



# Development Review Applications

# Application Overview

The City helps implement adopted plans through the review of development proposals.

The City utilizes three applications to consider proposals.

## Land Use Application

Rezoning  
Planned Developments  
Conditional Uses

## Demolition Application

Building Demolitions

## Subdivision Application

Preliminary Plats  
Final Plats  
Certified Survey Maps

# Zoning Map Amendment (Rezoning)

If an owner wants to use their property in a way that is not allowed by the current zoning district, they may request a change to a zoning district that would permit their proposed use.

For example, an owner that wants to develop a building with commercial and housing uses could request to rezone the property from an employment district to a mixed-use district such as the Neighborhood Mixed-Use District

# Zoning Map Amendment (Rezoning)

The Plan Commission makes an advisory recommendation to the Common Council. The Common Council decides whether to approve or deny a Zoning Map Amendment.

Approval standards for Map Amendments are in the Zoning Ordinance

- Map amendments are legislative decisions of the Common Council that shall be based on public health, safety and welfare, shall be consistent with the Comprehensive Plan, and shall comply with Wisconsin and federal law.

# Planned Developments (Rezoning)

In special cases, unique developments are proposed that do not fit into the conventional zoning districts. For these projects, the property may be rezoned to a Planned Development (PD) district. PDs are site-specific zoning districts.

Each PD has its own requirements for lot area, lot width, building height, or setbacks.

There is a two-part approval process to rezone a property to a Planned Development District: General Development Plan & Specific Implementation Plan

# Conditional Use

Each zoning district has two types of uses: permitted and conditional.

Example: in the Commercial Corridor – Transitional District a Multifamily building with 25-36 units is a permitted use and a Multifamily building with more than 36 units is a conditional use.

# Conditional Use

A permitted use only needs staff level review for compliance with requirements so permits can be issued.

A conditional use is reviewed by Plan Commission. A public hearing is required.

The Plan Commission could place conditions on the approval. Conditions can range from limiting the hours of operation of a business to requiring sidewalks to be constructed.

# Conditional Use

There are 17 Conditional Use Approval Standards in the Zoning Ordinance

- The establishment, maintenance or operation of the conditional use will not be detrimental to or endanger the public health, safety, or general welfare.
- The establishment of the conditional use will not impede the normal and orderly development and improvement of the surrounding property for uses permitted in the district



# Demolition Application

In February 2025 Common Council adopted an ordinance to revise the demolition review process in the Zoning Code.

Under the old Code all demolition requests were reviewed by the Landmarks Commission and Plan Commission.

Under the new Code, Landmarks Commission continues to review all requests. But only demolitions determined by the Landmarks Commission to have historic value will require Plan Commission consideration. A public hearing is required.

# Demolitions

There are 2 Approval Standards in the Zoning Ordinance

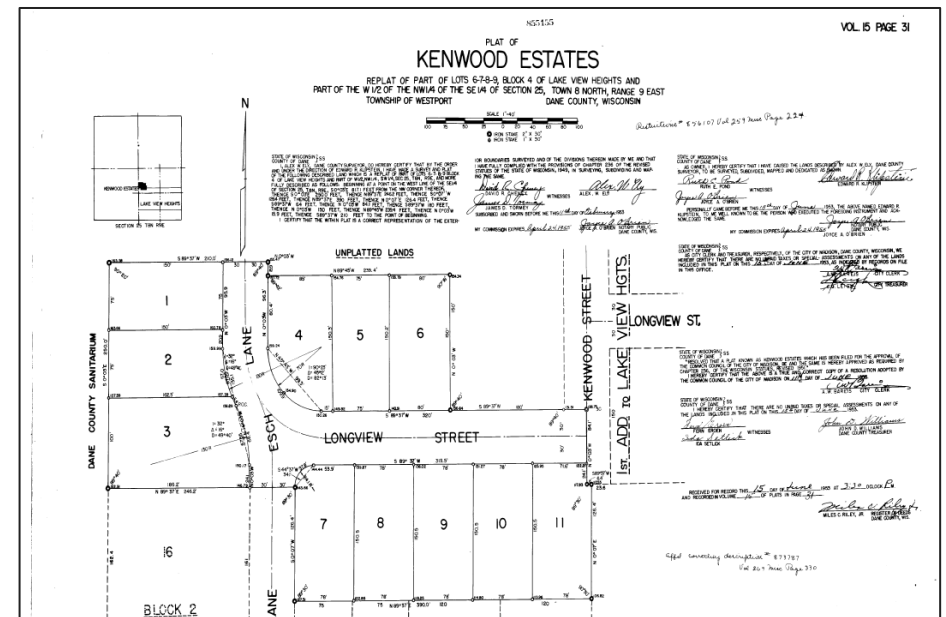
- Demolition of the existing building(s) is consistent with or will aid in the implementation of adopted plans or with the purpose statement of this section. The Plan Commission may consider how demolition and redevelopment of the property relates to the implementation of the City's adopted plans.

