



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 filing 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 \$550.00 Receipt No. 104630
Date Received 10/14/09
Received By JK
Parcel No. 070914406272
Aldermanic District 2 Bridget Maniaci
GQ OK
Zoning District R6
For Complete Submittal
Application ✓ Letter of Intent ✓
IDUP NA Legal Descript. ✓
Plan Sets ✓ Zoning Text NA
Alder Notification Waiver ✓
Ngbhd. Assn Not. Waiver
Date Sign Issued 10/14/09

1. **Project Address:** 310 North Butler Street **Project Area in Acres:** _____

Project Title (if any): _____

2. This is an application for:

Zoning Map Amendment (check the appropriate box(es) in only one of the columns below)		
<input type="checkbox"/> Rezoning to a Non-PUD or PCD Zoning Dist.: Existing Zoning: _____ to _____ Proposed Zoning (ex: R1, R2T, C3): _____		<input type="checkbox"/> Rezoning to or Amendment of a PUD or PCD District: <input type="checkbox"/> Ex. Zoning: _____ to PUD/PCD-GDP <input type="checkbox"/> Ex. Zoning: _____ to PUD/PCD-SIP <input type="checkbox"/> Amended Gen. Dev. <input type="checkbox"/> Amended Spec. Imp. Plan
<input checked="" type="checkbox"/> Conditional Use	<input type="checkbox"/> Demolition Permit	<input type="checkbox"/> Other Requests (Specify): _____

3. Applicant, Agent & Property Owner Information:

Applicant's Name: Richard Glover Company: 310 North Butler, LLC
Street Address: 310 North Butler Street City/State: Madison, WI Zip: 53703
Telephone: (608) 215-7571 Fax: (608) 233-2881 Email: rmglover@gmail.com

Project Contact Person: Richard Glover Company: 310 North Butler, LLC
Street Address: 3806 Hillcrest Drive City/State: Madison, WI Zip: 53705
Telephone: (608) 215-7571 Fax: (608) 233-2881 Email: rmglover@gmail.com

Property Owner (if not applicant): _____
Street Address: _____ City/State: _____ Zip: _____

4. Project Information:

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

Conditional use approval for the previously unpermitted conversion of four 2nd floor sleeping rooms into 2 apartment units

Development Schedule: Commencement Work is already complete five Completion _____

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 ½ 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:** \$ 500 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:

- ☐ 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.
- ☐ **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 _____ Plan, which recommends: _____ 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:
BRIDGET MANIACI, 10/3, AGREED TO WAIVE NOTICE.
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: HEATHER STOVISH Date: 10/17/09 Zoning Staff: MATT TUCKER Date: 10/17/09
- ☐ **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 RICHARD GLOVER, 310 N. BUTLER, LLC Date 10/14/09
Signature Richard Glover Relation to Property Owner _____
Authorizing Signature of Property Owner Richard Glover Date 10/14/09