LAND USE APPLICATION LND-B

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: 929 Williamson St, Madison, WI, 53703

Title: Demolition of 929 WIlliamson St

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 Caden Howell Company N/A

Street address 928 Jenifer St City/State/Zip Madison, WI 53703

Telephone (312) 593-8073 Email cadenhowell@gmail.com

Project contact person Same as applicant Company _____

Street address _____ City/State/Zip _____

Telephone _____ Email _____

Property owner (if not applicant) _____

Street address _____ City/State/Zip _____

Telephone _____ Email _____

4. Project Description

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

Demolition of 929 Williamson St, to be replaced with lawn and landscaping for the immediate term.

Scheduled start date ASAP Planned completion date 5 business days

5. Required Submittal Materials

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

- ☒ Filing fee
- ☒ Land Use Application
- ☒ Letter of intent
- ☒ Legal description
- ☒ Pre-application notification
- ☒ Vicinity map
- ☒ Survey or existing conditions site plan See demolition 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 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.*

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. An electronic submittal, as noted above, is required. Electronic submittals should be compiled on a CD or flash drive, or sent via email to udcapplications@cityofmadison.com.

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 May 25, 2017

Zoning staff Matt Tucker Date May 25, 2017

☒ 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.** List the alderperson, neighborhood association(s), business association(s), AND the dates you sent the notices:

Marsha Rummel, District 6 Alderperson, Marquette Neighborhood Association Board, and Marquete Neighborhood Association President. May 16, 2017

The alderperson and the Director of Planning & Community & Economic Development may reduce the 30-day requirement or waive the pre-application notification requirement altogether. Evidence of the pre-application notification is required as part of the application materials. A copy of the notification letters or any correspondence granting a waiver is required as part of the application materials.

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

Name of applicant Caden Howell Relationship to property owner

Authorizing signature of property owner Caden Howell Date 1/2/2018

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	✓
	Filing Fee ($)		Refer to the Land Use Application Instructions and Fee Schedule. Make checks payable to City Treasurer.	1	
	Land Use Application and completed Submittal Checklist		Form must include property owner's authorization.	1	✓
	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	✓
	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	✓
	Vicinity Map		Indicate site and adjacent streets.	32	✓
	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. SEE DEMOLITION PLAN	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	✓
	Development Plans		Thirty-two (32)-11" x 17" legible copies; and One (1), 24" x 36" copy of the plan set are required.	33	N/A
		Site Plan	See reverse side for specific sheet requirements.		
		Grading Plan	See reverse side for specific sheet requirements.		
		Utility Plan	See reverse side for specific sheet requirements.		
		Landscape Plan and Landscape Worksheet	See reverse side for specific sheet requirements.		
		Building Elevations	See reverse side for specific sheet requirements.		
		Roof and Floor Plans	See reverse side for specific sheet requirements.		
		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 SEE DEMOLITION PLAN		

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.

☐ **All Plan Sheets**

1. Title block
2. Sheet number
3. North arrow
4. Scale, both written and graphic
5. Date
6. Fully dimensioned plans, scaled at 1"= 40' or larger

☐ **Site Plan**

1. Land Use Summary Table, including site area, building square footage, building footprint, number and size of each unit/tenant space, unit type breakdown by bedroom, lot coverage, useable open space, landscape area, paved area, etc.
2. Lot lines and easements, fully dimensioned
3. Utility locations
4. Existing and proposed topography at two-foot maximum intervals
5. Existing/proposed buildings and uses, dimensioned building footprint
6. Required yards and building setbacks
7. Fully dimensioned vehicle parking area, including detail and turning templates for large vehicles
8. Parking summary indicating the total number of parking stalls provided and type
9. Fully dimensioned bike parking, including rack style detail and dimensioned clearances
10. Vision triangles at driveways and intersections
11. Refuse and recycling, loading, outdoor storage and display areas
12. At grade HVAC and utilities, including transformer pedestals, back-up generators, etc.
13. Existing private trees 8" or more in diameter, including size, location, species, and driplines
14. Location, type, materials, height with detail of proposed fences, walls, and other screening materials
15. Hard surface materials
16. Site signage and lighting, including public trees
17. Proposed and existing public improvements adjacent to the project site
18. Phasing (if applicable)

