



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

Attached is the application and directions for projects that require Plan Commission zoning approval. This coversheet describes the process and application requirements. For your convenience, this application form may be completed using Adobe Acrobat Reader on your Internet browser at www.cityofmadison.com/planning/plan.html.

The application form should be completed and returned with the required sets of plans and the appropriate application fee to the Zoning Counter, City of Madison, Madison Municipal Building, Suite LL-100, 215 Martin Luther King Jr. Boulevard. If you have any questions about the application or submittal requirements, please do not hesitate to contact the Zoning Counter at 608.266.4635 during normal business hours, Monday-Friday, 8 AM to 4:30 PM, except City holidays.

NOTICE REGARDING LOBBYING ORDINANCE: If you are seeking approval of a development that has over 40,000 square feet of non-residential space, or a residential development of over 10 dwelling units, or if you are seeking assistance from the City with a value of \$10,000 (including grants, loans, TIF or similar assistance), then you likely are subject to Madison's lobbying ordinance (Sec. 2.40, MGO). You are required to register and report your lobbying. Please consult the City Clerk's Office for more information. Failure to comply with the lobbying ordinance may result in fines.

Prior to Submittal:

1. Prior to the submittal of the application, the applicant is required to meet with Planning Division and Zoning staff to discuss your proposal, review concept plans in detail, and discuss the approval process.
2. If your project is in an Urban Design District or requires Urban Design approval, a pre-conference with the Urban Design Staff is required. Urban Design Commission review requires a separate submittal and has a separate review process. Urban Design applications, meeting schedules and filing deadlines may be picked up at the Zoning Counter. Approval from Urban Design does **not** mean the Planning Commission has approved your plans.
3. A letter notifying the Alderperson and any known neighborhood and/or business associations must be sent **30** days prior to submittal or the application cannot be accepted, except for applications proposing demolition of buildings built before 1940, where the notification is **60** days. For all demolition requests, posting notice of the demolition to <https://www.cityofmadison.com/developmentCenter/demolitionNotification/> is also required prior to filing. In the case of **rezoning** and **conditional use** applications, the Alderperson and the Director of Planning and Community and Economic Development may grant a waiver in lieu of the pre-application notification prior to your submittal. Please attach the notification letters or any correspondence granting this waiver with your application materials.
4. Applicants are encouraged to meet with the district Alderperson, adjoining neighbors, property owners and the Neighborhood Association prior to submitting this application.

Filing of Plan Commission Applications:

1. The filing deadline for all applications is 12:00 noon on the filing day. Please consult the annual Plan Commission schedule for specific dates for that calendar year. Applications received after 12:00 noon will not be scheduled until the next application cycle.
2. The application must be filled out completely and accurately, including contact information for the applicant and project contact person (if any). The required materials identified on back page of the application form shall be submitted in their entirety as they pertain to your request and include all of the necessary information stipulated on the "General Plan Requirements" supplement to the Zoning Application. If an application is incomplete or requires additional information, the public hearing dates may not coincide with the published schedule. Submittal of an application by the published deadline does **NOT** guarantee a specific public hearing date.
3. All applicants are required to submit copies of all items submitted in hard copy with their application (including the application form, the letter of intent, legal description, 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 Division at (608) 266-4635 for assistance.

Upon Filing Your Application:

1. A public hearing date will be scheduled and staff will notify property owners and occupants within **200 feet** of the boundaries of the property. You will be informed of the time and place of the public hearing in a letter sent by the Zoning Administrator.
2. The Zoning Administrator will prepare a Notice of Hearing sign for the applicant or his representative to post in a conspicuous location on the subject site at least **twenty-one (21) days** prior to the hearing.
3. Copies of your development plans will be circulated to the appropriate City departments for review. You will be provided with a copy of the City department's comments prior to the hearing.

CONTINUE →

- The applicant or agent is required to attend the Plan Commission hearing to explain your proposal and answer questions. Failure to appear at the scheduled hearing will cause referral of the matter to a future hearing date. (You should also remain at the meeting until the Plan Commission votes on your item.)

