

# LAND USE APPLICATION — CHECKLIST

LND-C

Use this checklist to prepare a complete Land Use Application that addresses the City's land use development project standards, requirements and review criteria. Pursuant to Section 28.181(4), MGO, no application is complete unless all required information is included and all application fees have been paid. **The Zoning Administrator may reject an incomplete application.**

City of Madison  
Planning Division  
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Req.	Required Submittal Information	Contents	No. of Copies	✓
	<b>Filing Fee (\$ )</b>	Refer to the Land Use Application Instructions and Fee Schedule. Make checks payable to City Treasurer.	1	
	<b>Land Use Application and Completed Submittal Checklist</b>	Form must include property owner's authorization.	1	
	<b>Letter of Intent</b>	Narrative description of the proposal in detail, including, but not limited to, the existing site conditions, project schedule, phasing plan, proposed uses, hours of operation, number of employees, gross square footage, number of units and bedrooms, public subsidy requested, project team, etc.	32	
	<b>Legal Description</b>	Legal description of the property, complete with the proposed zoning districts and project site area in square feet and acres.	2	
	<b>Pre-Application Notification</b>	Proof of written 30-day notification to alder, neighborhood association, and business associations.	1	
	<b>Vicinity Map</b>	Indicate site and adjacent streets.	32	
	<b>Utility and Zoning Conditions Site Plan</b>	Shows existing property boundaries and site conditions, including easements and encumbrances of record. Completion by a registered land surveyor may be required.	2	
	<b>Supplemental Requirements (Based on Application Type)</b>	Additional materials may be required for: demolition permit; lakefront development; outdoor eating areas; development adjacent to parks; development within downtown core and urban mixed-use districts; modifications to parking requirements; Planned Development; and master plan applications. Refer to Supplemental Requirements form.	Include in Plan Set as required	
	<b>Development Plans</b>	Thirty-two (32)-11" x 17" legible copies; and One (1), 24" x 36" copy of the plan set are required.	33	
	Site Plan	See reverse side for specific sheet requirements.		
	Grading Plan	See reverse side for specific sheet requirements.		
	Utility Plan	See reverse side for specific sheet requirements.		
	Landscape Plan and Landscape Worksheet	See reverse side for specific sheet requirements.		
	Building Elevations	See reverse side for specific sheet requirements.		
	Roof and Floor Plans	See reverse side for specific sheet requirements.		
	Fire Access Plan and Fire Access Worksheet	See reverse side for specific sheet requirements.		
	Supplemental Development Plan Requirements	As determined by staff through the Pre-application process. Land Use Application Checklist		

*Note: Not all development plan materials listed are required for all applications. Submittal materials are as determined by staff.*

*For electronic submittals, one copy of each item listed above and indexed accordingly, in PDF file format, is required. All development plan set sheets must be scalable to full- and half-size sheets.*

**□ All Plan Sheets**

1. Title block
2. Sheet number
3. North arrow
4. Scale, both written and graphic
5. Date
6. Fully dimensioned plans, scaled at 1"= 40' or larger

**□ Site Plan**

1. Land Use Summary Table, including site area, building square footage, building footprint, number and size of each unit/tenant space, unit type breakdown by bedroom, lot coverage, useable open space, landscape area, paved area, etc.
2. Lot lines and easements, fully dimensioned
3. Utility locations
4. Existing and proposed topography at two-foot maximum intervals
5. Existing/proposed buildings and uses, dimensioned building footprint
6. Required yards and building setbacks
7. Fully dimensioned vehicle parking area, including detail and turning templates for large vehicles
8. Parking summary indicating the total number of parking stalls provided and type
9. Fully dimensioned bike parking, including rack style detail and dimensioned clearances
10. Vision triangles at driveways and intersections
11. Refuse and recycling, loading, outdoor storage and display areas
12. At grade HVAC and utilities, including transformer pedestals, back-up generators, etc.
13. Existing private trees 8" or more in diameter, including size, location, species, and driplines
14. Location, type, materials, height with detail of proposed fences, walls, and other screening materials
15. Hard surface materials
16. Site signage and lighting, including public trees
17. Proposed and existing public improvements adjacent to the project site
18. Phasing (if applicable)

**□ Grading Plan**

1. Lot lines and easements, fully dimensioned
2. Existing and proposed contours (two-foot maximum interval), or sufficient spot elevations and drainage direction arrows to convey runoff directions, including proposed changes in terrace grade
3. Limits of excavation
4. Top of curb and sidewalk elevations
5. First floor elevations
6. Pedestrian and vehicle entrance elevations/grades

