

**Based on the Land Use Application request, additional materials may be required as indicated below. The materials identified in this form are in addition to the materials required for all Land Use Applications.**

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



## ☐ Demolition Permit

In addition to items required for all Land Use Applications, the following items are required for all proposed demolitions, as per Section 28.185, MGO, including:

1. Prior to the filing of an application, the applicant or their agent is required to provide notification to the Demolition Listserv at least **30 days** prior to filing their application.
2. Photos of the exterior and interior of the building.
3. Written report of a licensed architect or engineer describing the condition of the building.
4. Approval of a **Reuse and Recycling Plan** by the City's Recycling Coordinator is required prior to issuance of permits, pursuant to Section 28.185(7)(a)(5), MGO. Recycling Coordinator Bryan Johnson can be reached at 608-267-2626 or by Bjohnson2@cityofmadison.com. Within 60 days of the completion of demolition activity, the applicant shall submit documentation showing compliance with the approved Reuse and Recycling Plan, pursuant to Section 28.185(10), MGO.

## ☐ Lakefront Development (Conditional Use Application)

In addition to items required for all Land Use Applications, the following items are required for proposed lakefront development as per Section 28.138, MGO, including:

1. Complete inventory of shoreline vegetation in any area proposed for building, filling, grading, or excavating
2. Any trees and shrubs to be removed as a result of the proposed development (not more than 30% of the frontage shall be cleared of trees and shrubs within 35 feet of the Ordinary High Water Mark (OHWM))
3. Measurement of the lot coverage within 35 feet of the OHWM, which cannot exceed 20%, with the exception of public paths within this area
4. Detailed plans for site grading, filling, and any retaining walls
5. Contextual information related to the five buildings on either side or within 300 feet on either side of the subject property (whichever is less). If utilizing as-built data from nearby properties to determine the lakefront yard, a survey completed by a Registered Land Surveyor in the State of Wisconsin showing the pertinent principal building setbacks of nearby properties must be included. The required minimum lakefront yard may be either:

The average distance between the OHWM and the principal buildings on the two adjoining lots, provided these distances are within 20' of one another.

**OR**

The median setback of the principal building on the five (5) developed lots or 300 feet on either side (whichever is less). If this method is utilized, the established setback must be no less than 30% of the lot depth of the subject property, and could be more, based on the placement of buildings as measured to establish the median.

For the purposes of determining the OHWM, use the following base elevations: Lake Mendota 850.7 National Geodetic Vertical Datum (NGVD) and Lake Monona 845.82 NGVD.

## ☐ Outdoor Eating Areas (Conditional Use Application)

In addition to items required for all Land Use Applications, the following items are required for outdoor eating area requests per Section 28.151, MGO including:

1. Seating plan
2. Entrance and exit locations
3. Operational details, including hours of operation, total occupancy (seated and standing, inside and outside), and a description of how the area will be separated from parking areas or sidewalks

**☐ Modifications to Parking Requirements (Parking Reduction or Exceeding the Maximum)**

In addition to the items required for all Land Use Applications, the following items are required for requests to modify the parking requirements, either reducing or exceeding the requirements as per Sections 28.141(5) and (6), MGO, including:

1. Documentation regarding the actual parking demand for the proposed use
2. The impact of the proposed use on the parking and roadway facilities in the surrounding area
3. Whether the proposed use is located near a parking area that is available to the customers, occupants, employees, and guests of the proposed use
4. The availability of alternative forms of transportation and actions being taken by the applicant to enhance or promote those alternatives
5. Whether the proposed use is new or is an alteration, addition, or expansion of an existing use

**☐ Development within Downtown Core (DC) and Urban Mixed-Use (UMX) Zoning Districts**

Qualified development within the Downtown Core District and Urban Mixed-Use District are required to address how the proposal relates to the adopted Downtown Urban Design Guidelines. This information should be provided along with all copies of the other application materials.

**☐ Development Adjacent to Public Parks (Conditional Use Application)**

In addition to items required for all Land Use Applications, the following items are required for requests for non-residential development immediately adjacent to a City-owned public park, as per Section 28.139, MGO, including:

1. Complete inventory of vegetation in any area proposed for development within 100 feet of a park boundary
2. Any proposed removal of trees and other vegetation within 100 feet of the park boundary (Removal of vegetation within 35 feet of the park boundary may be limited.)
3. Detailed grading and drainage plan for the area within 35 feet of the park boundary

**☐ Zoning Map Amendments (Rezoning)**

In addition to items required for all Land Use Applications, the following items are required for rezoning requests, including:

Legal description of the property, complete with the proposed zoning districts and project site area in square feet and acres, in MS Word format. When multiple zoning districts are requested, a map showing those districts on the site is required. Unless comprised of whole platted lots, a metes and bounds description prepared by a Registered Land Surveyor in the State of Wisconsin must be included.

**☐ Planned Development General Development Plan (GDP) / Planned Development Specific Implementation Plan (SIP)**

In addition to the items required for all Land Use Applications, the following items are required for Planned Development GDP and SIP requests, as per Section 05-098, MGO, including:

**Planned Development GDP**

1. Proposed zoning text, including a description of the proposed land uses, their dimensions, bulk, height, scale and massing, and other relevant standards
2. An accurate vicinity map, including the project site and its relationship to surrounding properties, existing topography and key features, buildings and structures
3. Analysis of potential economic impacts to the community, including the cost of municipal services and any additional infrastructure
4. When requested, a general outline of intended organizational structure related to property owners' association, deed restrictions, and private provision of common services

**Planned Development SIP**

1. An accurate map of the area covered by the SIP, including the relationship to the overall GDP
2. Circulation, including public and private roads, driveways, walkways and parking facilities, traffic projections, and mitigation measures
3. Detailed lot layout and subdivision plat, including the location and description of any areas to be dedicated to the public (if applicable)
4. Complete architectural character of the building or buildings included on the SIP
5. Proof of financing capability and anticipated construction schedule
6. A specific zoning text for the portion of the PD District to be developed under the SIP, including a description of the proposed land uses, their dimensions, bulk, height, scale and massing, and other relevant standards, which shall be consistent with the zoning text approved with the GDP (if applicable)
7. Agreements, bylaws, provisions, or covenants which govern the organizational structure, use, maintenance, and continued protection of the development and any of its common services, common open areas, or other facilities