



City of Madison Site Plan Verification

PROJECT: LNDMAC-2017-00121

Address: 516 Cottage Grove RD

Current Revision #: 0

Submitted by: Knothe and Bruce Architects

Contact: Denise Salimes
(608) 836-3690
dsalimes@knothebruce.com

Project Type: Minor Alteration to Approved Conditional Use

Description: Parking lot and site changes due to proposed 2 lot CSM.

Status: Closed

Revision History: [0](#)

Review	Status	Reviewer	Reviewed
Engineering Mapping	Approved	Jeffrey Quamme	Feb 8 2018
Engineering Review Main Office	Approved	Brenda Stanley	Jan 24 2018
Fire Review	Approved	William Sullivan	Jan 5 2018
Lighting Review	Approved	Harry Sulzer	Jan 12 2018
Parks/Forestry Review	Approved	Janet Schmidt	Jan 25 2018
Planning Review	Approved	Heather Stouder	Jan 5 2018
Traffic Engineering Review	Approved	Timothy Stella	Feb 8 2018
Urban Design Commission Review	Approved	Janine Glaeser	Jan 11 2018
Zoning Review	Approved	Christina Thiele	Jan 23 2018
Plan Director Review	Administrative Approval	Heather Stouder	

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ENGINEERING**Supplement Accepted****Comment Date:** 01/11/2018

NEED REVISED USLE CALCS FOR THE EC PERMIT APPLICATION THAT HAS BEEN PREVIOUSLY SUBMITTED. FEE HAS BEEN PAID.

This site will 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.

Supplement Accepted**Comment Date:** 01/11/2018

THE PREVIOUSLY AQUIRED NR216 PERMIT FOR THIS PROJECT EXPIRED ON FEBRUARY 27, 2017. SHOW THAT THAT NR216 COVERAGE BY WDNR HAS BEEN EXTENDED OR REAQUIRED.

This project appears to disturb over 1 acre and requires an NR216 Permit (NOI & WRAPP submittal) from the WDNR. The local EC Permit cannot be issued until the NR216 coverage is shown to be in place. Contact Jeff Benedict.

Supplement Accepted**Comment Date:** 01/11/2018

VERIFY THAT ALL MEASURES ON THE EXISTING EC PLAN SHOWN AS EXISTING INDEED STILL EXIST. ADDRESS CONSTRUCTION SITE DEWATERING (DETAIL & LOCATION) ON THE EC PLAN.

This site will disturb 20,000 sf or more of land area and require an Erosion Control Plan. Please submit an 11" x 17" copy of an erosion control plan (pdf electronic copy preferred) to Jeff Benedict at City Engineering.

Note**Comment Date:** 01/11/2018

Any added or revised plan sheets must be submitted to Zoning to be included in the official approved plan set.

Supplement Accepted**Comment Date:** 01/11/2018

Applicant shall verify in writing to Brenda Stanley (bstanley@cityofmadison.com) that the titled "Earth Retention Plan: No Excavation in Right-of-Way" from 6/15/16 stamped by Andrew Miller is accurate, up to date and represents surveyed as-built conditions following the 2016 City of Madison Public Works Project 53W1681 (Munis 10250).

Supplement Accepted**Comment Date:** 01/11/2018

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. 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.

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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). 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).

Supplement Accepted**Comment Date:** 01/11/2018

Applicant shall verify in writing to Brenda Stanley (bstanley@cityofmadison.com) that the public sidewalk layout and grades shown on the plans as surveyed as-built grades accurately depicting the new sidewalk completed with the 2016 City of Madison Public Works Project 53W1681 (Munis 10250).

Supplement Accepted**Comment Date:** 01/11/2018

The Applicant shall update the utility plans to accurately show the as-built public improvements that were completed with the 2016 City of Madison Public Works Project 53W1681 (Munis 10250).

Note**Comment Date:** 01/11/2018

All damage to the pavement on Cottage Grove Road, Dempsey Road and Pinney 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)

Note**Comment Date:** 01/11/2018

Prior to beginning construction, the Applicant shall obtain a Street Excavation permit for the installation of utilities required to serve this project. 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>

ENGINEERING MAPPING**Supplement Accepted****Comment Date:** 01/05/2018

CAD received 1/9/2018.

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 preferred 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.

Supplement Accepted**Comment Date:** 01/05/2018

Addressing PDF created & approved 1/9/2018.

The library has been granted a 516 Cottage Grove Rd address. The east wing commercial tenant space(s) are potentially: 527, 531, 535, 539, 543, 551 Grand Oak Trl and 920 Dempsey Rd.

Please provide a pdf potential build out floor plans to Lori Zenchenko (Lzenchenko@cityofmadison.com)

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Supplement Accepted**Comment Date:** 01/10/2018

CSM 14699 recorded.

The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD) prior to issuance of any building permits for new construction. When the recorded CSM image is available from the ROD, the Assessor's Office can then create the new Address-Parcel-Owner (APO) data in GEO so that the Accela system can upload this data and permit issuance made available for this new land record

Supplement Accepted**Comment Date:** 01/10/2018

Releases Recorded 1/9/2018 Doc's 5385002, 5385003, 5385004. Easements 5388555 - 5388558 Recorded 2/7/2018

The releases of Doc No's 5215599-5215601 shall be recorded and the new Access Easements, Storm Water and Utility Easements shall be recorded prior to final sign off.

