



## City of Madison Site Plan Verification

**PROJECT:** LNDMAC-2017-00013

**Address:** 1151 N Sherman AVE

**Current Revision #:** 0

**Submitted by:** Shulfer Architects

**Contact:** Ross Treichel  
(608) 836-7570

**Project Type:** Minor Alteration to Approved Conditional Use

**Description:** Adding new ADA ramp, new entrance, new canopy, new parking spaces

**Status:** Closed

**Revision History:** [0](#)

| Review                         | Status                  | Reviewer                          | Reviewed    |
|--------------------------------|-------------------------|-----------------------------------|-------------|
| Engineering Mapping            | Approved                | <a href="#">Lori Zenchenko</a>    | May 15 2017 |
| Engineering Review Main Office | Approved                | <a href="#">Brenda Stanley</a>    | May 23 2017 |
| Fire Review                    | Approved                | <a href="#">William Sullivan</a>  | Mar 3 2017  |
| Lighting Review                | Approved                | <a href="#">Frederick Rehbein</a> | Feb 27 2017 |
| Planning Review                | Approved                | <a href="#">Heather Stouder</a>   | Apr 12 2017 |
| Traffic Engineering Review     | Approved                | <a href="#">Cory Stoughtenger</a> | May 24 2017 |
| Zoning Review                  | Approved                | <a href="#">Patrick Anderson</a>  | May 9 2017  |
| Plan Director Review           | Administrative Approval | <a href="#">Heather Stouder</a>   |             |

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The Applicant shall install sidewalk along the north side of Roth Street adjacent to the development. In lieu of a developer agreement for the improvements, the Applicant shall submit a deposit for \$7000 to cover the cost of construction. The deposit is refundable upon the City's acceptance of the completed sidewalk work. The applicant shall provide a stamped sidewalk plan that shall be reviewed and approved by City Engineering prior to sign off of this site plan.

**Note****Comment Date:** 03/10/2017

Prior to beginning construction, the Applicant shall obtain a Street Excavation permit for the curb replacement and installation of sidewalk along the north side of Roth Street adjacent to this development. A stamped sidewalk plan approved by City Engineering shall be submitted with the application. The Applicant shall pay the permit fee, inspection fee and street degradation fee as applicable and shall comply with all the conditions of the permit. (MGO 10.05(6)) This permit application is available on line at <http://www.cityofmadison.com/engineering/permits.cfm>

**Supplement Accepted****Comment Date:** 03/10/2017

The Applicant shall submit, prior to plan sign-off but after all revisions are completed, a digital CAD file (single file) to the Engineering Division (storm/sanitary section). The digital CAD file shall be to scale and represent final construction. The CAD file shall be in a designated coordinate system (preferably Dane County WISCRS, US Ft). The single CAD file submittal can be either AutoCAD (dwg) Version 2013 or older, MicroStation (dgn) V8i Select Series 3 or older, or Universal (dxf) format and shall contain the only the following data, each on a separate layer name/level number: a) Building Footprints, b) Internal Walkway Areas, c) Internal Site Parking Areas, d) Other Miscellaneous Impervious Areas (i.e. gravel, crushed stone, bituminous/asphalt, concrete, etc.), e) Right-of-Way lines (public and private), f) Plat name and lot lines (metes & bounds parcel lines if unplatted), g) Platted lot numbers (noted "unplatted lands" if not platted), h) Lot/Plat property dimensions, i) Street names, j) Private on-site sanitary sewer utilities (including all connections to public sanitary), k) Private on-site storm sewer utilities (including all connections to public storm)

THE CAD FILE WILL ONLY BE REQUIRED PRIOR TO FINAL PLAN REVIEW SO THAT MULTIPLE FILES DO NOT NEED TO BE SUPPLIED OR REVIEWED.

NOTE: Email CAD file transmissions are preferred to: [bstanley@cityofmadison.com](mailto:bstanley@cityofmadison.com). The party responsible for the CAD file email transmission shall include the project site address in the email subject line. Any changes or additions to the location of the building, private utilities, sidewalks, parking/pavement during construction will require a new CAD file transmittal.

