



LAND USE APPLICATION Madison Plan Commission

215 Martin Luther King Jr. Blvd; Room LL-100
PO Box 2985; Madison, Wisconsin 53701-2985
Phone: 608.266.4635 | Facsimile: 608.267.8739

- The following information is required for all applications for Plan Commission review except subdivisions or land divisions, which should be filed with the Subdivision Application.
- Before filling your application, please review the information regarding the **LOBBYING ORDINANCE** on the first page.
- Please read all pages of the application completely and fill in all required fields.
- This application form may also be completed online at www.cityofmadison.com/planning/plan.html
- All Land Use Applications should be filed directly with the Zoning Administrator.

FOR OFFICE USE ONLY:

Amt. Paid _____ Receipt No. _____
Date Received _____
Received By _____
Parcel No. _____
Aldermanic District _____
GQ _____
Zoning District _____

For Complete Submittal

Application _____ Letter of Intent _____
IDUP _____ Legal Descript. _____
Plan Sets _____ Zoning Text _____
Alder Notification _____ Waiver _____
Ngbrhd. Assn Not. _____ Waiver _____
Date Sign Issued _____

1. Project Address: 24 North Webster / 123 E. Mifflin Project Area in Acres: .14909 / 6,138 ft²
Project Title (if any): Capitol Hill Apartments

2. This is an application for:

Zoning Map Amendment (check the appropriate box(es) in only one of the columns below)

☐ **Rezoning to a Non-PUD or PCD Zoning Dist.:**

Existing Zoning: _____ to _____
Proposed Zoning (ex: R1, R2T, C3): _____

Rezoning to or Amendment of a PUD or PCD District:

☐ Ex. Zoning: _____ to PUD/PCD-GDP
☐ Ex. Zoning: _____ to PUD/PCD-SIP
☐ Amended Gen. Dev. ☐ Amended Spec. Imp. Plan

☒ **Conditional Use**

☐ **Demolition Permit**

☐ **Other Requests (Specify):** _____

3. Applicant, Agent & Property Owner Information:

Applicant's Name: Anne Neuyahr Morrison Company: Urban Land Interests
Street Address: 10 East Doty Street #300 City/State: Madison, WI Zip: 53703
Telephone: (608) 251.0706 Fax: (608) 251.5572 Email: amorrison@uli.com

Project Contact Person: same as applicant. Company: _____
Street Address: _____ City/State: _____ Zip: _____
Telephone: () _____ Fax: () _____ Email: _____

Property Owner (if not applicant): Capitol Hill Apartments, LLC c/o Urban Land Interests
Street Address: 10 E. Doty Street, Ste. 300 City/State: Madison, WI Zip: 53703

4. Project Information:

Provide a brief description of the project and all proposed uses of the site: Application is for a single-story residential addition to an existing building in a C4 district. Project also includes the rehabilitation of the existing four-story building. Project will include ground-floor retail with residential above.
Development Schedule: Commencement existing building: April 2012 Addition: June 2012 Completion September 2012

5. Required Submittals:

- ☒ **Plans** submitted as follows below and depicts all lot lines; existing, altered, demolished or proposed buildings; parking areas and driveways; sidewalks; location of any new signs; existing and proposed utility locations; building elevations and floor plans; landscaping, and a development schedule describing pertinent project details:
- **7 copies** of a full-sized plan set drawn to a scale of one inch equals 20 feet (collated and folded)
 - **7 copies** of the plan set reduced to fit onto 11 inch by 17 inch paper (collated, stapled and folded)
 - **1 copy** of the plan set reduced to fit onto 8 1/2 inch by 11 inch paper
- ☒ **Letter of Intent (12 copies):** describing this application in detail including, but not limited to: existing conditions and uses of the property; development schedule for the project; names of persons involved (contractor, architect, landscaper, business manager, etc.); types of businesses; number of employees; hours of operation; square footage or acreage of the site; number of dwelling units; sale or rental price range for dwelling units; gross square footage of building(s); number of parking stalls, etc.
- ☒ **Legal Description of Property:** Lot(s) of record or metes and bounds description prepared by a land surveyor. For any application for rezoning, the description must be submitted as an electronic word document via CD or e-mail. For applications proposing rezoning to more than one district, a separate description of each district shall be submitted.
- ☒ **Filing Fee: \$800** See the fee schedule on the application cover page. Make checks payable to: *City Treasurer*.
- ☒ **Electronic Submittal:** All applicants are required to submit copies of all items submitted in hard copy with their application (including this application form, the letter of intent, complete plan sets and elevations, etc.) as Adobe Acrobat PDF files on a non-returnable CD to be included with their application materials, or in an e-mail sent to pcapplications@cityofmadison.com. The e-mail shall include the name of the project and applicant. Applicants unable to provide the materials electronically should contact the Planning Division at (608) 266-4635 for assistance.

In Addition, The Following Items May Also Be Required With Your Application:

- ☒ **NA** For any applications proposing demolition or removal of existing buildings, the following items are required:
- Prior to the filing of an application, the applicant or his/her agent is required to notify a list of interested persons registered with the City **30 or 60 days prior to filing** their application using the online notification tool found at: <https://www.cityofmadison.com/developmentCenter/demolitionNotification/>
 - A photo array (6-12 photos) of the **interior and exterior** of the building(s) to be demolished or removed. A written assessment of the condition of the building(s) to be demolished or removed is highly recommended.
 - Note: A Reuse and Recycling Plan approved by the City's Recycling Coordinator is required prior to issuance of wrecking permits and the start of construction.
- ☒ **NA** **Zoning Text (12 copies):** must accompany Planned Community or Planned Unit Development (PCD/PUD) submittals.

6. Applicant Declarations:

- ☒ **Conformance with adopted City plans:** Applications shall be in accordance with all adopted City of Madison plans:
- The site is located within the limits of Downtown Plan, which recommends: Residential use (Downtown 2000) or predominant residential (proposed plan) for this property.
- ☒ **Pre-application Notification:** Section 28.12 of the Zoning Code requires that the applicant notify the district alder and any nearby neighborhood & business associations in writing no later than **30** days prior to filing this request:
- List below the Alderperson, Neighborhood Association(s), Business Association(s) AND dates you sent the notices:
- 3/5/12: Alder verveer, manson hill N.A., Capitol Neighborhoods, DM1, Madison Central BID
- NOTE: If the alder has granted a waiver to this requirement, please attach any such correspondence to this form.

- ☒ **Pre-application Meeting with staff:** Prior to preparation of this application, the applicant is required to discuss the proposed development and review process with Zoning and Planning Division staff; note staff persons and date.
- Planning Staff: Al Martin Date: 3/1/12 Zoning Staff: Math Tucker Date: Patrick Anderson
- ☒ **NA** Check here if this project will be receiving a public subsidy. If so, indicate type in your Letter of Intent.

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

Printed Name Anne Neujahr Morrison Date 4/3/2012

Signature Anne W Morrison Relation to Property Owner Employee

Authorizing Signature of Property Owner [Signature] Date _____