

LAND USE APPLICATION

LND-B

City of Madison
Planning Division
126 S. Hamilton St.
P.O. Box 2985
Madison, WI 53701-2985
(608) 266-4635



All Land Use Applications must be filed with the Zoning Office at the above address.

This completed form is required for all applications for Plan Commission review except subdivisions or land divisions, which should be filed using the Subdivision Application found on the City's web site.

FOR OFFICE USE ONLY:

Paid _____ Receipt # _____
Date received _____
Received by _____
Parcel # _____
Aldermanic district _____
Zoning district _____
Special requirements _____
Review required by _____
☐ UDC ☐ PC
☐ Common Council ☐ Other _____
Reviewed By _____

1. Project Information

Address: 1020 Sherman Ave., Madison, WI 53703
Title: An ADU (Accessory Dwelling Unit) for Maura & Michael Crooks

2. This is an application for (check all that apply)

- ☐ Zoning Map Amendment (rezoning) from _____ to _____
- ☐ Major Amendment to an Approved Planned Development-General Development Plan (PD-GDP) Zoning
- ☐ Major Amendment to an Approved Planned Development-Specific Implementation Plan (PD-SIP)
- ☐ Review of Alteration to Planned Development (PD) (by Plan Commission)
- ☒ Conditional Use or Major Alteration to an Approved Conditional Use
- ☐ Demolition Permit
- ☐ Other requests

3. Applicant, Agent and Property Owner Information

Applicant name Ryan Schultz **Company** OpeningDesign
Street address 316 W. Washington, Suite 675 **City/State/Zip** Madison, WI 53703
Telephone 773-425-6456 **Email** Ryan Schultz
Project contact person _____ **Company** _____
Street address _____ **City/State/Zip** _____
Telephone _____ **Email** _____
Property owner (if not applicant) Maura & Michael Crooks
Street address 1020 Sherman Ave **City/State/Zip** Madison, WI
Telephone 608-287-3926 **Email** mcrooks@vonbriesen.com

4. Project Description

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

This project proposes a 2 story, 700sf footprint ADU. The 1st floor will be dedicated to a (2) car tandem garage. The 2nd floor will be dedicated to a dwelling unit for owner's visiting relatives.

Scheduled start date Summer of 2019 Planned completion date Fall of 2019

5. Required Submittal Materials

Refer to the Land Use Application Checklist for detailed submittal requirements.

- | | | |
|---|--|---|
| <input type="checkbox"/> Filing fee | <input type="checkbox"/> Pre-application notification | <input type="checkbox"/> Land Use Application Checklist (LND-C) |
| <input type="checkbox"/> Land Use Application | <input type="checkbox"/> Vicinity map | <input type="checkbox"/> Supplemental Requirements |
| <input type="checkbox"/> Letter of intent | <input type="checkbox"/> Survey or existing conditions site plan | <input type="checkbox"/> Electronic Submittal* |
| <input type="checkbox"/> Legal description | <input type="checkbox"/> Development plans | |

**Electronic copies of all items submitted in hard copy are required. Individual PDF files of each item submitted should be compiled on a CD or flash drive, or submitted via email to pcapplications@cityofmadison.com. The email must include the project address, project name, and applicant name. Electronic submittals via file hosting services (such as Dropbox.com) are not allowed. Applicants who are unable to provide the materials electronically should contact the Planning Division at (608) 266-4635 for assistance.*

For concurrent UDC applications a separate pre-application meeting with the UDC Secretary is required prior to submittal. Following the pre-application meeting, a complete UDC Application form and all other submittal requirements must be submitted to the UDC Secretary. An electronic submittal, as noted above, is required. Electronic submittals should be compiled on a CD or flash drive, or sent via email to udcapplications@cityofmadison.com.

6. Applicant Declarations

- ☐ **Pre-application meeting with staff.** Prior to preparation of this application, the applicant is strongly encouraged 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 _____

- ☐ Demolition Listserv
- ☐ Public subsidy is being requested (indicate in letter of intent)
- ☐ **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), business association(s), AND the dates you sent the notices:

The alderperson and the Director of Planning & Community & Economic Development may reduce the 30-day requirement or waive the pre-application notification requirement altogether. Evidence of the pre-application notification is required as part of the application materials. A copy of the notification letters or any correspondence granting a waiver is required as part of the application materials.

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

Name of applicant Ryan Schultz Relationship to property Architect

Authorizing signature of property owner _____ Date _____