☐ **Grading Plan**

1. Lot lines and easements, fully dimensioned
2. Existing and proposed contours (two-foot maximum interval), or sufficient spot elevations and drainage direction arrows to convey runoff directions, including proposed changes in terrace grade
3. Limits of excavation
4. Top of curb and sidewalk elevations
5. First floor elevations
6. Pedestrian and vehicle entrance elevations/grades
7. Lowest building opening elevations/grades
8. Existing and proposed retaining wall types, details, and top and bottom of wall elevations
9. Flood plain boundaries and elevations (if applicable)

☐ **Utility Plan**

1. Lot lines and easements, fully dimensioned
2. Existing and proposed sanitary sewer, storm sewer, and water laterals (include alignments, invert/rim elevations, pipe types, pipe sizes, and pipe slopes)
3. Pipe sizes and types, slopes, inverts, and alignments of public utilities to which proposed or existing services will be connected
4. Existing and proposed private drainage systems (include inlets, pipes, swales, ponds, etc.)
5. Stormwater management measures
6. Calculations for pipe and/or pump sizing for storm sewer systems serving enclosed depressions

☐ **Fire Access Plan**

1. Refer to Fire Hydrant Worksheet
2. Lot lines and easements, fully dimensioned
3. Fire lane location
4. Aerial access lanes (if building over 30')
5. Tree canopies at full mature size along aerial access lanes
6. Fire hydrant locations within 500' of fire lanes
7. Dimension from fire hydrant to fire truck following fire lanes
8. Dimension from fire truck to all exterior portions of the building following walkable path

☐ **Roof and Floor Plans**

1. Fully dimensioned roof and floor plans drawn to a common architectural scale
2. Layout of rooms
3. Roof mounted mechanical and screening
4. Detailed layout of structured parking
5. Storage and mechanical areas

☐ **Building Elevations**

1. Fully dimensioned elevations drawn to a common architectural scale
2. Overall building height and finished floor elevations
3. Exterior materials and colors
4. Existing and proposed grade
5. Roof-mounted mechanical equipment and screening methods
6. HVAC venting and penetrations, and architectural lighting
7. 3D renderings
8. Building sections (if applicable)
9. Include street profile rendering (if applicable)

☐ **Landscape Plan**

1. Completed Landscape Worksheet
2. Site plan and grading plan details
3. Existing private trees 8" or more in diameter, including size, location, species, and driplines
4. All existing public trees, including size, locations, species, and driplines. Note: The final street tree species selection will be determined by City Forestry
5. Proposed trees, including size, location, species, and dripline
6. Plant Schedule identifying the symbol, quantity, scientific and common name, height, spread, size, and points for each planting
7. Other landscape materials, including mulch type, ground plantings and shrubs, size and species, and hard surface materials including terrace
8. Site amenities, including bike parking, benches, trash receptacles, lighting and signage, etc. (if no lighting is proposed, note on plan)
9. Location, type, materials, height with detail of proposed fences, walls, and other screening materials
10. Areas of seeding and sodding or mulching, including terrace
11. Tree removal table indicating which trees, both public and private trees, will be removed. NOTE: All tree removals in the public right-of-way require separate permit and approval by City Forestry (if applicable)
12. Areas to remain undisturbed and limits of land disturbance, including terrace (if applicable)
13. NOTE: Plants shall be depicted at their size at 60% of growth
14. NOTE: Impacts to public trees should be considered when proposing private trees, including species and mature size
15. NOTE: For lots greater than 10,000 square-feet, a registered Landscape Architect stamp is required.

