



## City of Madison Site Plan Verification

**PROJECT:** LNDSPR-2018-00065

**Address:** 3330 Atwood AVE

**Current Revision #:** 0

**Submitted by:** City of Madison Parks Division

**Contact:** Randy Wiesner  
(608) 267-8679

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

**Description:** 9200 sq. ft. learning center and 11,000 sq. ft. greenhouse

**Status:** Closed

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

Review	Status	Reviewer	Reviewed
Engineering Mapping	Approved	<a href="#">Lori Zenchenko</a>	Jun 25 2018
Engineering Review Main Office	Approved	<a href="#">Daniel Olivares</a>	Aug 16 2018
Fire Review	Approved	<a href="#">William Sullivan</a>	Jun 19 2018
Lighting Review	Approved	<a href="#">Steve Rewey</a>	Jun 19 2018
Parks/Forestry Review	Approved	<a href="#">Kathleen Kane</a>	Jun 7 2018
Traffic Engineering Review	Approved	<a href="#">Timothy Stella</a>	Jun 13 2018
Urban Design Commission Review	Approved	<a href="#">Janine Glaeser</a>	Jun 22 2018
Water Utility Review	Approved	<a href="#">Adam Wiederhoeft</a>	Jun 19 2018
Zoning Review	Approved	<a href="#">Christina Thiele</a>	Sep 10 2018

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(608) 267-8679**Project Type:** Permitted Use Site Plan Review**Description:** 9200 sq. ft. learning center and 11,000 sq. ft. greenhouse**Status:** Closed**Revision History:** [0](#)**ENGINEERING****Supplement Accepted****Comment Date:** 06/21/2018

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:** 06/21/2018

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:** 06/21/2018

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:** 06/21/2018

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.

**Supplement Accepted****Comment Date:** 06/21/2018

This project will likely require construction dewatering and a dewatering plan shall be submitted to City Engineering as part of the Erosion Control Permit. Contact Jeff Benedict.

**Supplement Accepted****Comment Date:** 06/21/2018

This project will need to address washing of concrete trucks or removal of concrete waste/waste water onsite. Provide a detail and location for the disposal of concrete waste/waste water as part of the Erosion Control Permit. Contact Jeff Benedict.

**Supplement Accepted****Comment Date:** 06/26/2018

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.

**Supplement Accepted****Comment Date:** 06/26/2018

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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).

## ENGINEERING MAPPING

### Supplement Accepted

### Comment Date:

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 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.

### Note

### Comment Date:

The Sugar Ave right of way shown on plans was reviewed by Parks survey staff for accuracy. Water Utility survey staff

## FIRE

### Supplement Accepted

**Comment Date:** 06/15/2018

Provide the fire access plans.  
Per supplemental pages G051 & G052

## TRAFFIC ENGINEERING

### Supplement Accepted

**Comment Date:** 06/12/2018

Provide a revised electronic copy of the site plan, .pdf preferred, e-mail plan to Tim Stella - tstella@cityofmadison.com

### Supplement Accepted

**Comment Date:** 06/12/2018

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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; ADA/striped stall dimensions; secured parking facility; sidewalk dimensions; drive aisle dimensions; bike stall dimensions and detail; underground parking dimensions; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.

**Supplement Accepted****Comment Date:** 06/12/2018

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 any time per the recommendation/plan of Traffic Engineering and City Engineering Departments.

**Supplement Accepted****Comment Date:** 06/12/2018

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:** 06/12/2018

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

**Supplement Accepted****Comment Date:** 06/12/2018

Dimension bike racks. Typical bike stalls are 2' x 6'. 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 at least a 2 foot buffer from parking or pedestrian walkways.

**URBAN DESIGN COMMISSION****Supplement Accepted****Comment Date:** 06/21/2018

Provide colored elevation views with shading and material/color call outs.

**Supplement Accepted****Comment Date:** 06/21/2018

Per UDC 2/7/18 Review/Approval Condition - Provide information that greenhouse fans are screened from public view with plantings and preservation of existing White Oak adj. to addition will be monitored.

**WATER UTILITY****Note****Comment Date:** 06/19/2018

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A Water Service Application Form and fees must be submitted before connecting to the existing water system. Provide at least two working days notice between the application submittal and the requested installation or inspection appointment. Application materials are available on the Water Utility's Plumbers & Contractors website (<http://www.cityofmadison.com/water/plumberscontractors>), otherwise they may be obtained from the Water Utility Main Office at 119 E Olin Ave. A licensed plumber signature is required on all water service applications. For new or replacement services, the property owner or authorized agent is also required to sign the application. A Water Meter Application Form will subsequently be required to size & obtain a water meter establish a Water Utility customer account and/or establish a Water Utility fire service account. If you have questions regarding water service applications, please contact Madison Water Utility at (608) 266-4646.

## ZONING

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**Supplement Accepted****Comment Date:** 07/13/2018

Submit a landscape plan and landscape worksheet stamped by a 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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**Note****Comment Date:** 07/13/2018

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 6-30-20