



City of Madison Site Plan Verification

PROJECT: LNDSPR-2015-00173

Address: 665 E Washington AVE

Current Revision #: 0

Submitted by: Ken Saiki Design

Contact: Ken Saiki
(608) 251-3600
ksaiki@ksd-la.com

Project Type: Permitted Use Site Plan Review

Description: Conditional Use for establishing a private parking facility

Status: Approved

Revision History: [0](#)

Review	Status	Reviewer	Reviewed
Engineering Mapping	Approved	Jeffrey Quamme	Sep 15 2016
Engineering Review Main Office	Approved	Brenda Stanley	Sep 21 2016
Lighting Review	Approved	Frederick Rehbein	Sep 25 2015
Parks/Forestry Review	Approved	Janet Schmidt	Oct 29 2015
Planning Review	Approved	Kevin Firchow	Oct 2 2015
Traffic Engineering Review	Approved	Eric Halvorson	Sep 21 2016
Urban Design Commission Review	Approved	Alan Martin	Nov 10 2015
Zoning Review	Approved	Jenny Kirchgatter	Nov 6 2015

Submitted by: Ken Saiki Design**Contact:** Ken Saiki
(608) 251-3600
ksaiki@ksd-la.com**Project Type:** Permitted Use Site Plan Review**Description:** Conditional Use for establishing a private parking facility**Status:** Approved**Revision History:** [0](#)**ENGINEERING****Supplement Accepted****Comment Date:** 10/02/2015

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:** 10/02/2015

This site will require a Storm Water Management Permit. Please submit the Storm Water Management Permit Application (and associated fee) to Jeff Benedict, City Engineering, for approval.

Supplement Accepted**Comment Date:** 10/02/2015

The Applicant shall submit, prior to plan sign-off, 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.

Note**Comment Date:** 10/02/2015

The Applicant shall replace all sidewalk and curb and gutter which abuts the property which is damaged by the construction or any sidewalk and curb and gutter which the City Engineer determines needs to be replaced because it is not at a desirable grade regardless of whether the condition existed prior to beginning construction. (POLICY)

Note**Comment Date:** 10/02/2015

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:** 10/02/2015

All damage to the pavement on S. Blount 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:** 10/02/2015

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>

Note**Comment Date:** 10/02/2015

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

Submitted by: Ken Saiki Design**Contact:** Ken Saiki
(608) 251-3600
ksaiki@ksd-la.com**Project Type:** Permitted Use Site Plan Review**Description:** Conditional Use for establishing a private parking facility**Status:** Approved**Revision History:** [0](#)**Supplement Accepted****Comment Date:** 10/02/2015

Need notary signed maintenance agreement by owner for the bioretention basin. 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.

Supplement Accepted**Comment Date:** 10/14/2015

The bioretention basin for TSS control (TMDL requirements). Must meet WDNR CPS #1004 specifications. Soil boring for native soil classification. Depth of engineered soil. Contact Jeff Benedict.

Supplement Accepted**Comment Date:** 10/14/2015

The Applicant shall submit to 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.

Supplement Accepted**Comment Date:** 10/14/2015

The Applicant shall submit prior to sign-off, but after all revisions are completed, digital PDF files to the Engineering Division (attention: Brenda Stanley, email: bstanley@cityofmadison.com). The digital copies shall be to scale, and shall have a scale bar on the plan set.

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)

ENGINEERING MAPPING**Supplement Accepted****Comment Date:** 10/05/2015

Topographic Survey of the site provided 9/15/2016.

The site plan shall identify lot and block numbers of recorded Plat. Provide dimensions of the exterior boundaries of the property.

Supplement Accepted**Comment Date:** 10/05/2015

Topographic Survey of the site provided 9/15/2016.

The site plan shall include a full and complete legal description of the site or property being subjected to this application.

Submitted by: Ken Saiki Design**Contact:** Ken Saiki
(608) 251-3600
ksaiki@ksd-la.com**Project Type:** Permitted Use Site Plan Review**Description:** Conditional Use for establishing a private parking facility**Status:** Approved**Revision History:** [0](#)**Supplement Required****Comment Date:** 10/05/2015

Topographic Survey of the site provided 9/15/2016.

Show and label the common access right of way per Document No. 477606 that lies over the southeast 15 feet of this property.

Supplement Accepted**Comment Date:**

CAD received 11/10/2015.

The Applicant shall submit, prior to plan sign-off, a digital CAD file (single file) to the Engineering Program Specialist in the Engineering 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.

LIGHTING**Note****Comment Date:** 09/25/2015

Please use automatic daylight or time of day controls.

PARKS FORESTRY**Note****Comment Date:** 10/29/2015

no comments.

PLANNING**Note****Comment Date:** 10/02/2015

That per the Plan Commission approval, this conditional use shall return to the Plan Commission in five (5) years for re-approval consideration should the property continue to be used as a parking lot.

TRAFFIC ENGINEERING**Supplement Accepted****Comment Date:** 10/05/2015

The applicant shall show the two feet of vehicle overhang on the site plan. No items will be place in this two feet which may prevent a vehicle from proper parking. (Plantings, lights, etc.)

Submitted by: Ken Saiki Design**Contact:** Ken Saiki
(608) 251-3600
ksaiki@ksd-la.com**Project Type:** Permitted Use Site Plan Review**Description:** Conditional Use for establishing a private parking facility**Status:** Approved**Revision History:** [0](#)**Supplement Accepted****Comment Date:** 10/05/2015

Provide an electronic copy of the site plan, .pdf preferred, e-mail plan to Eric Halvorson - ephalvorson@cityofmadison.com

Supplement Accepted**Comment Date:** 09/19/2016

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 \$ 100.00 and Deposit to Insure Conduit of \$ 0.00 is payable to the City of Madison Treasurer to be delivered or mailed to Attention Eric Halvorson, Traffic Engineering, Madison Municipal Building, Suite 100, 215 Martin Luther King Jr. Blvd., P.O. Box 2986, Madison, Wisconsin 53701-2986.

ZONING**Supplement Accepted****Comment Date:** 11/06/2015

Submit \$100 final site plan review fee. Submit a signed copy of the Plan Commission approval letter acknowledging the conditions of approval.

Note**Comment Date:** 10/07/2016

Project completion date December 1, 2016.