



# 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 using the Subdivision Application.
- A separate Urban Design Commission application is no longer required for projects requiring both Urban Design Commission and Plan Commission approvals.
- This form may also be completed online at <http://www.cityofmadison.com/developmentcenter/landdevelopment>
- All Land Use Applications should be filed with the Zoning Administrator at the above address.

## 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 \_\_\_\_\_  
Photos \_\_\_\_\_ Legal Descript. \_\_\_\_\_  
Plan Sets \_\_\_\_\_ Zoning Text \_\_\_\_\_  
Alder Notification \_\_\_\_\_ Waiver \_\_\_\_\_  
Ngbrhd. Assn Not. \_\_\_\_\_ Waiver \_\_\_\_\_  
Date Sign Issued \_\_\_\_\_

1. Project Address: 901 Sugar Maple Lane Project Area in Acres: 1.89 acres  
Project Title (if any): Sugar Maple Apartments

## 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
- ☒ Conditional Use, or Major Alteration to an Approved Conditional Use
- ☐ Demolition Permit
- ☐ Review of Minor Alteration to Planned Development by the Plan Commission Only

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

Applicant's Name: Alex McKenzie Company: T.R. McKenzie, Inc.  
Street Address: 1910 Hawks Ridge Dr. #322 City/State: Verona, WI Zip: 53593  
Telephone: (608) 848-0111 Fax: ( ) Email: alex@trmckenzie.com

Project Contact Person: J. Randy Bruce Company: Knothe & Bruce Architects  
Street Address: 7601 University Ave Suite 201 City/State: Middleton, WI Zip: 53562  
Telephone: (608) 836-3690 Fax: ( ) Email: rbruce@knothebruce.com

Property Owner (if not applicant): Sugar Maple, LLC  
Street Address: 1910 Hawks Ridge Dr. #322 City/State: Verona, WI Zip: 53593

## 4. Project Information:

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

Residential housing development with a mix of single family homes and multi-family housing

Development Schedule: Commencement Start Summer 2014 Completion Complete Summer 2016

## 5. Required Submittals:

- ☐ **Site Plans**, fully dimensioned and describing pertinent project details, submitted as follows below and depicting all lot lines; existing, altered, demolished and/or proposed buildings; parking areas and driveways; sidewalks; the location of any new signs; existing and proposed utility locations; building elevations, materials and floorplans, and; landscaping:
  - **Seven (7) copies** of a full-sized plan set drawn to a scale of 1 inch = 20 feet (collated, stapled and folded)
  - **Twenty (20) copies** of the plan set reduced to fit onto 11 X 17-inch paper (collated, stapled and folded)
  - For projects also being reviewed by the Urban Design Commission, **twelve (12) additional** 11 X 17-inch copies.
  - **One (1) copy** of the plan set reduced to fit onto 8 ½ X 11-inch paper
- ☐ **REVISED! – Letter of Intent: Twelve (12) copies** describing this application in detail including, but not limited to: existing conditions; the project schedule; names of persons involved (contractor, architect, civil engineer, etc.); details of the project, including proposed uses, building square footage, number of dwelling units, auto and bike parking stalls, etc.; hours of operation; value of land; project cost; any public subsidy requested, and; number of construction and full-time equivalent jobs created. For projects also being reviewed by the Urban Design Commission, provide **twelve (12) additional copies** of the letter.
- ☐ **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 (including this application form, the letter of intent, complete plan sets, etc.) as Adobe Acrobat PDF files on a non-returnable CD to be included with their application materials, or by e-mail to pcapplications@cityofmadison.com.

### In Addition, The Following Items May Also Be Required With Your Application:

- ☐ **Legal Description of Property:** For any application for rezoning, the description must be submitted as an electronic word document via CD or e-mail. For applications requesting rezoning to more than one district, a separate description of each district shall be submitted.
- ☐ 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.
  - Approval of a **Reuse & Recycling Plan** by the City's Recycling Coordinator is required prior to issuance of permits.
- ☐ A **Zoning Text** shall accompany all Planned Development District (PD/PCD/PUD) applications.

## 6. Applicant Declarations:

- ☐ **Conformance with adopted City plans:** The site is located within the limits of the Mid-Town Neighborhood Development Plan, which recommends future residential 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 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:  
This notification has been waived. Please see attached correspondence.
- 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: Tim Parks Date: 3/4/2014 Zoning Staff: Pat Anderson - DAT Date: 4/24/2014

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

Name of Applicant Alex McKenzie Relation to Property Owner TR McKenzie Inc.

Authorizing Signature of Property Owner  Date 6/5/14