☑ **Additional Plan Set Requirements**

1. Demolition Plan (if demolition is proposed)
   - Existing conditions site plan indicating what improvements are to be demolished, including buildings, existing private trees 8" or more in diameter, existing public trees, including size, locations, and driplines, sidewalks, driveways, streets, alleys, curb and gutter, etc

SEE DEMOLITION PLAN

2. Lighting/Photometric Plan (if exterior lighting is proposed)
   - Proposed exterior light fixtures, both freestanding and wall mounted
   - Luminaire schedule, including the type and number of each fixture, mounting or pole height and angle, the type of light (metal halide, etc.), wattage, initial lumen rating, uniformity ratio, operating controls, and light levels at the property line four feet above grade
   - Cut sheet of each proposed fixture providing a graphic of the fixtures concealment and light cutoff angle
3. Draft or recorded copies of agreements, easements or restrictions required to develop the project site as proposed
4. Management or operating plan
5. Transportation Demand Management Plan
6. Traffic Impact Study
7. Stormwater Report
8. Street Tree Plan (if significant impacts to existing street trees)
   - All existing and proposed public improvements, including fire hydrants, sidewalks, curb and gutter, streets, driveways, bus stops, lighting, etc.
   - All existing street trees, including size, locations, species and driplines. Note: The final street tree species selection will be determined by City Forestry
   - Aerial fire access zones
   - Indicate which trees are to be removed
   - Proposed changes in terrace including grade and treatment
   - Expected excavation limits in the terrace for soil retention (if applicable)

LAND USE APPLICATION — SUPPLEMENTAL REQUIREMENTS LND-D

Based on the Land Use Application request, additional materials may be required as indicated below. The materials identified in this form are in addition to the materials required for all Land Use Applications.

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☑ **Demolition Permit**

In addition to items required for all Land Use Applications, the following items are required for all proposed demolitions, as per Section 28.185, MGO, including:

1. Prior to the filing of an application, the applicant or their agent is required to provide notification to the Demolition Listserv at least **30 days** prior to filing their application.
2. Photos of the exterior and interior of the building.
3. Written report of a licensed architect or engineer describing the condition of the building.
4. Approval of a **Reuse and Recycling Plan** by the City's Recycling Coordinator is required prior to issuance of permits, pursuant to Section 28.185(7)(a)(5), MGO. Recycling Coordinator Bryan Johnson can be reached at 608-267-2626 or by Bjohnson2@cityofmadison.com. Within 60 days of the completion of demolition activity, the applicant shall submit documentation showing compliance with the approved Reuse and Recycling Plan, pursuant to Section 28.185(10), MGO.

SUBMITTED, NOT YET APPROVED

☐ **Lakefront Development (Conditional Use Application)**

In addition to items required for all Land Use Applications, the following items are required for proposed lakefront development as per Section 28.138, MGO, including:

1. Complete inventory of shoreline vegetation in any area proposed for building, filling, grading, or excavating
2. Any trees and shrubs to be removed as a result of the proposed development (not more than 30% of the frontage shall be cleared of trees and shrubs within 35 feet of the Ordinary High Water Mark (OHWM)
3. Measurement of the lot coverage within 35 feet of the OHWM, which cannot exceed 20%, with the exception of public paths within this area
4. Detailed plans for site grading, filling, and any retaining walls
5. Contextual information related to the five buildings on either side or within 300 feet on either side of the subject property (whichever is less). If utilizing as-built data from nearby properties to determine the lakefront yard, a survey completed by a Registered Land Surveyor in the State of Wisconsin showing the pertinent principal building setbacks of nearby properties must be included. The required minimum lakefront yard may be either:

The average distance between the OHWM and the principal buildings on the two adjoining lots, provided these distances are within 20' of one another.	**OR**	The median setback of the principal building on the five (5) developed lots or 300 feet on either side (whichever is less). If this method is utilized, the established setback must be no less than 30% of the lot depth of the subject property, and could be more, based on the placement of buildings as measured to establish the median.

