



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 _____ 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 _____
Ngbhrd. Assn Not. _____ Waiver _____
Date Sign Issued _____

1. Project Address: 809 WILLIAMSON ST Project Area in Acres: .20179
Project Title (if any): OUTDOOR EATING AREA - UNDERGROUND FOOD COLLECTIVE

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. Plan ☐ Amended Spec. Imp. Plan

☒ Conditional Use ☐ Demolition Permit

☐ Other Requests (Specify): _____

3. Applicant, Agent & Property Owner Information:

Applicant's Name: JOHN MARTENS Company: MARTENS DESIGN
Street Address: 4118 HEGG AVE City/State: MADISON, WI Zip: 53716
Telephone: (608) 221-2828 Fax: () Email: johnmartens@sbcglobal.net
Project Contact Person: JOHN MARTENS Company: SAME
Street Address: SAME City/State: _____ Zip: _____
Telephone: () SAME Fax: () Email: _____
Property Owner (if not applicant): SAME
Street Address: _____ City/State: _____ Zip: _____

4. Project Information:

Provide a brief description of the project and all proposed uses of the site: CONVERT EXISTING BUILDING TO RESTAURANT & PROVIDE OUTDOOR EATING
Development Schedule: Commencement SEP 2012 Completion MAR 2013

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 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.
- ☐ A **Zoning Text** must accompany **all** 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 the: MARQUETTE-SCHENK-ATWOOD Plan, which recommends: REHAB BUILDINGS; SERVE PATRONS & COMMUTERS; CONTRIBUTE TO VITALITY 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:
MARSHA RUMMEL 6/21/12; MNA 5/15/12, 6/18/12, 7/24/12; GNABA 7/16/12
 - 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: KEVIN FIRCHOW Date: 2/23/2012 Zoning Staff: MATT TUCKER Date: 2/23/2012
 - Planning Staff: KEVIN FIRCHOW Date: 6/20/2012 Zoning Staff: MATT TUCKER Date: 6/20/2012
- ☒ **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

JOHN MARTENS

Date

7/29/12

Signature

[Signature]

Relation to Property Owner

OWNER

Authorizing Signature of Property Owner

Date



Department of Planning & Community & Economic Development
215 Martin Luther King, Jr. Blvd., Ste. LL-100
Madison, WI 53703
266-4551 FAX 267-8739

Parking Lot / Site Plan Approval Application Checklist

Instructions: Please complete this form and submit it with all the materials necessary for a parking lot plan review and approval. Check boxes for the items submitted that apply to your project. If you are not sure about what to show or submit, call the appropriate agency (see Box G). Once your application is accepted, staff will review, approve and return your application materials within 7 working days or sooner.

Site Address	809 WILLIAMSON ST, MADISON		
Contact Person	JOHN MARTENS	Company	MARTENS DESIGN
Contact Person Address	4118 HEGG AVE, MADISON, WI 53716		
Phone/FAX	(608) 221-2828		
Project Type (check one): <input type="checkbox"/> New <input checked="" type="checkbox"/> Alteration			

A. These items must be included with an application:

- ☒ 1. Scaled plan drawing(s): 1" = 20' or larger: 7 complete sets
- ☐ 2. Conditional Use or PUD/SIP approval letter (if applicable)
- ☐ 3. Driveway Opening Permit application
- ☐ 4. Easements for joint driveways or joined parking lots on separate parcels (if applicable)
- ☐ 5. Land Disturbing Activity Permit Application (sizes 1 acre or more in size)
- ☐ 6. Erosion Control Plan: 7 copies (sizes 1 acre or more in size-See Example Plan 2)
- ☒ 7. Landscape Worksheet (sites with more than 3 parking stalls)
- ☐ 8. Outdoor Lighting Plan and manufacturers specs (if applicable)

B. Information about your property that must be shown on your drawing(s). See Example Plan W:

- ☒ 9. Project information block on first page of plan
- ☒ 10. Property lines
- ☒ 11. Abutting right-of-way, roadways, driveways and terraces shown and dimensioned
- ☐ 12. Elevations of existing and proposed site to City datum
- ☐ 13. Elevation of top of curb
- ☒ 14. Storm sewers or drainage pattern (See Example Plan Y)
- ☐ 15. Proposed driveway radii
- ☒ 16. Type of surface on driveway, approach and lot (grass, concrete, bituminous)
- ☐ 17. Location of existing and proposed impervious surfaces
- ☒ 18. Means of separation between parking lot and sidewalk or adjoining property
- ☒ 19. Tree islands and protective curbing
- ☒ 20. Screening or landscaping (See Example Plan X)
- ☒ 21. On-site fire hydrants

C. Information about the structures that must be shown on your drawing:

- ☒ 22. Existing structures (footprints and dimensions)
- ☒ 23. Proposed structures (footprints and dimensions)
- ☒ 24. Setback distances (front, rear and sides)
- ☒ 25. Fencing and/or screening (type and location)

D. Parking layout information that must be on your drawing(s). See Example Plan W:

- ☒ 26. Dimensions of parking stalls and drive aisles
- ☒ 27. Location of accessible parking stalls
- ☒ 28. Location of accessible parking stall signs
- ☒ 29. Location and width of accessibility ramps
- ☐ 30. Location of loading facilities
- ☒ 31. Bicycle parking rack locations and rack style

E. "Off-property" information that must be shown on your drawing(s):

- ☒ 32. Trees, poles, signs in the right-of-way (if applicable)
- ☐ 33. Medians (if applicable)
- ☐ 34. Driveway openings directly across the street (if applicable)
- ☒ 35. Distance to nearest intersection
- ☒ 36. Fire hydrants within 500 feet of your property line

F. Other information you want staff to know:

PRECISE PAVED/PERMEABLE AREAS
FORTHCOMING WITH FINAL
LANDSCAPE PLAN

G. Questions: Call City Staff for help.

ZONING	Building Use	266-4551
	Setbacks	
	Landscaping	
	Occupancy	
TRAFFIC ENGINEERING	Parking lot geometrics	266-4761
ENGINEERING	Drainage	266-4751
	Land disturbing activity	
	Soil erosion	
FIRE	Fire hydrants / access	266-4484
BUILDING INSPECTION	Parking lot lighting	266-4568

OFFICE USE ONLY:

Date/Time Received:	Accepted:
Staff Person	