**Supplement Accepted****Comment Date:** 03/10/2017

The applicant shall submit, prior to plan sign-off but after all revisions are completed, digital PDF files to the Engineering Division ([bstanley@cityofmadison.com](mailto:bstanley@cityofmadison.com)). The digital copies shall be to scale, and shall have a scale bar on the plan set. (POLICY and MGO 37.09(2)). PDF submittals shall contain the following information: a) Building footprints, b) Internal walkway areas, c) Internal site parking areas, d) Lot lines and right-of-way lines, e) Street names, f) Stormwater Management Facilities, g) Detail drawings associated with Stormwater Management Facilities (including if applicable planting plans), h) Private on-site sanitary sewer utilities (including all connections to public sanitary), i) Private on-site storm sewer utilities (including all connections to public storm).

**Note****Comment Date:** 03/10/2017

All work in the public right-of-way shall be performed by a City licensed contractor. (MGO 16.23(9)(c)5) and MGO 23.01)

**Note****Comment Date:** 03/10/2017

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All damage to the pavement on Roth Street, adjacent to this development shall be restored in accordance with the City of Madison's Pavement Patching Criteria. For additional information please see the following link:  
<http://www.cityofmadison.com/engineering/patchingCriteria.cfm> (POLICY)

**Supplement Accepted****Comment Date:** 03/10/2017

Note: maintenance paving, no native soil disturbance per Quam Engineering. No EC Permit required.

It is not clear from the plans if the parking lot is being reconstructed. This site may disturb 4,000 sf or more of land area and require an Erosion Control Permit. Please submit the Erosion Control Permit Application (with USLE calculations and associated fee) to Jeff Benedict, City Engineering, for approval if applicable.

**Supplement Accepted****Comment Date:** 04/07/2017

Note: maintenance paving, no native soil disturbance per Quam Engineering. No SWM Permit required.

This site may require a Storm Water Management Permit. Please submit the Storm Water Management Permit Application (and associated fee) to Jeff Benedict, City Engineering, for approval if applicable. TSS (TMDL) Control is required if the new parking lot is being reconstructed.

**Supplement Accepted****Comment Date:** 04/07/2017

Note: maintenance paving, no native soil disturbance per Quam Engineering. No SWM Report required.

The Applicant shall submit to [jbenedict@cityofmadison.com](mailto:jbenedict@cityofmadison.com) prior to plan sign-off, electronic copies of any Stormwater Management files including:

- a) SLAMM .DAT files
- b) RECARGA files
- c) TR-55/HYDROCAD/Etc.
- d) Sediment loading calculations

If calculations are done by hand or are not available electronically the hand copies or printed output shall be scanned to a PDF file and provided. Storm Water Management Report shall be stamped by a Licensed P.E. SWM may be required if the parking lot is being reconstructed.

**Supplement Accepted****Comment Date:** 04/07/2017

Note: maintenance paving, no native soil disturbance per Quam Engineering. No SWMA required.

May need notary signed maintenance agreement by owner for the TSS Control BMP(s) if required due to parking lot reconstruction. Contact Jeff Benedict for boilerplate and Exhibit B language. A Check for the recording fee in the amount of \$30.00, made out to Dane County Register of Deeds, shall be submitted along with the SWMA to Jeff Benedict if applicable.

**ENGINEERING MAPPING****Supplement Accepted****Comment Date:** 03/03/2017

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CAD received 5/15/2017.