# Subdivisions

Subdivision: The division of land creates five (5) or more parcels or building sites of forty (40) acres or less.

Subdivisions are accomplished by Plat.

Subdivisions are approved in two parts:  
The Preliminary Plat and the Final Plat.



# Subdivisions

A **Preliminary Plat** is a concept plan that shows the layout and phasing of a subdivision. It is approved prior to or concurrent with a Final Plat.

A **Final Plat**, is the recorded plan of a subdivision. It creates the lots and outlots in a subdivision. A final plat may also dedicate the public streets and parks.

# Subdivisions

Preliminary Plat and Final Plats are reviewed by the Plan Commission and Common Council.

Under State Law, Final Plats must be approved within **60 days** of submittal of a completed application.

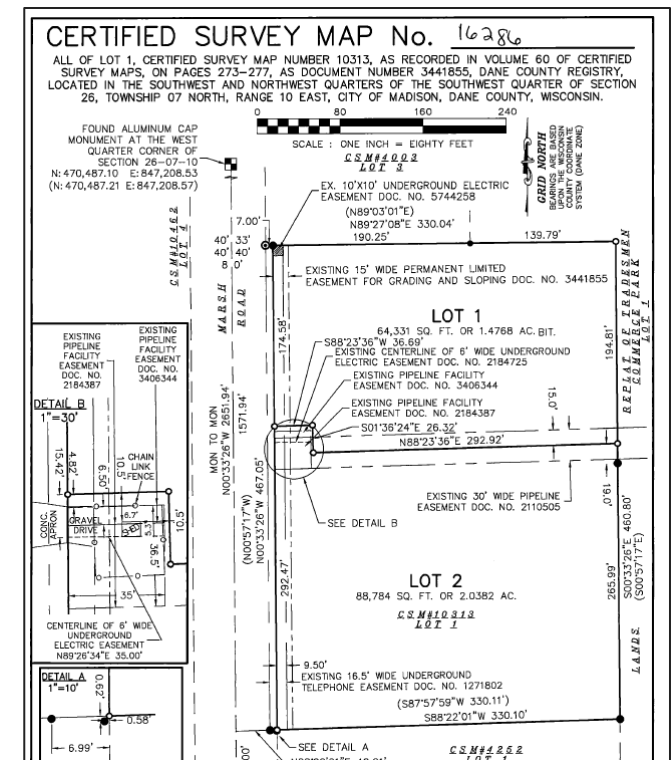
- If a Final Plat conforms substantially to an approved Preliminary Plat, it is entitled to approval under State law.

The 60-day period can be extended with the consent of the applicant.

# Land Divisions

Land Division: A division of land that creates four (4) or less parcels or building sites of forty (40) acres or less.

Land Divisions are accomplished by Certified Survey Map.



# Land Divisions

A **Certified Survey Map (“CSM”)** is a map of a land division.

CSMs are often used to combine smaller properties into a larger site by “dissolving” underlying lot lines as part of constructing infill/redevelopment projects

CSMs may be used to dedicate streets to the public like a Final Plat

# Land Divisions

Certified Survey Maps can be administratively approved by the Secretary of the Plan Commission.

CSMs that cannot be approved by the Secretary are referred to the Plan Commission.

CSMs that will dedicate land to the public require approval of a resolution by the Common Council.



# Land Divisions

Under State law, the City only has **90 days** from submittal of a completed application to approve, conditionally approve, or deny a CSM or the CSM is deemed approved and can be recorded.

The 90-day period can be extended with the consent of the applicant.



# Development Review

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