



## City of Madison Site Plan Verification

**PROJECT: LNDSPR-2015-00227**

**Address:** 4750 S Biltmore LN

**Current Revision #: 0**

**Submitted by:** Gary Brink & Associates

**Contact:** Gary Brink  
(608) 829-1750  
gary.brink@garybrink.com

**Project Type:** Permitted Use Site Plan Review

**Description:** New Office Building

**Status:** Approved

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

Review	Status	Reviewer	Reviewed
Engineering Mapping	Approved	<a href="#">Jeffrey Quamme</a>	Mar 17 2016
Engineering Review Main Office	Approved	<a href="#">Jeffrey Benedict</a>	Jan 7 2016
Fire Review	Approved	<a href="#">William Sullivan</a>	Jan 5 2016
Lighting Review	Approved	<a href="#">Frederick Rehbein</a>	Jan 11 2016
Traffic Engineering Review	Approved	<a href="#">Eric Halvorson</a>	Jan 8 2016
Zoning Review	Approved	<a href="#">Patrick Anderson</a>	Jan 4 2016

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**ENGINEERING**

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**Note** **Comment Date:** 12/10/2015

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)

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**Supplement Accepted** **Comment Date:** 12/10/2015

Need notary signed maintenance agreement by owner for the bioretention basins (2) and raingarden. 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.

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**Supplement Accepted** **Comment Date:** 12/10/2015

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.

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**Supplement Accepted** **Comment Date:** 12/10/2015

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.

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**Supplement Accepted** **Comment Date:** 12/10/2015

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.

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**Supplement Accepted** **Comment Date:** 12/10/2015

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.

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The Applicant shall submit, prior to plan sign-off but after all revisions have been completed, 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) Lot lines or parcel lines if unplatted
  - g) Lot numbers or the words unplatted
  - h) Lot/Plat 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: [bstanley@cityofmadison.com](mailto:bstanley@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, private on-site sanitary sewer utilities, or private on-site storm sewer utilities during construction will require a new CAD file.

**Supplement Accepted****Comment Date:** 12/10/2015

The applicant shall submit, prior to plan sign-off but after all revisions have been completed, digital PDF files to the Engineering Division. Email PDF file transmissions are preferred to: [bstanley@cityofmadison.com](mailto:bstanley@cityofmadison.com) (East) or [ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com) (West). 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) 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
- j) Stormwater Management Facilities
- k) Detail drawings associated with Stormwater Management Facilities (including if applicable planting plans).

**Supplement Accepted****Comment Date:** 12/10/2015

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.

**Note****Comment Date:** 01/04/2016

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)

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**Note** **Comment Date:** 01/04/2016

All damage to the pavement on S. Biltmore Lane 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)

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**Note** **Comment Date:** 01/04/2016

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

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**Supplement Accepted** **Comment Date:** 12/14/2015

CSM No 14195 recorded.

The proposed new building will cross an underlying platted lot line. Current fire code and City enforcement requires the underlying platted lot line be dissolved by Certified Survey Map (CSM) prior to issuance of a building permit. A CSM and required supporting information shall be prepared and submitted to the City of Madison Planning Department. The CSM shall be approved by the City and recorded with the Dane County Register of Deeds prior to issuance of a building permit.

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**Supplement Accepted** **Comment Date:** 03/17/2016

Private easement to be recorded post CSM. Note placed on CSM confirming.

The necessary easement for the Bicycle/Pedestrian path along the south side of this site shall be granted by the pending Certified Survey Map.

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**Supplement Accepted** **Comment Date:** 03/17/2016

CAD received 1/7/2016.

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:

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- 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](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.

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## LIGHTING

**Supplement Accepted****Comment Date:** 12/11/2015

Please use automatic daylight or time of day controls.

## TRAFFIC ENGINEERING

**Supplement Accepted****Comment Date:** 12/07/2015

As of October 2nd Traffic Engineering is no longer be accepting paper plans; to ensure a timely review all submittals will include an electronic copy (.pdf preferred). E-mail plan to Eric Halvorson - ephalvorson@cityofmadison.com

**Supplement Accepted****Comment Date:** 12/23/2015

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 \$ 200.00 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:** 12/30/2015

Provide a bike parking adjustment application to be approved by the Zoning Administrator. Submitted to M. Tucker 12/21/2015.

**Supplement Accepted****Comment Date:** 12/22/2015

Provide a letter of approval from the American Center Architectural review committee.

**Supplement Accepted****Comment Date:** 12/30/2015

Provide building height subject to 28.134 (1)(a):height is the average of the height of all building facades. For each facade, height is measured from the midpoint of the existing grade to the highest point on the roof of the building. The average building height determines the side and rear yard setback requirements.

**Supplement Accepted****Comment Date:** 12/30/2015

Provide a stamped and signed landscape plan that complies with 28.142. Revise plan to call out compliance with section 28.142 (4) (f) & (g) as it relates to canopy tree requirements.

**Supplement Accepted****Comment Date:** 12/30/2015

Provide details of how all rooftop mechanical equipment is fully screened from street view, as viewed from six (6) feet above ground level.