



## City of Madison Site Plan Verification

**PROJECT: LNDSPR-2017-00124**

**Address:** 650 Forward DR

**Current Revision #: 0**

**Submitted by:** Vierbicher

**Contact:** Justin Zampardi  
(608) 512-5610  
jzam@vierbicher.com

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

**Description:** Exact Science Phase One

**Status:** Closed

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

Review	Status	Reviewer	Reviewed
Engineering Mapping	Approved	<a href="#">Jeffrey Quamme</a>	Nov 8 2017
Engineering Review Main Office	Approved	<a href="#">Timothy Troester</a>	Nov 15 2017
Fire Review	Approved	<a href="#">William Sullivan</a>	Oct 3 2017
Lighting Review	Approved	<a href="#">Frederick Rehbein</a>	Aug 31 2017
Traffic Engineering Review	Approved	<a href="#">Eric Poffenberger</a>	Oct 6 2017
Urban Design Commission Review	Approved	<a href="#">Janine Glaeser</a>	Oct 3 2017
Zoning Review	Approved	<a href="#">Patrick Anderson</a>	Oct 11 2017

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**ENGINEERING****Supplement Accepted****Comment Date:** 09/06/2017

This project requires various public improvements. Developer shall enter into a Developer Agreement with the City for said public improvements. Developer Agreement must be executed and returned to City Engineering will all required deposits, surety, and other related contract documents prior to final plan verification approval.

**Supplement Accepted****Comment Date:** 09/06/2017

Update / revise stormwater basin configuration as necessary to address City stormwater comments from 8/31/17 meeting between City Staff, Consultant Engineer, and Owner Representative. Need to address City access for maintenance, pond design to meet City maintenance dredging requirements, bedrock proximity to infiltration area, etc.

**Supplement Accepted****Comment Date:** 09/06/2017

Extend the public pipes that will discharge into the proposed stormwater basins to the permanent pool (submerge half the diameter of the pipe below the permanent pool elevation). It is also strongly recommended that the private storm pipes discharging to the proposed basin be extended in the same manner to reduce gully erosion from channelized overland flow.

**Supplement Accepted****Comment Date:** 09/06/2017

Add note to site plan, grading, and utility sheets that all work within the public right-of-way and all public improvements necessary to serve the project are to be completed per the City issued plans, Project Number 11740.

**Supplement Accepted****Comment Date:** 09/06/2017

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>. Materials that have been submitted already have been forwarded to Megan and her comments are being provided directly to the consultant engineer for the project. Questions regarding erosion control permitting requirements can be sent to Megan at [meberhardt@cityofmadison.com](mailto:meberhardt@cityofmadison.com).

**Supplement Accepted****Comment Date:** 09/06/2017

This project will disturb an acre or more of land area and will be subject to WDNR permitting requirements for erosion control and stormwater management. Submit a copy of the approved WDNR Construction Site Storm Water Runoff permit (WDNR NOI permit) to City Engineering. The City of Madison erosion control and stormwater management permits cannot be issued until WDNR has granted their permit approval.

**Supplement Accepted****Comment Date:** 09/06/2017

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>. Materials that have been submitted already have been forwarded to Megan and her comments are being provided directly to the consultant engineer for the project. Questions regarding stormwater management requirements or stormwater permitting requirements can be sent to Megan at [meberhardt@cityofmadison.com](mailto:meberhardt@cityofmadison.com).

**Supplement Accepted****Comment Date:** 09/06/2017

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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:** 09/06/2017

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:** 09/06/2017

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.

**Supplement Accepted****Comment Date:** 09/06/2017

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.

**Supplement Accepted****Comment Date:** 09/06/2017

All outstanding Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to Engineering sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Mark Moder (608-261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff.

**Note****Comment Date:** 09/06/2017

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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:** 09/06/2017

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

**Note** **Comment Date:** 09/06/2017

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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

**Note** **Comment Date:**

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The proposed building has an address of 650 Forward Dr.

**Note** **Comment Date:**

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The proposed and existing buildings cross over school district boundary lines, therefore portions of the buildings will be bisected and lie within different districts. Petitions to the appropriate school districts are recommended to bring the buildings into one district.

**Supplement Accepted** **Comment Date:**

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CAD received 10/5/2017.

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](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.

**Supplement Accepted** **Comment Date:**

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Doc No 5370511

Draft Approved 2017-10-26

Since the total site is comprised of two legal parcels, the owner shall draft and provide a recorded copy of a private declaration of easement between the two parcels addressing the storm water drainage discharge from the northern parcel onto the southern parcel and also addressing the parking and access improvements benefitting the northern parcel over the southern parcel. The document shall have a statement of non-merger since the parcels will likely have the same owner.

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**Note** **Comment Date:**

There is private storm sewer shown within the Forward Drive culdesac right of way and crossing into Forward Drive right of way as it extends southerly until its end at the southeasterly corner of the current existing parking lot. As discussed this pipe shall be abandoned as part of future phase construction of this project. No further action is required for this phase of construction.

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**Supplement Accepted** **Comment Date:**

Doc No 5370483

Real Estate Proj No 11413 has been created for the required easement releases within this site. (Doc no's 1868792, 1854182, 1868791 & 1905465). Releases shall be recorded after the granting of all other required easements for the proposed development.

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**Supplement Accepted** **Comment Date:**

Doc No 5370485

Real Estate Proj No 11414 has been created for the required Public Sidewalk Easement along Rayovac Dr from Watts Rd to the first driveway to the east. The easement shall be executed and recorded immediately after the closing for the purchase of the property. The final configuration has recently been changed by City Engineering. Provide the updated easement exhibits and update the configuration on the site plans.

