

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.
- 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 zoning application packages should be filed directly with the Zoning Administrator's desk.
- All applications will be reviewed against the applicable standards found in the City Ordinances to determine if the project can be approved.

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: _____ **Project Area in Acres:** _____

Project Title (if any): _____

2. This is an application for: (check at least one)

☐ **Zoning Map Amendment** (check only ONE box below for rezoning and fill in the blanks accordingly)

☐ Rezoning from _____ to _____

☐ Rezoning from _____ to PUD/ PCD-SIP

☐ Rezoning from _____ to PUD/ PCD-GDP

☐ Rezoning from PUD/PCD-GDP to PUD/PCD-SIP

☐ **Conditional Use**

☐ **Demolition Permit**

☐ **Other Requests** (Specify): _____

3. Applicant, Agent & Property Owner Information:

Applicant's Name: _____ Company: _____

Street Address: _____ City/State: _____ Zip: _____

Telephone: () _____ Fax: () _____ Email: _____

Project Contact Person: _____ Company: _____

Street Address: _____ City/State: _____ Zip: _____

Telephone: () _____ Fax: () _____ Email: _____

Property Owner (if not applicant): _____

Street Address: _____ City/State: _____ Zip: _____

4. Project Information:

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

Development Schedule: Commencement _____ Completion _____

CONTINUE →

5. Required Submittals:

- ☒ **Site 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:
- **Seven (7) copies** of a full-sized plan set drawn to a scale of one inch equals 20 feet (collated and folded)
 - **Seven (7) copies** of the plan set reduced to fit onto 11 inch by 17 inch paper (collated, stapled and folded)
 - **One (1) copy** of the plan set reduced to fit onto 8 ½ inch by 11 inch paper
- ☒ **Letter of Intent:** **Twelve (12) copies** describing this application in detail but not limited to, including: 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.
- ☒ **Filing Fee:** \$ 50 See the fee schedule on the application cover page. Make checks payable to: *City Treasurer*.

IN ADDITION, THE FOLLOWING ITEMS MAY ALSO BE REQUIRED WITH YOUR APPLICATION; SEE BELOW:

- ☐ For any applications proposing demolition of existing (principal) buildings, photos of the structure(s) to be demolished shall be submitted with your application. Be advised that a *Reuse and Recycling Plan* approved by the City's Recycling Coordinator is required to be approved by the City prior to issuance of wrecking permits.
- ☐ A project proposing **ten (10) or more dwelling units** may be required to comply with the City's Inclusionary Zoning requirements outlined in Section 28.04 (25) of the Zoning Ordinance. A separate **INCLUSIONARY DWELLING UNIT PLAN** application detailing the project's conformance with these ordinance requirements shall be submitted concurrently with this application form. Note that some IDUP materials will coincide with the above submittal materials.
- ☐ A *Zoning Text* must accompany all Planned Community or Planned Unit Development (PCD/PUD) submittals.

FOR ALL APPLICATIONS: 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 **INDIVIDUAL** Adobe Acrobat PDF files compiled either 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 who are unable to provide the materials electronically should contact the Planning Unit at (608) 266-4635 for assistance.

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 Comprehensive Plan, which recommends:
- Low Density Residential for this property.
- ☒ **Pre-application Notification:** Section 28.12 of the Zoning Ordinance requires that the applicant notify the district alder and any nearby neighborhood or business associations by mail 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:
- Lauren Chare, District 3 5.6.09
- 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 Counter and Planning Unit staff; note staff persons and date.
- Planner Tim Parks Date 4/23/09 | Zoning Staff Matt Tucker Date 4/23/09

The signer attests that this form has been completed accurately and all required materials have been submitted:

Printed Name Katie Udell Date 5/18/09

Signature Katie Udell Relation to Property Owner Design Professional

Authorizing Signature of Property Owner Timothy J. [Signature] Date 5/18/09