



City of Madison Site Plan Verification

PROJECT: LNDMAC-2018-00061

Address: 6702 Raymond RD

Current Revision #: 0

Submitted by: Kwik Trip Inc

Contact: Bjorn Berg
(608) 791-4343

Project Type: Minor Alteration to Approved Conditional Use

Description: Parking lot modification and new fuel tanks

Status: Closed

Revision History: [0](#)

Review	Status	Reviewer	Reviewed
Engineering Mapping	Approved	Lori Zenchenko	Jun 11 2018
Engineering Review Main Office	Approved	Timothy Troester	Jul 6 2018
Fire Review	Approved	William Sullivan	May 30 2018
Lighting Review	Approved	Steve Rewey	May 25 2018
Metro Review	Approved	Timothy Sobota	May 25 2018
Planning Review	Approved	Kevin Firchow	Jul 6 2018
Traffic Engineering Review	Approved	Timothy Stella	Jun 8 2018
Urban Design Commission Review	Approved	Janine Glaeser	Jun 12 2018
Zoning Review	Approved	Christina Thiele	Jul 6 2018
Plan Director Review	Administrative Approval	Kevin Firchow	

Submitted by: Kwik Trip Inc**Contact:** Bjorn Berg
(608) 791-4343**Project Type:** Minor Alteration to Approved Conditional Use**Description:** Parking lot modification and new fuel tanks**Status:** Closed**Revision History:** [0](#)**ENGINEERING****Supplement Accepted****Comment Date:** 05/30/2018

The proposed storm sewer from new MH 1 to the proposed structure in Raymond Road shall be RCP as Raymond Road is an arterial street. Revise plan to show this pipe change.

Supplement Accepted**Comment Date:** 05/30/2018

Provide additional information for the proposed storm structure in Raymond Road. Size, casting, proposed inverts, etc. It can still be "contractor to verify" but these design details will need to be included in order to compare against the future excavate in the right-of-way permit request. Please note if design can be adjusted so the new proposed 15-inch pipe can be connected to the existing 24-inch pipe such that spring lines are matched this connection can be done with a tap and fitting. Update plan as necessary.

Supplement Accepted**Comment Date:** 05/30/2018

This project is subject to City of Madison erosion control permitting requirements. Submit completed permit application, permit fee, erosion control plan, USLE calculations, etc. to Megan Eberhardt for review and issuance of the required City of Madison Erosion Control Permit. Permit application forms can be found online at <http://www.cityofmadison.com/engineering/Permits.cfm>. Questions regarding erosion control permitting requirements can be sent to Megan at meberhardt@cityofmadison.com. EC items that were submitted with the plans have been forwarded to Megan. Additional comments based on review of those materials will be sent by email from Megan to the applicant and/or design consultant.

Supplement Accepted**Comment Date:** 05/30/2018

This project is subject to City of Madison stormwater management permitting requirements. Submit completed permit application, permit fee, stormwater management plan stamped by a Wisconsin P.E., modeling calculations, etc. to Megan Eberhardt for review and issuance of the required City of Madison Stormwater Management Permit. Permit application forms can be found online at <http://www.cityofmadison.com/engineering/Permits.cfm>. Questions regarding stormwater management requirements or stormwater permitting requirements can be sent to Megan at meberhardt@cityofmadison.com. SW items that were submitted with the plans have been forwarded to Megan. Additional comments based on review of those materials will be sent by email from Megan to the applicant and/or design consultant.

Supplement Accepted**Comment Date:** 05/30/2018

Submit a draft Stormwater Management Maintenance Agreement (SWMA) for review and approval that covers inspection and maintenance requirements for any BMP used to meet stormwater management requirements on this project. Include copies of all stormwater, utility, and detail plan sheets that contain stormwater practices on 8.5x14 size paper in the draft document. These drawings do not need to be to scale as they are for informational purposes only. Once City Engineering staff have reviewed the draft document and approved it with any required revisions submit a signed and notarized original copy to City Engineering. Include a check for \$30.00 made out to Dane County Register of Deeds for the recording fee. City Engineering will forward the document and fee for recording at the time of issuance of the stormwater management permit. Draft document can be emailed to Megan Eberhardt at Meberhardt@cityofmadison.com. The final document and fee should be submitted to City Engineering, attention: Megan Eberhardt.