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**Supplement Accepted** **Comment Date:**

Doc No 5370487

Real Estate Proj No 11415 has been created for the required for the required Storm Sewer and Drainage Easement, partially under the parking lot, from the Beltline southerly to Rayovac Drive within the westerly portion of the site. The easement shall be executed and recorded immediately after the closing for the purchase of the property.

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**Supplement Accepted** **Comment Date:**

Doc No 5370486

Real Estate Proj No 11416 has been created for the required Public Water Main Easement between Rayovac Drive and Forward Dr for the proposed relocated water main through this site. The easement shall be executed and recorded immediately after the closing for the purchase of the property.

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Doc No 5370484

Real Estate Proj No 11417 has been created for the required Public Storm Water Management Easement. Applicant shall coordinate and provide the exhibits needed to define different areas of maintenance that the owner and City will be responsible for. The easement shall be executed and recorded immediately after the closing for the purchase of the property.

**FIRE****Supplement Accepted****Comment Date:** 08/28/2017

MGO 34.503/IFC 503 Appendix D105, Provide an aerial apparatus access fire lane that is at least 26-feet wide, if any part of the building is over 30 feet in height. The near edge of the aerial fire lane shall be within 30-feet and not closer than 15 feet from the structure, and parallel to one entire side. The aerial fire lane shall cover not less than 25% of the building perimeter.

PROVIDE DOCUMENTATION VIA THE FIRE ACCESS PLAN.

Per Revised Sheet C25 Dated 9-28-17.

**Supplement Accepted****Comment Date:** 08/28/2017

Provide a fire lane that extends to within 150-feet of all exterior portions of the structure, or it can be extended to within 250-feet if the building has a fire sprinkler system.

PROVIDE DOCUMENTATION VIA THE FIRE ACCESS PLAN.

Per Revised Sheet C25 Dated 9-28-17.

**Note****Comment Date:** 08/28/2017

Where a building, or portion thereof, is used for high-piled combustible storage, fire department access shall be provided as required by IFC 503.1.3 and IFC 2306.6.

An additional FD access door shall be provided along the east façade which may require the removal/relocation of proposed racking shown on Sheet A110.

**Note****Comment Date:** 08/28/2017

Ensure exit discharges are provide with a clear unobstructed path out to the public way. Provide sidewalks or submit a snow removal plan to ensure the exits along the east façade have a maintained path out to the public way.

**LIGHTING****Note****Comment Date:** 08/31/2017

Please use automatic daylight or time of day controls.

**TRAFFIC ENGINEERING****Supplement Accepted****Comment Date:** 08/24/2017

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

**Note****Comment Date:** 08/24/2017

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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:** 08/24/2017

(Paid Developers agreement)A deposit of \$1000.00 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:** 08/24/2017

A deposit of \$0.00 payable to City Treasurer will be required for the electrical installations or modifications 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:** 08/24/2017

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 \$300.00 and Deposit to Insure Conduit of \$0.00 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:** 08/24/2017

Items in the Right-of-Way are not approvable through the site plan approval process. Make a note on all pages showing improvements in the ROW that states: The Right-of-Way is the sole jurisdiction of the City of Madison and is subject to change at anytime per the recommendation/plan of Traffic Engineering and City Engineering Depts.

**Supplement Accepted****Comment Date:** 08/24/2017

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. Place and dimension all vision triangles in the proposed plan.

**Supplement Accepted****Comment Date:** 08/24/2017

"Stop" signs shall be installed at a height of seven (7) feet at all class III driveway approaches, including existing driveways, behind the property line and noted on the plan. All directional/regulatory signage and pavement markings on the site shall be shown and noted on the plan.

**Supplement Accepted****Comment Date:** 08/24/2017

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

**Supplement Accepted****Comment Date:** 08/24/2017

Dimensions of the driveways shall be noted on the plan including the width of driveway and width of driveway flares or curb cut.



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**Supplement Accepted** **Comment Date:** 08/24/2017

All sidewalks adjacent parking stalls shall be 7' to accommodate vehicle overhang.

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**Supplement Accepted** **Comment Date:** 08/24/2017

Secure parking facility. This is usually done with continuous six (6) inch curb, timbers, preformed wheel stops, guardrail erected at a height of eighteen (18) inches or fencing of sufficient strength to act as a vehicle bumper.

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**Supplement Accepted** **Comment Date:** 08/24/2017

Dimension bike stalls 2'x6' and 2 foot backup space. 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.

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**Supplement Accepted** **Comment Date:** 08/25/2017

Dimensions all existing features on site plan.

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**Note** **Comment Date:** 08/30/2017

After completing the review of the TIA it has been determined there is a need to extend a lane. A deposit may be required and will be determined by the operations engineer.

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**Note** **Comment Date:** 09/21/2017

\$100.00 driveway remove from previous phase.

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**Supplement Accepted** **Comment Date:** 10/02/2017

Sheet C7 driveway connection with existing drive isle should align.

## URBAN DESIGN COMMISSION

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**Supplement Accepted** **Comment Date:** 09/21/2017

Pending UDC review - UDC review meeting scheduled for 9/27/17.

## ZONING

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**Supplement Accepted** **Comment Date:** 08/25/2017

Provided a stamped and signed landscape plan.

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**Supplement Accepted** **Comment Date:** 08/25/2017

Provide a detail of bike rack.

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**Note** **Comment Date:** 08/25/2017

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

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**Note** **Comment Date:** 08/25/2017

Signage is not a part of this approval. Signage is a separate application and review process subject to Chapter 31 of the Madison General Ordinances.

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**Note** **Comment Date:** 08/25/2017

Work with zoning staff to establish a compliance date with all the elements of the approved site plan pursuant to section 28.186(4)(b) MGO.