



## City of Madison Site Plan Verification

**PROJECT: LNDSPR-2017-00049**

**Address:** 3149 Maple Valley DR

**Current Revision #: 0**

**Submitted by:** Southwing, LLC

**Contact:** Garret Perry  
(608) 358-6344  
gperry@designstudioetc.com

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

**Description:** Building Addition, parking lot alteration, and landscaping changes

**Status:** Approved

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

Review	Status	Reviewer	Reviewed
Engineering Mapping	Approved	<a href="#">Lori Zenchenko</a>	Apr 27 2017
Engineering Review Main Office	Approved	<a href="#">Megan Eberhardt</a>	Apr 28 2017
Fire Review	Approved	<a href="#">William Sullivan</a>	Apr 10 2017
Lighting Review	Approved	<a href="#">Frederick Rehbein</a>	Apr 10 2017
Traffic Engineering Review	Approved	<a href="#">Eric Poffenberger</a>	Apr 28 2017
Zoning Review	Approved	<a href="#">Patrick Anderson</a>	Apr 26 2017

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**ENGINEERING****Supplement Accepted****Comment Date:** 04/12/2017

The storm sewer discharge proposed to the east of this project is to private lands that the City only has an easement over. Before this discharge can be approved the applicant will need to obtain an easement or agreement from the private owner to allow this discharge at this location.

**Supplement Accepted****Comment Date:** 04/12/2017

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](mailto:meberhardt@cityofmadison.com). Application materials that were submitted with the plan verification plans to City Engineering have been forwarded to Megan for review/permitting.

**Supplement Accepted****Comment Date:** 04/12/2017

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](mailto:meberhardt@cityofmadison.com). Application materials that were submitted with the plan verification plans to City Engineering have been forwarded to Megan for review/permitting.

**Supplement Accepted****Comment Date:** 04/12/2017

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](mailto:Meberhardt@cityofmadison.com). The final document and fee should be submitted to City Engineering, attention: Megan Eberhardt.

**Supplement Accepted****Comment Date:** 04/12/2017

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

**Supplement Accepted****Comment Date:** 04/12/2017

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

**Supplement Accepted****Comment Date:** 04/12/2017

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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](mailto: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.

**Supplement Accepted****Comment Date:** 04/12/2017

Prior to approval, the owner or owner's representative shall obtain a permit to plug each existing sanitary sewer lateral that is being taken out of service. For each lateral to be plugged or removed the owner shall complete a sewer lateral plugging application and pay the applicable permit fees. The permit application is available on line at <http://www.cityofmadison.com/engineering/permits.cfm>. For this project it will be a plug at the structure.

**Note****Comment Date:** 04/12/2017

Prior to beginning construction, the Applicant shall obtain a permit to Excavate in the Public Right-of-Way for the installation of sidewalk, curb and gutter, and connection to the public drainage way easement that are proposed for this project. The Applicant shall pay the permit fee as applicable and shall comply with all the conditions of the permit. This permit application and application instructions are available on line at <http://www.cityofmadison.com/engineering/permits.cfm>

**Note****Comment Date:** 04/12/2017

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.

**Note****Comment Date:** 04/12/2017

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

**ENGINEERING MAPPING****Supplement Accepted****Comment Date:**

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CAD received 4/27/2017.

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:**

Revised Plan received 2017-4-26. All storm water discharge is now to the west. An easement is no longer required.

A recorded private storm sewer easement shall be provided for the storm sewer shown over and discharging on the adjacent lot. The Public Storm Water Detention Easement does not provide for a private storm sewer installation on the lot.

**LIGHTING****Supplement Accepted****Comment Date:** 04/10/2017

Please use automatic daylight or time of day controls. Shield the fixture at the street if there is too much trespass light.

**TRAFFIC ENGINEERING****Supplement Accepted****Comment Date:** 04/10/2017

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

**Supplement Accepted****Comment Date:** 04/10/2017

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:** 04/10/2017

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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 Poffenberger, Traffic Engineering, 30 W. Mifflin St; Suite 900, P.O. Box 2986, Madison, Wisconsin 53701-2986.

**Supplement Accepted****Comment Date:** 04/10/2017

The applicant shall show the dimensions for the proposed class III driveway including the width of the drive entrance, width of the flares, and width of the curb cut.

