

**DEVELOPMENT REVIEW SCHEDULE for the URBAN DESIGN COMMISSION and PLAN COMMISSION, December 2018 – December 2019**

Please contact the Department of Planning and Community and Economic Development at (608) 266-4635 or [planning@cityofmadison.com](mailto:planning@cityofmadison.com) if you have questions about filing your application.

SUBMITTAL DEADLINES (12:00 PM Wednesday) FOR:		MEETING DATES:		
<ul style="list-style-type: none"><li>• Zoning Map Amendments (including rezoning to, or a major alteration of, a Planned Development zoning district)</li><li>• <u>All</u> applications that include a Zoning Map Amendment</li><li>• <u>All</u> projects requiring review by the Urban Design Commission (UDC)</li></ul>	<ul style="list-style-type: none"><li>• Conditional Uses NOT requiring UDC review</li><li>• Demolition Permits</li><li>• Preliminary and Final Plats</li><li>• Certified Survey Maps (for Plan Comm. or Administrative App.)</li><li>• Alterations to Planned Developments approved by the Plan Commission only</li></ul>	<b>Urban Design Commission (UDC) (When applicable to items in first column)</b>	<b>Plan Commission (For ALL applications listed in left two columns)</b>	<b>Common Council (For Zoning Map Amendments and Preliminary and Final Plats)</b>
		<b>Meetings begin at 4:30 PM, Wednesday</b>	<b>Public hearings begin at 5:45 PM, Monday</b>	<b>Public hearings begin at 6:45 PM, Tuesday</b>
November 14, 2018	November 28, 2018	January 2, 2019	January 14, 2019	January 22, 2019
November 28	December 12	January 16	January 28	February 5
December 12	December 19	January 30	February 11	February 26
December 19	January, 9, 2019	February 13	February 25	March 5
January, 9, 2019	January 23	February 27	March 11	March 19
January 23	February 6	March 13	March 25	April 16
February 6	February 20	March 27	April 8	April 16
February 20	March 6	April 10	April 22	April 30
March 6	March 20	April 24	May 6	May 21
March 20	April 10	May 8	May 20	June 4
April 10	April 24	May 29	June 10	June 18
April 24	May 8	June 12	June 24	July 2
May 8	May 29	June 26	July 8	July 16
May 29	June 12	July 17	July 29	August 6
June 12	June 26	July 31	August 12	September 3
June 26	July 17	August 14	August 26	September 3
July 17	August 14	September 4	September 16	October 1
August 14	August 28	October 2	October 14	November 5
August 28	September 11	October 16	October 28	November 5
September 11	September 25	October 30	November 11	November 19
September 25	October 9	November 6	November 25	December 3, 2019
October 9, 2019	October 23, 2019	November 27, 2019	December 9, 2019	*January 7, 2020*
*: Projected 2020 meeting date				
<b>Use the <i>Land Use Application</i> when filing the following:</b>		<b>Use the <i>Subdivision Application</i> when filing the following:</b>		
<ul style="list-style-type: none"><li>• Zoning Map Amendments, including to the Planned Development (PD) zoning district and <u>All</u> Alterations to Approved PD Districts</li><li>• Conditional Uses</li><li>• Demolition Permits</li><li>• Review of New Buildings or Additions to Existing Buildings <u>Greater than 20,000 Square Feet</u> or <u>Containing Four (4) or More Stories</u> in the Downtown Core (DC) and Urban Mixed-Use (UMX) Zoning Districts</li></ul>		<ul style="list-style-type: none"><li>• Preliminary and/ or Final Subdivision Plats</li><li>• Certified Survey Maps (CSM), including CSMs requiring Plan Commission approval</li><li>• Any Plat or Certified Survey Map in the City’s Extraterritorial Plat Approval Jurisdiction (ETJ)</li></ul>		
<b>**All submittal deadlines are Wednesdays unless otherwise noted. All applications received after 12:00 PM Noon submittal deadline may be postponed to the next scheduled submittal date and corresponding meeting date(s).**</b>				
<b>NOTICE REGARDING LOBBYING ORDINANCE:</b> 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, of if you are seeking assistance from the City with a value of \$10,000 (including grants, loans, TIF or similar assistance), you may be subject to Madison’s lobbying ordinance (Sec. 2.40, MGO) and may be required to register and report your lobbying. Please consult the City Clerk’s Office for more information ((608) 266-4601). Failure to comply with the lobbying ordinance may result in fines.				

Schedule for when only Urban Design Commission (UDC) review is required:		
<ul style="list-style-type: none"><li>• Approval of Projects in Urban Design Districts <u>not</u> also requiring Plan Commission approval (<i>Public Hearing Required</i>)</li><li>• Comprehensive Design Review and Sign Variances (<i>Public Hearing Required</i>)</li><li>• Review of New Buildings or Additions to Existing Buildings <u>Less than 20,000 Square Feet</u> in the Downtown Core (DC) and Urban Mixed-Use (UMX) zoning districts (<i>Public Hearing Required</i>)</li><li>• Review of Public Buildings (excluding those by the State of Wisconsin, University of Wisconsin or the United States Government) (<i>Public Hearing Not Required</i>)</li></ul>		
SUBMITTAL DEADLINES (12:00 PM Wednesday) FOR:		MEETING DATES: Meetings begin at 4:30 PM, Wednesday
Public Hearing Required	Public Hearing <i>Not</i> Required	
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November 28	December 12	January 2, 2019
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September 25	October 9	October 30
October 9	October 23	November 6
October 23	November 6	November 27
November 6, 2019	November 20, 2019	December 11, 2019
<b>When filing the above, please use the <i>Urban Design Application</i></b>		
<b>Informational Presentations at the Urban Design Commission:</b> Informational presentations, where no formal action is taken by the UDC, can be scheduled by contacting the Secretary of the UDC at (608) 266-4635. Space on a particular agenda may be limited and <u>priority will be given to projects requiring a UDC action</u> . <b>Fourteen (14) copies</b> of your plans reduced to fit onto 11 X 17-inch paper shall be submitted for a particular meeting using the corresponding date under the <b><i>Public Hearing Not Required</i></b> column (i.e. <b><u>2-3 weeks before desired meeting</u></b> ). On the <i>Urban Design Application</i> , please check the “ <i>Informational Presentation</i> ” box.		
A pre-application meeting with staff is <b>required</b> prior to filing any Urban Design Application. Please contact UDC staff at (608) 266-4635 to schedule a pre-application meeting.		
<b>The Urban Design Commission has established a policy that limits the number of agenda items to fifteen (15). The first fifteen applications received and accepted will be scheduled. Priority is given to applications also scheduled for review by the Plan Commission. Any application beyond the fifteen agenda items will be scheduled for the next regularly scheduled meeting.</b>		

- Approval of Projects in Urban Design Districts not also requiring Plan Commission approval (*Public Hearing Required*)
- Comprehensive Design Review and Sign Variances (*Public Hearing Required*)
- Review of New Buildings or Additions to Existing Buildings Less than 20,000 Square Feet in the Downtown Core (DC) and Urban Mixed-Use (UMX) zoning districts (*Public Hearing Required*)
- Review of Public Buildings (excluding those by the State of Wisconsin, University of Wisconsin or the United States Government) (*Public Hearing Not Required*)

Public Hearing Required	Public Hearing <i>Not</i> Required	Meetings begin at 4:30 PM, Wednesday
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**Schedule Effective: October 1, 2018**