The Applicant shall submit, prior to plan sign-off, a digital CAD file (single file) to the Engineering Program Specialist in the Engineering Mapping Division (Lori Zenchenko). The digital CAD file shall be to scale and represent final construction. The CAD file shall be in a designated coordinate system (preferably Dane County WISCRS, US Ft). The single CAD file submittal can be either AutoCAD (dwg) Version 2013 or older, MicroStation (dgn) V8i Select Series 3 or older, or Universal (dxf) format and shall contain the only the following data, each on a separate layer name/level number:

- a) Building Footprints
- b) Internal Walkway Areas
- c) Internal Site Parking Areas
- d) Other Miscellaneous Impervious Areas (i.e. gravel, crushed stone, bituminous/asphalt, concrete, etc.)
- e) Right-of-Way lines (public and private)
- f) Lot lines or parcel lines if unplatted
- g) Lot numbers or the words unplatted
- h) Lot/Plat dimensions
- i) Street names

All other levels (contours, setbacks, elevations, etc) are not to be included with this file submittal.

NOTE: Email file transmissions to [lzenchenko@cityofmadison.com](mailto:lzenchenko@cityofmadison.com). Include the site address in the subject line of this transmittal. Any changes or additions to the location of the building, sidewalks, parking/pavement during construction will require a new CAD file.

## **FIRE**

**Note****Comment Date:** 03/03/2017

Confirm with City Engineering regarding the need for an additional street address from Roth Street. Without a full architectural plan of the tenant space, MFD is unable to determine the need for an updated address.

## **LIGHTING**

**Note****Comment Date:** 02/27/2017

Please use automatic daylight or time of day controls.

## **TRAFFIC ENGINEERING**

**Supplement Accepted****Comment Date:** 03/08/2017

"Stop" signs shall be installed at a height of seven (7) feet at all class III driveway approaches, including existing driveways, behind the property line and noted on the plan. All directional/regulatory signage and pavement markings on the site shall be shown and noted on the plan.

**Supplement Accepted****Comment Date:** 03/08/2017

The applicant shall show the dimensions for the proposed class III driveway including the width of the drive entrance, width of the flares, and width of the curb cut.

**Supplement Accepted****Comment Date:** 03/08/2017

All existing driveway approaches on which are to be abandoned shall be removed and replaced with curb and gutter and noted on the plan.

**Supplement Accepted****Comment Date:** 03/08/2017

ADA stall must be designated with sign and pavement markings.

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Sidewalks and ramps must be dimensioned. All sidewalks shall be minimum of 5' in width and clear of all obstructions.

**Supplement Accepted****Comment Date:** 03/08/2017

Secure parking facility. This is usually done with continuous six (6) inch curb, timbers, preformed wheel stops, guardrail erected at a height of eighteen (18) inches or fencing of sufficient strength to act as a vehicle bumper.

**Supplement Accepted****Comment Date:** 03/08/2017

Applicant shall submit for review a Commercial Delivery Plan. This plan will include times, vehicle size, use of loading zones and all related turning movements.

**Supplement Accepted****Comment Date:** 03/10/2017

Provide pedestrian access to all building entrances from the public Right-of-Way.

**Supplement Accepted****Comment Date:** 03/20/2017

Areas of no parking shall be designated with cross-hatched pavement markings.

**Supplement Accepted****Comment Date:** 05/08/2017

The applicant shall submit a final plan, including all discussed alterations, through Zoning.

5/24 - Final plans sent by P Anderson via e-mail

**Supplement Accepted****Comment Date:** 05/15/2017

The Driveway Approach form is already filled out in Traffic Engineering Office and requires only the fee / deposit to be paid as noted prior to site approval. The Driveway Approach Fee of \$ 300.00 and Deposit to Insure Conduit of \$ 0 is payable to the City of Madison Treasurer to be delivered or mailed to Attention Cory Stoughtenger, Traffic Engineering, 30 W. Mifflin St; Suite 900, P.O. Box 2986, Madison, Wisconsin 53701-2986.

**ZONING****Supplement Accepted****Comment Date:** 02/24/2017

Work with zoning staff to establish a site compliance date with all elements of the approved plan pursuant to section 28.186(4)(b). September 8, 2017 being that date.

**Note****Comment Date:** 05/09/2017

Provide 3 copies of any revised plans.