7. Lowest building opening elevations/grades
8. Existing and proposed retaining wall types, details, and top and bottom of wall elevations
9. Flood plain boundaries and elevations (if applicable)

**□ Utility Plan**

1. Lot lines and easements, fully dimensioned
2. Existing and proposed sanitary sewer, storm sewer, and water laterals (include alignments, invert/rim elevations, pipe types, pipe sizes, and pipe slopes)
3. Pipe sizes and types, slopes, inverts, and alignments of public utilities to which proposed or existing services will be connected
4. Existing and proposed private drainage systems (include inlets, pipes, swales, ponds, etc.)
5. Stormwater management measures
6. Calculations for pipe and/or pump sizing for storm sewer systems serving enclosed depressions

**□ Fire Access Plan**

1. Refer to Fire Hydrant Worksheet
2. Lot lines and easements, fully dimensioned
3. Fire lane location
4. Aerial access lanes (if building over 30')
5. Tree canopies at full mature size along aerial access lanes
6. Fire hydrant locations within 500' of fire lanes
7. Dimension from fire hydrant to fire truck following fire lanes
8. Dimension from fire truck to all exterior portions of the building following walkable path

**□ Roof and Floor Plans**

1. Fully dimensioned roof and floor plans drawn to a common architectural scale
2. Layout of rooms
3. Roof mounted mechanical and screening
4. Detailed layout of structured parking
5. Storage and mechanical areas

**□ Building Elevations**

1. Fully dimensioned elevations drawn to a common architectural scale
2. Overall building height and finished floor elevations
3. Exterior materials and colors
4. Existing and proposed grade
5. Roof-mounted mechanical equipment and screening methods
6. HVAC venting and penetrations, and architectural lighting
7. 3D renderings
8. Building sections (if applicable)
9. Include street profile rendering (if applicable)

**□ Landscape Plan**

1. Completed Landscape Worksheet
2. Site plan and grading plan details
3. Existing private trees 8" or more in diameter, including size, location, species, and driplines
4. All existing public trees, including size, locations, species, and driplines. Note: The final street tree species selection will be determined by City Forestry
5. Proposed trees, including size, location, species, and dripline
6. Plant Schedule identifying the symbol, quantity, scientific and common name, height, spread, size, and points for each planting
7. Other landscape materials, including mulch type, ground plantings and shrubs, size and species, and hard surface materials including terrace
8. Site amenities, including bike parking, benches, trash receptacles, lighting and signage, etc. (if no lighting is proposed, note on plan)
9. Location, type, materials, height with detail of proposed fences, walls, and other screening materials
10. Areas of seeding and sodding or mulching, including terrace
11. Tree removal table indicating which trees, both public and private trees, will be removed. NOTE: All tree removals in the public right-of-way require separate permit and approval by City Forestry (if applicable)
12. Areas to remain undisturbed and limits of land disturbance, including terrace (if applicable)
13. NOTE: Plants shall be depicted at their size at 60% of growth
14. NOTE: Impacts to public trees should be considered when proposing private trees, including species and mature size
15. NOTE: For lots greater than 10,000 square-feet, a registered Landscape Architect stamp is required.

**□ Additional Plan Set Requirements**

1. Demolition Plan (if demolition is proposed)
  - Existing conditions site plan indicating what improvements are to be demolished, including buildings, existing private trees 8" or more in diameter, existing public trees, including size, locations, and driplines, sidewalks, driveways, streets, alleys, curb and gutter, etc
2. Lighting/Photometric Plan (if exterior lighting is proposed)
  - Proposed exterior light fixtures, both freestanding and wall mounted
  - Luminaire schedule, including the type and number of each fixture, mounting or pole height and angle, the type of light (metal halide, etc.), wattage, initial lumen rating, uniformity ratio, operating controls, and light levels at the property line four feet above grade
  - Cut sheet of each proposed fixture providing a graphic of the fixtures concealment and light cutoff angle
3. Draft or recorded copies of agreements, easements or restrictions required to develop the project site as proposed
4. Management or operating plan
5. Transportation Demand Management Plan
6. Traffic Impact Study
7. Stormwater Report
8. Street Tree Plan (if significant impacts to existing street trees)
  - All existing and proposed public improvements, including fire hydrants, sidewalks, curb and gutter, streets, driveways, bus stops, lighting, etc.
  - All existing street trees, including size, locations, species and driplines. Note: The final street tree species selection will be determined by City Forestry
  - Aerial fire access zones
  - Indicate which trees are to be removed
  - Proposed changes in terrace including grade and treatment
  - Expected excavation limits in the terrace for soil retention (if applicable)