**Supplement Accepted****Comment Date:** 04/10/2017

The applicant shall show dimensions for the proposed and existing parking stalls items S = 9 ft, L = 18 ft, E = 24 ft, F = 20 ft, and degree of angle parking width and backing up, according to Figures II "Medium and Large Vehicles" parking design standards in Section 10.08(6)(b) 2. Signs and planting areas are to be excluded from the rectangular stall areas including the two (2) feet of vehicle overhang. The two (2) feet of vehicle overhang shall be shown on the plan and dimensioned.

**Supplement Accepted****Comment Date:** 04/10/2017

To allow for proper pedestrian movement and prevent encroachment from irregularly parked bicycles or bicycle with trailers, it is recommended for all bicycle racks to have a 2 to 5 foot buffer from parking or pedestrian walkways.

**Supplement Accepted****Comment Date:** 04/10/2017

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. Add vision triangles to the plan set.

**Note****Comment Date:** 04/10/2017

Electrical deposit 0.00

**Supplement Accepted****Comment Date:** 04/10/2017

A deposit of \$1,000 payable to City Treasurer will be required for the installation of traffic signage and markings deemed necessary with the completion of the development. Make check payable to the City of Madison Treasurer to be delivered or mailed to Attention Eric Poffenberger, Traffic Engineering, 30 W. Mifflin St; Suite 900, P.O. Box 2986, Madison, Wisconsin 53701-2986.

**Supplement Accepted****Comment Date:** 04/10/2017

Applicant will place note that the sign in the corner of the vision triangle will be 30 inches or less.

**Supplement Accepted****Comment Date:** 04/17/2017

Show adjacent driveway on Maple Valley Rd that there is no conflicts with left turning movements.

**Supplement Required****Comment Date:** 04/26/2017

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

**Note****Comment Date:** 04/27/2017

Email 4/27/17 Professional Engineering, LLC

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Provide a detail plan showing a designated area for the short-term parking of vehicles engaged in the loading and unloading of children subject to section 28.151 Day Care Center. As shown on plan sheet L 100 site plan.

**Supplement Accepted****Comment Date:** 04/17/2017

Provide detailed floor plans of basement, first floor and roof, include with plans the total square footage of existing and new building.

**Supplement Accepted****Comment Date:** 04/17/2017

To establish the off street parking requirements provide details of the number of employees and well as the number of clients. This information might trigger additional comments. 28 employees, and 95 clients.

**Supplement Accepted****Comment Date:** 04/17/2017

Provide detail of the bike rack to be installed.

**Supplement Accepted****Comment Date:** 04/17/2017

Work with zoning staff to establish a compliance date with all the elements of the approved site plan subject to 28.186(4)(b). That date being June 1, 2018.

**Supplement Accepted****Comment Date:** 04/17/2017

Provide a revised site plan pursuant to Off-Street Loading requirements subject to 28.141(13)(b). Commercial and or service businesses in excess of 10,000 sq. ft. shall require a 10'x35' loading zone. As per Matt Tucker 4/21/17 this is not being reviewed as a commercial building, no loading required.

**Supplement Accepted****Comment Date:** 04/17/2017

Provide compliance with site standard 28.067(4)(f). As per Matt Tucker 4/21/17 Maple Valley Drive shall be the primary street facade for review purposes.

**Supplement Accepted****Comment Date:** 04/17/2017

Provide compliance with section 28.060 general provisions for commercial districts: The following design standards are applicable after the effective date of this code to all new buildings and major expansions (fifty percent 50%) or more of building floor area. Our records show that the existing building is 5,096 sq. ft. This includes but is not limited to entrance orientation, façade articulation, design of street facing facades, door and window openings, screening, building elevations with building materials called out. Revised west elevation includes additional windows in the entry to satisfy the window and door opening requirements. This change is to also be shown on building permit plan A101.

**Note****Comment Date:** 04/17/2017

Signage is a separate review subject to Chapter 31 of the City of Madison General Ordinances.

**Supplement Accepted****Comment Date:** 04/17/2017

Provide details of trash enclosure.

**Note****Comment Date:** 04/17/2017

Provide 3 copies of any revised plan sheets to the zoning counter.

**Supplement Accepted****Comment Date:** 04/17/2017

Subject to 28.142 (3)landscape plans for zoning lots greater than ten thousand (10,000) square feet in size must be prepared and signed by a registered landscape architect.

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**Supplement Accepted**

**Comment Date:** 04/26/2017

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Provide six (6) bicycle stalls. A bicycle stall is 2'x6' with a 5 foot clear access aisle. Provide details of bicycle rack to be installed.