

## General Application

(Page 1 of 2 - submittal requirements on Page 2)

**Applicant:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Applicant E-mail: \_\_\_\_\_ Applicant Phone #: \_\_\_\_\_

**Engineering Firm:** \_\_\_\_\_ **Contact:** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Engineer E-mail: \_\_\_\_\_ Engineer Phone #: \_\_\_\_\_

**Property Owner** \_\_\_\_\_ **Property Owner Contact** \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Property Owner E-mail: \_\_\_\_\_ Property Owner Phone #: \_\_\_\_\_

**Request (briefly identify and include any special requests):** \_\_\_\_\_

**Acreage:** \_\_\_\_\_ **Acreage to be Developed:** \_\_\_\_\_

**Title of Site Plan** (If applicable. All site plan names must be approved by the Department prior to submittal):

**Property Address** (if assigned): \_\_\_\_\_

**Property Location:** \_\_\_\_\_

**Subdivision:** \_\_\_\_\_ **Lot:** \_\_\_\_\_ **Block:** \_\_\_\_\_

For Department Use Only:	Submittal Requirements (per Page 2)	Date Received _____ Received By _____
<input type="checkbox"/> Annexation	_____ application fee	<b>Case #</b> _____ _____
<input type="checkbox"/> Appeal - \$350.00	_____ complete application	
<input type="checkbox"/> Certificate of Appropriateness	_____ 1/5 copies of plans folded individually	
<input type="checkbox"/> Engineering Change Order - \$100.00	_____ project description	_____
<input type="checkbox"/> Location, Character & Extent	_____ A .pdf of the site plan on a CD with the project name indicated	
<input type="checkbox"/> Master Plan/Comp Plan	_____ Engineering Change Order items	
<input type="checkbox"/> Site Plan - \$500.00	_____ photos of the subject property	
<input type="checkbox"/> Special Exception - \$350.00	_____ list of property owners	Existing Zoning District: _____
<input type="checkbox"/> Variance - \$350.00	_____ drainage report	WSMP Place Type: _____
<input type="checkbox"/> Zoning Map or Text Amendment - \$1,500.00		Flood Zone _____
Concurrent Application: _____		Historic District _____

I, \_\_\_\_\_ (Print Property Owner) am the property owner of the subject property and have read and understood all statements including the filing requirements. I hereby affirm that this application may be denied, modified, or approved with modifications and/or contingencies and that such modifications and/or contingencies must be complied with prior to issuance of building permits. I hereby authorize \_\_\_\_\_ (Print Applicant) to act as representative in all matters concerning this application.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

## General Application

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### **Engineering Change Order for Site Plan Requirements**

1. One copy of the requested change order and application fee
2. The change order plan must have the changes bubbled and noted on all drawings
3. Certificates for the City Engineer, Director of Planning and Madison Utilities shall be included on all plan pages for which changes are being requested.

### **All other General Application Requirements**

#### **All other General Applications shall include the following at the time of submittal:**

1. One copy of the completed, signed application and application fee (as indicated)
2. One copy of project plans folded individually, except Site Plan requests shall provide five copies
3. One copy of a detailed project description (Site Plan requests shall provide five copies), including as appropriate: proposed use and project, square footage, hours of operation, number of employees, reason for request, justification for variance, special exception (include required detailed business plan) or appeal

#### **The following additional items will be required dependent on the application request and must also be submitted at the time of initial application submittal:**

##### **Certificate of Appropriateness**

4. The project description shall include a description of work to be completed, including color and material changes, and photographs of the front and rear of existing structures. Information about the age of structures, and additions thereto, on the property shall be provided. Requests for demolition require a certified list of adjoining property owners within a 500 foot radius of the property boundary as well as a property redevelopment plan.

##### **Site Plan**

5. A .pdf of the plans on a CD with the project name indicated and .jpg photos of the subject property on same CD
6. A development standards matrix shall be shown on the site plan, showing required and provided building setbacks, building height, parking and landscaping information. Existing and proposed square footage shall be provided.
7. Utility data shall be provided, including contact information for person responsible for utilities fees and any proposed dedication of water or sewer main extensions.  
Domestic water meter size \_\_\_\_\_ Irrigation water meter size \_\_\_\_\_  
Fire line size \_\_\_\_\_ Grease trap required \_\_\_\_\_
8. A drainage report in .pdf format

##### **Special Exception or Variance**

9. A notarized list of adjoining property owners

##### **Zoning Map Amendment**

10. A copy of the recorded deed
11. Legal description (if metes and bounds, provide a hardcopy and a Word version of the description)
12. A notarized list of property owners within 500 ft. radius of property boundary (on Tax Assessor's Letterhead or website)

##### **Zoning Text Amendment**

13. A notarized list of property owners within 500 ft. radius of property boundary (on Tax Assessor's Letterhead or website)

**Appointments are not required for General Application submittal. Applications must be hand delivered between the hours of 8:00 a.m. and 4:00 p.m. unless alternative submittal method approved by Department.**

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date