

DEVELOPMENT REVIEW SCHEDULE for the URBAN DESIGN COMMISSION and PLAN COMMISSION, December 2019 – December 2020						
Please contact the Department of Planning and Community and Economic Development at (608) 266-4635 or planning@cityofmadison.com if you have questions about filing your application.						
SUBMITTAL DEADLINES (12:00 PM Wednesday) FOR:		CORRESPONDING MEETING DATES (if applicable) (read across row from Submittal Date):			Schedule for when only Urban Design Commission (UDC) approval is required or an informational presentation is requested. The following require UDC approval: <ul style="list-style-type: none">• Projects in Urban Design Districts <u>not</u> also requiring Plan Commission approval• Comprehensive Design Review and Sign Variances• 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• Public Buildings requiring Urban Design Commission approval	
<ul style="list-style-type: none">• Zoning Map Amendments (including rezoning to, or a major alteration of, a Planned Development zoning district)• All applications that include a Zoning Map Amendment• All projects requiring review by the Urban Design Commission (UDC)	<ul style="list-style-type: none">• Conditional Uses NOT requiring UDC review• Demolition Permits• Preliminary and Final Plats• Certified Survey Maps (for Plan Comm. or Administrative App.)• Alterations to Planned Developments approved by the Plan Commission only	URBAN DESIGN COMMISSION (UDC) (When applicable to items in first column)	PLAN COMMISSION (For ALL applications listed in left two columns)	COMMON COUNCIL (Zoning Map Amendments, Preliminary Plats, and Final Plats)		
		Meetings begin at 4:30 PM, Wednesday	Public hearings begin at 5:45 PM, Monday	Public hearings begin at 6:45 PM, Tuesday		
October 9, 2019	October 23, 2019	November 20, 2019	December 9, 2019	January 7, 2020		
November 6	November 20	December 11	January 13, 2020	January 21		
November 20	December 4	January 15, 2020	January 27	February 4		
December 4	December 18	January 29	February 10	February 25		
December 18	January 8, 2020	February 12	February 24	March 3		
January 8, 2020	January 15	February 26	March 9	March 17		
January 15	February 5	March 11	March 23	March 31		
February 5	February 19	April 1	April 13	April 21		
February 19	March 4	April 15	April 27	May 5		
March 4	March 11	April 29	May 11	May 19		
March 11	April 1	May 6	May 18	June 2		
April 1	April 22	May 27	June 8	June 16		
April 22	May 6	June 17	June 29	July 14		
May 6	May 20	July 1	July 13	July 21		
May 20	June 3	July 15	July 27	August 4		
June 3	June 17	July 29	August 10	September 1		
June 17	July 8	August 12	August 24	September 1		
July 8	July 29	September 2	September 14	October 6		
July 29	August 12	September 23	October 5	October 20		
August 12	September 2	October 7	October 19	October 20		
September 2	September 16	October 21	November 9	November 17		
September 16	October 7	November 4	November 23	December 1, 2020		
October 7, 2020	October 21, 2020	December 2, 2020	December 14, 2020	*January 5, 2021*		
*: Projected 2021 meeting date						
Use the Land Use Application when filing the following:		Use the Subdivision Application when filing the following:				
<ul style="list-style-type: none">• Zoning Map Amendments, including to the Planned Development (PD) zoning district and All Alterations to Approved PD Districts• Conditional Uses• Demolition Permits• 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		<ul style="list-style-type: none">• Preliminary and/ or Final Subdivision Plats• Certified Survey Maps (CSM), including CSMs requiring Plan Commission approval• Any Plat or Certified Survey Map in the City’s Extraterritorial Plat Approval Jurisdiction (ETJ)				
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).						
NOTICE REGARDING LOBBYING ORDINANCE: 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 Effective: October 1, 2019	
					Urban Design Commission (UDC) Applications – Public Hearing Required: <ul style="list-style-type: none">• Developments in Urban Design Districts (UDD) not also requiring Plan Commission approval• 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• Signs: Comprehensive Design Review (CDR) and Sign Variances Urban Design Commission (UDC) Informational Presentations: Informational presentations can be scheduled by following submittal schedule listed above. Space on a particular agenda may be limited and priority will be given to projects requiring a UDC action.	
					A pre-application meeting with staff is required prior to filing any Urban Design Application . Please contact UDC staff at (608) 266-4635 to schedule a pre-application meeting.	
					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. <u>Priority is given to applications also scheduled for review by the Plan Commission.</u> Any application beyond the fifteen agenda items will be scheduled for the next regularly scheduled meeting.	