



## ALTERATION OF EXISTING CONDITIONAL USE

### *Submit to the Zoning Counter*

1. **Letter of Intent** – Describe the changes being made to the original plans and the reasons the changes are being made. Include an accurate count of the unit mix in each building (i.e. the number of existing dwelling units and existing bedrooms and proposed dwelling units and bedrooms); the existing uses of the property, square footage of office/retail, number of employees for production/processing/warehouse; capacity of a restaurant or place of entertainment, and tower or telecommunications equipment facilities.
2. **Alteration of Existing Conditional Use** – This form must be signed by the Alderperson of the District and the owner of the property **prior to submission** at the Zoning counter.
3. **Eight (8) sets of site/parking lot plans** for review by Planning, Zoning, Fire, Traffic, Engineering, and Engineering Mapping.

**OR**

**Four (4) sets of plans** if no exterior changes to the site or no change of use to the site, to be signed by Zoning and Planning.

4. **Adobe Acrobat PDF File** of the submitted site/parking lot plans compiled either on a non-returnable CD or USB flash drive, or emailed to [zoning@cityofmadison.com](mailto:zoning@cityofmadison.com).

### *Fees*

The application fee for an Alteration to an Existing Conditional Use is \$100 payable to the City Treasurer. If the Alteration to Existing Conditional Use is accompanied by a site plan/parking lot plan review, there will be an additional site plan review fee.

**Final approval is granted by the Director of Planning if the alteration meets the original intent of the conditional use approval and deemed to be a minor change.**