# LAND USE APPLICATION - INSTRUCTIONS & FORM

LND-A

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

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 _____

**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)

## APPLICATION FORM

### 1. Project Information

Address: 7043 Tree Lane, Madison, Wisconsin 53717

Title: Capri Senior Communities - Tree Lane Development (Lot 2)

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

☑ Zoning Map Amendment (Rezoning) from SE to CC-T

☐ 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** Amy Schoenemann Company Capri Senior Communities

Street address 20875 Crossroads Circle, Ste 400 City/State/Zip Waukesha, WI 53186

Telephone (262) 798-1224 Email aschoenemann@capricommunities.com

**Project contact person** Eric Harrmann Company AG Architecture

Street address 2248 Deming Way Suite 200 City/State/Zip Wauwatosa, WI 53213

Telephone (414) 431-3131 Email erharr@agarch.com

**Property owner (if not applicant)** Livesey Company/West Place Five LLC

Street address 2248 Deming Way Suite 200 City/State/Zip Middleton, WI 53562

Telephone 608-833-2929 Email aweis@liveseyco.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 | ✓ |
|---|---|---|---|---|
| | **Filing Fee ($ )** | Refer to the Fee Schedule on Page 6. Make checks payable to City Treasurer. | 1 | |
| | **Land Use Application** | Forms must include the property owner's authorization. | 1 | |
| | **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 | |
| | **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 | |
| | **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.<br>** **When submitting, you must collate the Letters of Intent with the Development Plans** ** | 28 | |
| | **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** **<br>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 | | | |
| | **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.<br>The following Conditional Use Applications:<br>☐ Lakefront Developments<br>☐ Outdoor Eating Areas<br>☐ Development Adjacent to Public Parks<br>☐ Demolition Permits<br>☐ Modifications to Parking Requirements (i.e. Parking Reductions or Exceeding the Maximum)<br>☐ Development within Downtown Core (DC) and Urban Mixed-Use (UMX) Zoning Districts<br>☐ Zoning Map Amendments (i.e. Rezonings)<br>☐ Planned Development General Development Plans (GDPs) / Planned Development Specific Implementation Plans (SIPs) | Include in Plan Set as required | |
| | **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:

Redevelopment of 7043 Tree Lane into a senior living residential development. Project will include approximately 143 independent living units and 32 memory care or assisted living units. Building will include a cafe and wellness ce

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

Efficiency: _____ 1-Bedroom: 108 2-Bedroom: 71 3-Bedroom: _____ 4+ Bedroom: _____

Density (dwelling units per acre): 60.5 Lot Size (in square feet & acres): 130,680 sq. ft. / 3 acres

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

Surface Stalls: 23 Under-Building/Structured: 134

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

Indoor: 42 Outdoor: 6

Scheduled Start Date: Fall, 2019 Planned Completion Date: Spring, 2021

### 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 Sydney Prusak, Janine Glaeser Date 12/13/2018

Zoning staff Jenny Kirchgatter Date 12/13/2018

☐ **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 Alder Skidmore Date 3/11/2019

Neighborhood Association(s) Tamarack Trails Date 3/11/2019

Business Association(s) N/A Date _____

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

Name of applicant Amy Schoenemann Relationship to property Agent for owner

Authorizing signature of property owner _____ Date 5-7-19

John K. Livesey, President

## 5. Required Submittal Materials

- ☐ **Application Form**
- ☐ **Letter of Intent**
  - If the project is within an Urban Design District, a summary of how the development proposal addresses the district criteria is required
  - For signage applications, a summary of how the proposed signage is consistent with the applicable CDR or Signage Variance review criteria is required.
- ☐ **Development plans** (Refer to checklist on Page 4 for plan details)
- ☐ **Filing fee**
- ☐ **Electronic Submittal***

Each submittal must include fourteen (14) 11" x 17" **collated** paper copies. Landscape and Lighting plans (if required) must be **full-sized and legible**. Please refrain from using plastic covers or spiral binding.

Both the paper copies and electronic copies must be submitted prior to the application deadline before an application will be scheduled for a UDC meeting. Late materials will not be accepted. A completed application form is required for each UDC appearance.

For projects also requiring Plan Commission approval, applicants must also have submitted an accepted application for Plan Commission consideration prior to obtaining any formal action (initial or final approval) from the UDC. All plans must be legible when reduced.

**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 udcapplications@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.*

## 6. Applicant Declarations

1. Prior to submitting this application, the applicant is required to discuss the proposed project with Urban Design Commission staff. This application was discussed with _____ on _____.

2. The applicant attests that all required materials are included in this submittal and understands that if any required information is not provided by the application deadline, the application will not be placed on an Urban Design Commission agenda for consideration.

Name of applicant Amy Schoenemann - Agent for owner Relationship to property Developer

Authorizing signature of property owner _____ Date 5-7-19

John F. Civesey, President

## 7. Application Filing Fees

Fees are required to be paid with the first application for either initial or final approval of a project, unless the project is part of the combined application process involving the Urban Design Commission in conjunction with Plan Commission and/or Common Council consideration. Make checks payable to City Treasurer. Credit cards may be used for application fees of less than $1,000.

Please consult the schedule below for the appropriate fee for your request:

- ☐ Urban Design Districts: $350 *(per §35.24(6) MGO).*
- ☐ Minor Alteration in the Downtown Core District (DC) or Urban Mixed-Use District (UMX) : $150 *(per §33.24(6)(b) MGO)*
- ☐ Comprehensive Design Review: $500 *(per §31.041(3)(d)(1)(a) MGO)*
- ☐ Minor Alteration to a Comprehensive Sign Plan: $100 *(per §31.041(3)(d)(1)(c) MGO)*
- ☐ All other sign requests to the Urban Design Commission, including, but not limited to: appeals from the decisions of the Zoning Administrator, requests for signage variances (i.e. modifications of signage height, area, and setback), and additional sign code approvals: $300 *(per §31.041(3)(d)(2) MGO)*

A filing fee is not required for the following project applications if part of the combined application process involving both Urban Design Commission and Plan Commission:

- Project in the Downtown Core District (DC), Urban Mixed-Use District (UMX), or Mixed-Use Center District (MXC)
- Project in the Suburban Employment Center District (SEC), Campus Institutional District (CI), or Employment Campus District (EC)
- Planned Development (PD): General Development Plan (GDP) and/or Specific Implementation Plan (SIP)
- Planned Multi-Use Site or Residential Building Complex