PARKS FORESTRY**Note****Comment Date:** 01/24/2018

NOTE: an updated landscape plan will be required prior to the issuance of a building permit.

An existing inventory of trees (location, species, & DBH) and any tree removal plans (in PDF format) shall be submitted to the plans and Brad Hofmann – bhofmann@cityofmadison.com or 266-4816. All proposed street tree removals within the right of way shall be reviewed by City Forestry. Approval and permitting of street tree removals shall be obtained from the City Forester and/or the Board of Public Works prior to the approval of the site plan. There are existing City of Madison street trees along Dempsey & Cottage Grove Road planted in the Spring of 2017 as part of the 2016 Engineering project. These trees may have not been present during the initial survey. Please add existing trees to plan and contact Brad Hofmann if there are possible conflicts requiring removals due to tree locations and construction/driveways/utilities.

Note**Comment Date:** 01/24/2018

NOTE: ((PARK FEES WILL BE PAID AT THE TIME OF BUILDING PERMIT ISSUANCE)) Park impact fees (comprised of the Park Development Impact Fee per MGO Sec. 20.08(2) and the Parkland Impact Fee in lieu of land dedication per MGO Sec. 16.23(8)(f) and 20.08(6)) will be required for all new residential development. The developer must select a method for payment of park fees before signoff on the conditional use. This development is within the EAST park impact fee district. Please reference ID# 13123.4 when contacting Parks about this project.

TRAFFIC ENGINEERING**Supplement Accepted****Comment Date:** 01/05/2018

Provide a revised electronic copy of the site plan, .pdf preferred, e-mail plan to Tim Stella - tstella@cityofmadison.com

Supplement Accepted**Comment Date:** 01/05/2018

The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be scaled to 1" = 20' and include the following, when applicable: existing and proposed property lines; parcel addresses; all easements; pavement markings; signing; building placement; items in the terrace such as signs, street light poles, hydrants; surface types such as asphalt, concrete, grass, sidewalk; driveway approaches, including those adjacent to and across street from the project lot location; parking stall dimensions, including two (2) feet of vehicle overhang; ADA stall dimensions; secured parking facility; sidewalk dimensions; drive aisle dimensions; bike stall dimensions and detail; underground parking dimensions; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.

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Items in the Right-of-Way are not approvable through the site plan approval process. Make a note on all pages showing improvements in the ROW that states: The Right-of-Way is the sole jurisdiction of the City of Madison and is subject to change at anytime per the recommendation/plan of Traffic Engineering and City Engineering Depts.

Supplement Accepted**Comment Date:** 01/05/2018

The applicant shall adhere to all vision triangle requirements as set in MGO 27.05 (No visual obstructions between the heights of 30 inches and 10 feet – 25 feet behind the property line at streets and 10 feet at driveways.). If applicant believes public safety can be maintained they shall apply for a waiver of MGO 27.05(2)(bb) - Vision Clearance Triangles at Intersections Corners. Approval or denial of the waiver shall be the determination of the City Traffic Engineer. Place and dimension all vision triangles in the proposed plan.

Supplement Accepted**Comment Date:** 01/05/2018

Applicant shall provide a copy of all cross access agreements. Email to tstella@cityofmadison.com

URBAN DESIGN COMMISSION**Supplement Accepted****Comment Date:** 01/05/2018

Sheet A-1.0: Library Mechanical Room Area Well. Provide information on noise and exhaust from library mechanical room. Confirm future library tenant is aware of area well's impact on outdoor garden use.

ZONING**Supplement Accepted****Comment Date:** 01/12/2018

Show ADA stall and aisle dimensions in parking lot.

Supplement Accepted**Comment Date:** 01/12/2018

Provide payment for site plan review (\$100 fee).

Supplement Accepted**Comment Date:** 01/12/2018

Relocate word "well" on landscape plan.

Supplement Accepted**Comment Date:** 01/12/2018

Provide more landscaping where the area well used to be, to meet the 75% vegetative coverage.

Supplement Accepted**Comment Date:** 01/12/2018

Per Sec. 28.142(6)(b), interior parking lot landscaping shall be shade trees with at least one (1) deciduous canopy tree for every one hundred sixty (160) square feet of required landscaped area. Two (2) ornamental deciduous trees may be substituted for one (1) canopy tree, but ornamental trees shall constitute no more than twenty five percent (25%) of the required trees.

Note**Comment Date:** 01/12/2018

Signage requires separate approval. Signage must be reviewed for compliance with Chapter 31 Sign Codes of the Madison General Ordinances and Chapter 33 Urban Design District ordinances. Sign Permit applications can be found here: <http://www.cityofmadison.com/dpced/bi/documents/SignPermitAppl.pdf>

Note**Comment Date:** 01/12/2018

Future approvals will be required for the landscape and seating features noted as such.

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Note **Comment Date:** 01/12/2018

This site has 120 bedrooms, requiring a minimum of 2,400 sq. ft. of Usable Open Space.

Note **Comment Date:** 01/12/2018

Per Section 28.186(4)(b), the property owner or operator is required to bring the property into compliance with all elements of the approved site plans by the date established by the Zoning Administrator as part of the site and building plan approval. Work with Zoning staff to establish a final site compliance date.

The date of compliance has been extended to 10/1/2019.