



City of Madison Site Plan Verification

PROJECT: LNDSPR-2017-00011

Address: 4718 Helgesen DR

Current Revision #: 0

Submitted by: RTM Associates

Contact: Edward Goss
(815) 435-5446
edward.goss@rtmassociates.com

Project Type: Permitted Use Site Plan Review

Description: Parking lot addition and curb improvements

Status: Closed

Revision History: [0](#)

Review	Status	Reviewer	Reviewed
Engineering Mapping	Approved	Lori Zenchenko	Jul 7 2017
Engineering Review Main Office	Approved	Brenda Stanley	Jul 13 2017
Fire Review	Approved	William Sullivan	Feb 14 2017
Lighting Review	Approved	Frederick Rehbein	Feb 1 2017
Traffic Engineering Review	Approved	Eric Poffenberger	Jul 13 2017
Zoning Review	Approved	Christina Thiele	Jul 12 2017

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ENGINEERING

Supplement Accepted**Comment Date:** 02/14/2017

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:** 02/14/2017

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.

Supplement Accepted**Comment Date:** 02/14/2017

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:** 02/14/2017

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. Show existing basing provides rate control with improvements in place. TSS (TMDL) for redevelopment.

Supplement Accepted**Comment Date:** 02/14/2017

Need notary signed maintenance agreement by owner for the Detention Basin and any TSS Control BMP's (swales). 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:** 02/14/2017

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. 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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Note **Comment Date:** 03/08/2017

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

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). 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:** 06/20/2017

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.

ENGINEERING MAPPING

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

CAD received 7/6/2017.

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. 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:** 02/02/2017

Revised plans received 2017-6-27

The plans shall show and denote the property lines. Also the 40' wide Joint Driveway Easement per Doc No. 3319457 shall be shown and labeled that exists in the southeasterly corner of the site.

LIGHTING

Note **Comment Date:** 02/01/2017

Please use automatic daylight or time of day controls.

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TRAFFIC ENGINEERING

Supplement Accepted **Comment Date:** 02/14/2017

Phone conversation with the applicant to provide a overall site plan on one sheet. Email plan to epoffenberger@cityofmadison.com

Supplement Accepted **Comment Date:** 02/14/2017

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; drive aisle dimensions; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.

Supplement Accepted **Comment Date:** 02/14/2017

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

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

Email sent, 3/8/17 to confirm they are revising plans to be reviewed.

Supplement Required **Comment Date:** 05/23/2017

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

ZONING

Supplement Accepted **Comment Date:** 02/27/2017

Provide updated map showing pervious/impervious calculations including proposed developed area between the buildings

Supplement Accepted **Comment Date:** 02/27/2017

Provide the number of employees on the maximum working shift to determine the number of auto stalls permitted for the site.

Supplement Accepted **Comment Date:** 02/27/2017

Any new parking spaces, as compared with the site plan approved in 2001, shall comply with interior parking lot landscaping requirements per Section 28.142(6).

Supplement Accepted **Comment Date:** 02/27/2017

Per Sections 28.142(3)(c) and 28.142(4)(e), planting beds or planted areas must contain at least 75% vegetative cover mulched. 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:** 02/27/2017

Submit the landscape plan and landscape worksheet stamped by the registered landscape architect. Per Section 28.142(3) Landscape Plan and Design Standards, landscape plans for zoning lots greater than ten thousand (10,000) square feet in size must be prepared by a registered landscape architect.

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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.

Supplement Accepted**Comment Date:** 02/27/2017

Provide 1 bicycle stall per 5 employees on the maximum working shift, with the minimum two stalls. 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 bike parking should be distributed between the two buildings.

Supplement Accepted**Comment Date:** 05/26/2017

Provide mechanical screening details and material 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:** 05/26/2017

Show dimensions of ADA parking stalls and access aisles.

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

Outdoor storage shall be effectively screened with screening between six (6) and eight (8) feet in height. Storage shall not exceed the height of the screening. Storage and loading areas shall be screened from direct view from the street, including views down access driveways.

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

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.