



SUBMITTAL REQUIREMENTS

CITY OF MADISON

Planning and Zoning Review and Mayor and Board Approval

The Zoning Ordinance for the City of Madison details the requirements for submitting a site plan, conditional use/special exception and variance application. The Subdivision Regulations for the City of Madison state the requirements for submitting a preliminary plat application. Submittals are due by **NOON** on the submittal date.

All submittals **MUST** include all required items and be complete at the time of submission. The completed checklist must be included with the application. Applicants are required to provide **17 small sets (11 x 17) and 4 large sets (24 x 36) of plans. All plan sets must be fully collated and clipped into complete packets in the correct order** (application, checklist, and plans).

If all required items are not included, or if packets are not properly collated, the application and documents will be returned to you. The application may be postponed until the next submittal date.

The week following submittal, all City departments review the application and provide written comments (Staff Notes). These comments are emailed to the applicant. The applicant must submit written responses and revised plans, if necessary, by the resubmittal deadline. All resubmissions must be collated as explained above.

Revised materials are distributed to the Planning and Zoning Commission prior to their meeting. The Planning and Zoning Commission meet on the second Monday of each month at 6:30 pm in the courtroom of the Police Department. The Commission make a recommendation to the Mayor and Board of Aldermen, who meet on the first and third Tuesday of each month at 6:00 pm on the 2nd floor of City Hall located at 120 Montgomery Street. The entire process typically takes approximately 5 to 6 weeks.

Quick Submittal Checklist

- Completed application
- Site plan or preliminary plat (meeting all ordinance requirements)
- Completed checklist (included in packet) (There is a separate checklist for site plans and plats)
- 17 collated small sets (11 x 17) for site plans and preliminary plats only
- 4 collated large sets (24 x 36) for site plans and preliminary plats only
- All packets assembled in correct order (application, checklist, plans)
- All required supporting documents included e.g. HOA letter, drainage calculations
- Pay the fee

If you have any questions, please contact Director of Planning, Kianca Guyton, at 601.856.7116 or kguyton@madisonthecity.com.