Plan Commission Review Process:

- The Plan Commission can **approve, reject, conditionally approve** or **refer** your proposal to a future hearing based in part on a review of the request against the applicable standards found in the City Ordinances. After Plan Commission recommendation, rezoning requests are granted final approval by the City Council. **Note:** Final Plan Commission or Common Council action for projects seeking Tax Increment Financing may be withheld until the TIF agreement for that project can also be considered by the Common Council.
- After the Plan Commission (Common Council for rezoning requests) votes on your project at an advertised public hearing, the Planning Division staff will compile a letter of conditions and mail it to the designated contact person.
- After receiving the signed letter of approval, resubmit to the Zoning Administrator the number of sets of revised plans identified in the approval letter and a copy of the letter of approval from the Planning Division for final sign off. **Note:** PUD/GDP/SIP or PCD/GDP/SIP must be recorded at the Register of Deeds office prior to a building/ foundation permit being issued. **Note:** Structural review is not included in the Plan Commission process. Building, sign, and demolition permits issued by the Building Inspection Unit may be required subsequent to final approval.

Application Fees:

Please consult the schedule below for the appropriate fee for your request. Applications containing a combination of Rezoning, Demolition and/or Conditional Use approvals shall, after computation of each category, be charged the highest individual fee. **Fractions Of An Acre Are Rounded Up To The Next Whole Acre.** A separate fee schedule applies for subdivision approval and for the Urban Design Commission (if applicable). Make checks payable to: *City Treasurer*. Credit cards may be used for application fees of less than \$1000.

Application Type	Minimum Fee (First Acre)	Cost Per Addl. Acre up to 20	Maximum Fee (20 Acres)
All Zoning Map Amendment applications for Planned Unit and Planned Community Developments (PUD/PCD):	\$1,200	\$200	\$5,000
All other applications for Zoning Map Amendments:	\$800	\$100	\$2,700
All applications for Conditional Use approval of Planned Residential Developments; schools; new construction or addition to existing buildings that result in total square footage greater than 40,000 square feet in gross floor area and 25,000 square feet or more square feet of gross floor area designed or intended for retail, hotel or motel use; new construction of, or addition to any building in a C4 District.	\$800	\$100	\$2,700
All other Conditional Uses:	\$500	\$100	\$2,400
→ For Conditional Use applications involving wireless communication towers, an additional fee of \$1,750 will apply.			
Demolition Permits:	\$500	N/A	N/A

Adjacent Occupant Notification Fee for All Applications: The Zoning Code requires all applicants for conditional use, demolition permit, and zoning amendments to provide notice to the **occupants** of each rental building within 200 feet of the subject proposal. Three options are available to applicants and is to be elected at the time of application:

- A fee of **\$50** in addition to the required application fee (see above) to have the City prepare and mail the hearing notice to adjacent rental occupants. This fee is to be paid in the office of the Zoning Administrator at the time your application is filed. Make checks payable to: *City Treasurer*.
- The applicant may elect to mail a copy of the hearing notice to each rental unit within the area entitled to notice. The applicant has the option of making the required mailing using labels purchased from the City, or;
- The applicant may opt to post a copy of the public hearing notice in a conspicuous manner in a common or central location where all residents/occupants are likely to see the notice in each rental building within the area entitled to notice.

In options 2 and 3, failure to post the notice at least 48 hours before the hearing or to mail a copy of the notice to each rental unit at least five days before the scheduled hearing, shall subject the applicant to a fine and may cause a delay in the hearing of your case. City staff will mail a copy of the public hearing notice to you 10 days prior to the Plan Commission hearing for your use in providing the required notice according to the above timeline.

Please proceed to the application on the next page and detach this information for your records →



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- 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 _____
Nghbrhd. Assn Not. _____	Waiver _____
Date Sign Issued _____	

1. Project Address: _____ 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 <u>Non</u>-PUD or PCD Zoning Dist.: Existing Zoning: _____ to _____ Proposed Zoning (ex: R1, R2T, C3): _____	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 type="checkbox"/> Conditional Use	<input type="checkbox"/> Demolition Permit	<input type="checkbox"/> 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 brief description of the project and all proposed uses of the site: _____

Development Schedule: Commencement _____ 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:** \$_____ 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:*

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: _____ Date: _____ Zoning Staff: _____ Date: _____*
- 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 _____ Date _____

Signature _____ Relation to Property Owner _____

Authorizing Signature of Property Owner _____ Date _____