

# 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** Ryan Schultz Company OpeningDesign

Street address 316 W. Washington, Suite 675 City/State/Zip Madison, WI 53703

Telephone 773-425-6456 Email Ryan Schultz

**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 1 story, 700sf footprint ADU. The 1st floor will be dedicated to a 280sf (1) car garage, and a 420sf ADU facing the lake. There will be a occupiable deck on the flat roof.

Scheduled start date Winter of 2019 Planned completion date Spring of 2020

**5. Required Submittal Materials**

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

- |  |   |   |
|--|---|---|
| <input checked="" type="checkbox"/> Filing fee           | <input checked="" type="checkbox"/> Pre-application notification            | <input type="checkbox"/> Land Use Application Checklist (LND-C) |
| <input checked="" type="checkbox"/> Land Use Application | <input type="checkbox"/> Vicinity map                                       | <input type="checkbox"/> Supplemental Requirements              |
| <input checked="" type="checkbox"/> Letter of intent     | <input checked="" type="checkbox"/> Survey or existing conditions site plan | <input checked="" 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](mailto: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](mailto: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 Chris Wells Date April 9th, 2019

Zoning staff Jenny Kirchgatter Date April 9th, 2019

- ☐ 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 \_\_\_\_\_