



Department of Planning and Community & Development
Building Inspection Division

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ALTERATION TO AN APPROVED AND RECORDED SPECIFIC IMPLEMENTATION PLAN

Submit to the Zoning Counter:

- Letter of Intent – Describe the changes being made to the original plans and the reasons the changes are being made.
- Alteration to an approved and recorded Specific Implementation Plan form – This form must be signed by the **owner** of the property prior to submission at the zoning counter. The person submitting the minor alteration is responsible for getting the signatures of the required persons. See Note below.
- Eight (8) sets of revised site plans – Plans must be inclusive, showing all lot lines, buildings, etc. Confirm the number of sets with City staff. **OR** five (5) sets of revised plans – Use this option only when there is no physical change to the parking area or any additions.
- **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.

Fees

The application fee for an Alteration to Approved Specific Implementation Plan (SIP) is \$100 payable to the City Treasurer. If the Alteration to SIP is accompanied by a site plan/parking lot plan review, there will be an additional site plan review fee.

Recording Documents with the Dane County Register of Deeds:

Final approval is granted by the Director of Planning if the alteration meets the original intent of the Plan Commission and is deemed to be a minor alteration. When the plans have been approved, you will be provided with the original approvals. To complete the process, you must then supply us with the following:

- ❑ **Two copies** of the complete plans, reduced to no larger than 8 ½” x 14”, including the original *Alteration to SIP* application form and *site plan approval sheet*. See Note below.
- ❑ **A check for \$30.00** to cover recording costs, made payable to the Dane County Register of Deeds.

The City will then record the documents and place a copy in our files. Please fill in the “Returned Recorded Document” box on the right side of the form with a mailing address so the original may be returned to you.

NOTE: The copies submitted for recording **MUST** have original signatures on the letter of intent, the letter of approval from the Director of Planning and Development, and the cover letter. ***THESE DOCUMENTS MUST BE SIGNED IN BLACK OR RED INK.*** Blue ink is **NOT** acceptable. Faxed copies, or documents on colored paper are **NOT** recordable.