

Letter of Intent  
Land Use Application  
City of Madison, WI

To Whom It May Concern:

Re: Conditional Use of a two-bedroom apartment as the management office.  
609 Vera Court  
Madison, WI 53704

Project Scope:

Future Madison Northpointe, Inc. was a non-profit organization that purchased and rehabbed 124 two bedroom apartments and three bedroom townhouse units for low income households in 1993. The legal entity was restructured in 2011 as Future Madison Northpointe, LLC (a single member LLC wholly owned by a non-profit)

A two bedroom apartment located at 609 Vera Court, has been used as the management office to meet with the tenants, sign paperwork, process applications, collect rents, submit maintenance requests, meet with members of the neighborhood resource team, etc.

Property Contact:

Rodney Tapp, President of Meridian Group, Inc., Managing Agent.

Existing Conditions:

The office is located in a two bedroom apartment in an eight unit building. The attached floor plan shows the size of the apartment.

Project Uses:

The apartment has been used as the management an office since 1993. We are not requesting any additional changes.

Hours of Operation:

Monday – Friday, 7:30am – 4:00 pm

Building Sq. Ft.

The apartment equates to approximately 720 sq. ft.

Number of Dwelling Units:

The office is located in a two-bedroom apartment in an eight unit building.

Automobile Stalls:

There are eight automobile stalls and off street parking.

Lot coverage and usable open area:

N/A

Value of Land:

N/A

Estimated project cost:

N/A