



# LAND USE APPLICATION

CITY OF MADISON

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

- All Land Use Applications should be filed with the Zoning Administrator at the above address.
- The following information is required for all applications for Plan Commission review except subdivisions or land divisions, which should be filed using the Subdivision Application.
- This form may also be completed online at:  
[www.cityofmadison.com/developmentcenter/landdevelopment](http://www.cityofmadison.com/developmentcenter/landdevelopment)

FOR OFFICE USE ONLY:	
Amt. Paid	<u>\$600-</u> Receipt No. <u>148188</u>
Date Received	<u>10/16/13</u>
Received By	<u>JEM</u>
Parcel No.	<u>0709-181-0207-4</u>
Aldermanic District	<u>19</u>
Zoning District	<u>TR-C1</u>
Special Requirements	<u>CUP, FLOOD, WATERFRONT</u>
Review Required By:	
<input type="checkbox"/> Urban Design Commission	<input checked="" type="checkbox"/> Plan Commission
<input type="checkbox"/> Common Council	<input type="checkbox"/> Other: _____

Form Effective: February 21, 2013

1. Project Address: 5510 LAKE MENDOTA DR.  
Project Title (if any): \_\_\_\_\_

2. This is an application for (Check all that apply to your Land Use Application):

- ☐ Zoning Map Amendment from \_\_\_\_\_ to \_\_\_\_\_
- ☐ Major Amendment to Approved PD-GDP Zoning ☐ Major Amendment to Approved PD-SIP Zoning
- ☐ Review of Alteration to Planned Development (By Plan Commission)
- ☒ Conditional Use, or Major Alteration to an Approved Conditional Use
- ☐ Demolition Permit
- ☐ Other Requests: \_\_\_\_\_

## 3. Applicant, Agent & Property Owner Information:

Applicant Name: SARAH SPENCER Company: \_\_\_\_\_  
Street Address: 3100 LAKE MENDOTA DR. City/State: MADISON, WI. Zip: 53705  
Telephone: (608) 231-2567 Fax: ( ) Email: sessasmds@aol.com  
Project Contact Person: BRIAN MAST Company: BRIAN MAST CONSTRUCTION  
Street Address: \_\_\_\_\_ City/State: Hayward, WI. Zip: \_\_\_\_\_  
Telephone: 715 558-2857 Fax: ( ) Email: \_\_\_\_\_  
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: BUILD A ONE CAR DETACHED GARAGE, NOT SEEN FROM ROAD BECAUSE

Development Schedule: Commencement \_\_\_\_\_ Completion \_\_\_\_\_  
OF TREES & SHRUBS ON RIGHT OF WAY & MY PROPERTY. —

## 5. Required Submittal Information

All Land Use applications are required to include the following:

### ☐ Project Plans including:\*

- Site Plans (fully dimensioned plans depicting project details including **all lot lines** and property demolished/proposed/alterd buildings; parking stalls, driveways, sidewalks, location of existing HVAC/Utility location and screening details; useable open space; and **other physical improvement**)
- Grading and Utility Plans (existing and proposed)
- Landscape Plan (including planting schedule depicting species name and **planting size**)
- Building Elevation Drawings (fully dimensioned drawings for all building **sides**, labeling primary exterior)
- Floor Plans (fully dimensioned plans including interior wall and room location)

Provide collated project plan sets as follows:

- **Seven (7) copies** of a full-sized plan set drawn to a scale of 1 inch = 20 feet (**folded or rolled and stapled**)
- **Twenty Five (25) copies** of the plan set reduced to fit onto 11 X 17-inch paper (**folded and stapled**)
- **One (1) copy** of the plan set reduced to fit onto 8 1/2 X 11-inch paper

\* For projects requiring review by the **Urban Design Commission**, provide **Fourteen (14) additional 11x17 copies** set. In addition to the above information, all plan sets should also include: 1) Colored elevation drawings with **photometric plan & fixture cut** and a list of exterior building materials/colors; 2) Existing/proposed lighting with **photometric plan & fixture cut** and a list of exterior building materials/colors; 3) Contextual site plan: information including photographs and layout of adjacent buildings and structures. The shall bring samples of exterior building materials and color scheme to the Urban Design Commission meeting.

☒ **Letter of Intent:** Provide one (1) Copy per Plan Set describing this application in detail including, but not limited to:

- Project Team
- Existing Conditions
- Project Schedule
- Proposed Uses (and ft<sup>2</sup> of each)
- Hours of Operation
- Building Square Footage
- Number of Dwelling Units
- Auto and Bike Parking Stalls
- Lot Coverage & Usable Open Space Calculations
- Value of Land
- Estimated Project Cost
- Number of Construction & Time Equivalent Jobs Created
- Public Subsidy Requested

☒ **Filing Fee:** Refer to the Land Use Application Information & Fee Schedule. 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 Adobe Acrobat PDF files on a non-returnable CD to be included with their application materials, or by e-mail pcapplications@cityofmadison.com. **Don't know how to do this.** - Kevin Heid

☐ **Additional Information** may be required, depending on application. Refer to the Supplemental Submittal Requirements.

## 6. Applicant Declarations

☐ **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), and business association(s) AND the dates you sent the notices:

→ If a waiver has been granted to this requirement, please attach any correspondence to this effect 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: KEVIN FIRCHOW Date: 10/14/2013 Zoning Staff: PAT ANDERSON Date: 10/14/2013

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

Name of Applicant: Nash E. [Signature] Relationship to Property: OWNER Date: 10/14/2013

Authorizing Signature of Property Owner: [Signature] Date: 10/14/2013