type (*if applicable*):

Indoor: 0 Outdoor: 56

Scheduled Start Date: April 2020 Planned Completion Date: July 2022

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. Note staff persons and date.

Planning staff Tim Parks Date 9-~~26~~ 26-2019

Zoning staff Jennie Kirchgatter Date 9-26-2019

☑ **Demolition Listserv** (https://www.cityofmadison.com/developmentCenter/demolitionNotification/notificationForm.cfm).

☐ 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 all applicable neighborhood and business associations **in writing no later than 30 days prior to FILING this request**. Evidence of the pre-application notification or any correspondence granting a waiver is required. List the alderperson, neighborhood association(s), business association(s), AND the dates notices were sent.

District Alder Arvina Martin Date 10-4-2019

Neighborhood Association(s) Hill Farms Neighborhood Assoc. (Plan'g Com.) Date 11-12-2019

Business Association(s) University Research Park Date 5-14-2019, 11-20-2019

Oakwood Village Date 11-18-2019

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

Name of applicant Jon Robelia Relationship to property Architect

Authorizing signature of property owner [signature] Date 11/18/2019

APPLICATION FILING FEES

Please consult the schedule below for the appropriate fee for your request. Refer to Section 28.206, MGO for further detail. Land Use Applications containing a combination of Rezoning, Demolition Permit and/or Conditional Use approvals shall, after computation of each category, be charged the highest individual fee. Fractions of an acre are rounded up to the next whole acre. Please note that a separate fee schedule applies for subdivision/CSM applications and for Urban Design Commission review. Make checks payable to: City of Madison Treasurer. Credit cards may be used for application fees of less than $1,000.

Request	Filing Fee
Zoning Map Amendment, except for Planned Developments	$950 plus $100 for each acre of land in excess of one acre or fraction thereof, included in the proposed rezoning, up to a maximum of 20 acres or $2,850
Zoning Map Amendment for a Planned Development: General Development Plan or Specific Implementation Plan (including Major Alterations)	$1,500 plus $200 for each acre of land in excess of one acre or fraction thereof, included in the proposed rezoning, up to a maximum of twenty acres or $5,300
Alteration to a Planned Development General Plan or Specific Implementation Plan that requires Plan Commission approval	$500
All Conditional Uses (including Major Alterations to approved Conditional Uses), except those noted below	$600 plus $100 for each acre of land in excess of one acre or fraction thereof, up to a maximum of 20 acres or $2,500
Conditional Use (including Major Alterations to Approved Conditional Uses) for a: • multi-family complex • school • new construction or addition to existing building(s) that results in total square footage greater than 50,000 square feet in floor area and 25,000 or more square feet of floor area designed or intended for retail, hotel or motel use • new construction of a building, addition to any existing building or major alteration to the exterior face of a building in the Downtown Core (DC) or Urban Mixed-Use (UMX) District	$950 plus one $100 for each acre of land in excess of one acre or fraction thereof, up to a maximum of 20 acres or $2,850
Conditional Use application for the following conditional uses: • Day care centers [includes adult day care] • Adaptive reuse of former public school or municipal buildings • Accessory greenhouses and swimming pool roofs or domes which infringe on required usable open space • Community service organizations; day treatment facilities • Development of parcels adjacent to landmarks, landmark sites or historic districts designated by the Landmarks Commission, provided that the use of the parcel is either a permitted or conditional use allowed in the zoning district in which the property is located	No fee
Conditional Use application filed by any nonprofit, nongovernmental organization registered with the Department of Financial Institutions or by any neighborhood organization registered with the City Department of Planning and Community and Economic Development. When a question arises as to whether an organization is nonprofit, nongovernmental the City Attorney shall investigate and make a determination.	No fee
Demolition or Removal Permit	$600, unless permit is issued in conjunction with a conditional use approval, in which case the fee for that application applies
Site Plan Review fee	$100 plus $50 for each acre of land in excess of one acre, or fraction thereof, up to a maximum of 5 acres or $300. Review of previously rejected site plan is 50% of original fee. $50 maximum for governmental entities, schools, and non-profit, non-governmental organizations.