For the purposes of determining the OHWM, use the following base elevations: Lake Mendota 850.7 National Geodetic Vertical Datum (NGVD) and Lake Monona 845.82 NGVD.

☐ **Outdoor Eating Areas (Conditional Use Application)**

In addition to items required for all Land Use Applications, the following items are required for outdoor eating area requests per Section 28.151, MGO including:

1. Seating plan
2. Entrance and exit locations
3. Operational details, including hours of operation, total occupancy (seated and standing, inside and outside), and a description of how the area will be separated from parking areas or sidewalks

☐ **Modifications to Parking Requirements (Parking Reduction or Exceeding the Maximum)**

In addition to the items required for all Land Use Applications, the following items are required for requests to modify the parking requirements, either reducing or exceeding the requirements as per Sections 28.141(5) and (6), MGO, including:

1. Documentation regarding the actual parking demand for the proposed use
2. The impact of the proposed use on the parking and roadway facilities in the surrounding area
3. Whether the proposed use is located near a parking area that is available to the customers, occupants, employees, and guests of the proposed use
4. The availability of alternative forms of transportation and actions being taken by the applicant to enhance or promote those alternatives
5. Whether the proposed use is new or is an alteration, addition, or expansion of an existing use

☐ **Development within Downtown Core (DC) and Urban Mixed-Use (UMX) Zoning Districts**

Qualified development within the Downtown Core District and Urban Mixed-Use District are required to address how the proposal relates to the adopted Downtown Urban Design Guidelines. This information should be provided along with all copies of the other application materials.

☐ **Development Adjacent to Public Parks (Conditional Use Application)**

In addition to items required for all Land Use Applications, the following items are required for requests for non-residential development immediately adjacent to a City-owned public park, as per Section 28.139, MGO, including:

1. Complete inventory of vegetation in any area proposed for development within 100 feet of a park boundary
2. Any proposed removal of trees and other vegetation within 100 feet of the park boundary (Removal of vegetation within 35 feet of the park boundary may be limited.)
3. Detailed grading and drainage plan for the area within 35 feet of the park boundary

☐ **Zoning Map Amendments (Rezoning)**

In addition to items required for all Land Use Applications, the following items are required for rezoning requests, including:

Legal description of the property, complete with the proposed zoning districts and project site area in square feet and acres, in MS Word format. When multiple zoning districts are requested, a map showing those districts on the site is required. Unless comprised of whole platted lots, a metes and bounds description prepared by a Registered Land Surveyor in the State of Wisconsin must be included.

☐ **Planned Development General Development Plan (GDP) / Planned Development Specific Implementation Plan (SIP)**

In addition to the items required for all Land Use Applications, the following items are required for Planned Development GDP and SIP requests, as per Section 05-098, MGO, including:

Planned Development GDP

1. Proposed zoning text, including a description of the proposed land uses, their dimensions, bulk, height, scale and massing, and other relevant standards
2. An accurate vicinity map, including the project site and its relationship to surrounding properties, existing topography and key features, buildings and structures
3. Analysis of potential economic impacts to the community, including the cost of municipal services and any additional infrastructure
4. When requested, a general outline of intended organizational structure related to property owners' association, deed restrictions, and private provision of common services

Planned Development SIP

1. An accurate map of the area covered by the SIP, including the relationship to the overall GDP
2. Circulation, including public and private roads, driveways, walkways and parking facilities, traffic projections, and mitigation measures
3. Detailed lot layout and subdivision plat, including the location and description of any areas to be dedicated to the public (if applicable)
4. Complete architectural character of the building or buildings included on the SIP
5. Proof of financing capability and anticipated construction schedule
6. A specific zoning text for the portion of the PD District to be developed under the SIP, including a description of the proposed land uses, their dimensions, bulk, height, scale and massing, and other relevant standards, which shall be consistent with the zoning text approved with the GDP (if applicable)
7. Agreements, bylaws, provisions, or covenants which govern the organizational structure, use, maintenance, and continued protection of the development and any of its common services, common open areas, or other facilities