Supplement Accepted**Comment Date:** 05/30/2018

Submit electronic data files for the stormwater management modeling and calculations. Files can be emailed to Megan Eberhardt at Meberhardt@cityofmadison.com or submitted on CD to City Engineering.

Supplement Accepted**Comment Date:** 05/30/2018

Submit PDFs of the final plans for Engineering records. Files can be emailed to Tim Troester at ttroester@cityofmadison.com or submitted on CD to City Engineering.

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The Applicant shall submit, prior to plan sign-off, a digital CAD file (single file) to the Engineering Division with any private storm and sanitary sewer utilities. 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)

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

NOTE: Email CAD file transmissions are preferred to: ttroester@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 to City by applicant.

Note**Comment Date:** 05/30/2018

The applicant's utility contractor shall obtain a permit to excavate in the right-of-way permit prior to commencing the storm sewer connection in Raymond Road This permit application is available on line at <http://www.cityofmadison.com/engineering/permits.cfm>. Complete application materials and submit via the email indicated in the permit instructions.

Note**Comment Date:** 05/30/2018

All work in the public right-of-way shall be performed by a City licensed contractor.

Note**Comment Date:** 05/30/2018

All damage to street pavement 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>

ENGINEERING MAPPING

Supplement Accepted**Comment Date:** 05/25/2018

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CAD received 6/8/2018.

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.

FIRE

Note**Comment Date:** 05/30/2018

Ensure compliance with SPS 310, MGO 34.02, MGO 34.5704 & the International Fire Code.

TRAFFIC ENGINEERING

Supplement Accepted**Comment Date:** 05/30/2018

Per discussion with Traffic Engineering, the applicant has agreed to close the southernmost drive entrance on McKenna Blvd due to it's close proximity to the road intersection.

Supplement Accepted**Comment Date:** 05/30/2018

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

Supplement Accepted**Comment Date:** 05/30/2018

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

ZONING

Supplement Accepted**Comment Date:** 06/12/2018

Provide refuse disposal area details. Per Sec. 28.142(9)(a), such area shall be screened on four (4) sides (including a gate for access) by a solid, commercial grade wood fence, wall, or equivalent material with a minimum height of six (6) feet and not greater than eight (8) feet.

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Provide a total of five (5) bicycle parking spaces. A bicycle stall is a minimum of two (2) feet by six (6) feet with a five (5) foot wide access area, and should be shown on the site plan. Submit a detail showing the model of bike rack to be installed. Required bicycle parking spaces shall be located in a convenient and visible area at least as close as the closest non-accessible automobile parking and within one hundred (100) feet of a principal entrance.

Supplement Accepted**Comment Date:** 06/12/2018

Show mechanical screening on site plan and provide screening details. Per Section 28.071(3)(h), all ground level mechanical equipment and utilities shall be fully screened from view from any street or residential district, as viewed from six (6) feet above ground level. Screening may consist of a building wall or fence and/or landscaping as approved by the Zoning Administrator.

Supplement Accepted**Comment Date:** 06/12/2018

Move fuel tanks 25' away from the North property line, and show dimensions on site plan. Supplemental regulations for auto service stations and convenience stores state no storage tank shall be located within twenty-five (25) feet of a residential zoning district.

Supplement Accepted**Comment Date:** 06/12/2018

Per Sec. 28.142(5)(a), five shrubs shall be planted for each 30 lineal feet of lot frontage. Provide 39 more shrubs along Raymond Rd and McKenna Blvd.

Note**Comment Date:** 06/12/2018

Mulch shall consist of shredded bark, chipped wood or other organic material installed at a minimum depth of two (2) inches.

Supplement Accepted**Comment Date:** 06/12/2018

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.

****Applicant has provided the date 8/31/2018****