



## City of Madison Site Plan Verification

**PROJECT:** LNDSPR-2018-00092

**Address:** 623 E Main ST

**Current Revision #:** 0

**Submitted by:** Potter Lawson

**Contact:** Brian Reed  
(608) 274-2741

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

**Description:** New two story office building on existing surface parking lot

**Status:** Closed

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

Review	Status	Reviewer	Reviewed
Engineering Mapping	Approved	<a href="#">Lori Zenchenko</a>	Sep 28 2018
Engineering Review Main Office	Approved	<a href="#">Timothy Troester</a>	Sep 11 2018
Fire Review	Approved	<a href="#">William Sullivan</a>	Jul 20 2018
Landmarks Commission Review	Approved	<a href="#">Amy Scanlon</a>	Jul 20 2018
Lighting Review	Approved	<a href="#">Steve Rewey</a>	Sep 6 2018
Traffic Engineering Review	Approved	<a href="#">Timothy Stella</a>	Aug 30 2018
Water Utility Review	Approved	<a href="#">Adam Wiederhoeft</a>	Aug 6 2018
Zoning Review	Approved	<a href="#">Patrick Anderson</a>	Aug 30 2018

**Submitted by:** Potter Lawson**Contact:** Brian Reed  
(608) 274-2741**Project Type:** Permitted Use Site Plan Review**Description:** New two story office building on existing surface parking lot**Status:** Closed**Revision History:** [0](#)**ENGINEERING****Supplement Accepted****Comment Date:** 07/26/2018

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:** 07/26/2018

The plans indicate that sanitary sewer laterals will be plugged. Prior to approval of the plans, the owner shall obtain a permit to plug each existing sanitary sewer lateral that serves a building that is proposed. The owner shall complete a sewer lateral plugging application and pay the applicable permit fees. Permit application is available online at <http://www.cityofmadison.com/engineering/permits.cfm>.

**Note****Comment Date:** 08/03/2018

Plans (sheet C200) indicate the connection into an existing 4" clay sewer lateral on private property, but if the lateral doesn't exist to connect into sanitary sewer main in the right of way. Any connection in the public right of way shall require an Excavation in the Right of Way Permit which is available online at: <http://www.cityofmadison.com/engineering/Permits.cfm>

**Supplement Accepted****Comment Date:** 08/03/2018

Update the end of the note on sheet C200 regarding the sanitary lateral connection to include: Permit and inspection required.

**Supplement Accepted****Comment Date:** 08/03/2018

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](mailto: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:**

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CAD received 9/10/2018.

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.

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

CSM 14931 recorded 9/24/2018 as Doc # 5443129.

Assessor's Office has redefined/updated 0709-133-0604-3 to include the full CSM lot info. Parcel 0709-133-0603-5 has been obsolete.

As discussed at the Developer Assistance Meeting in April, the proposed new building will cross an underlying platted lot lines. 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. The CSM shall be approved by the City and recorded with the Dane County Register of Deeds prior to issuance of a building permit.

**TRAFFIC ENGINEERING****Supplement Accepted****Comment Date:** 07/18/2018

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

**Supplement Accepted****Comment Date:** 07/18/2018

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/stripped 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:** 07/18/2018

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Items in the Right-of-Way are not approvable through the site plan approval process. Make a note on all pages 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:** 07/18/2018

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:** 07/18/2018

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.

**Supplement Accepted****Comment Date:** 07/18/2018

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.

**Supplement Accepted****Comment Date:** 07/18/2018

The applicant shall provide a clearly defined 5' walkway clear of all obstructions to assist citizens with disabilities, especially those who use a wheel chair or are visually impaired. Obstructions include but are not limited to tree grates, planters, benches, parked vehicle overhang, signage and doors that swing outward into walkway.

**Supplement Accepted****Comment Date:** 07/18/2018

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

**WATER UTILITY****Note****Comment Date:** 08/06/2018

FOR NEW WATER LATERAL INSTALLATIONS:

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.

**Note****Comment Date:** 08/06/2018

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FOR CONNECTION TO EXISTING WATER LATERAL:

A Water Meter Application Form and fees must be submitted before connecting to the existing water lateral. Provide at least two working days notice between the application submittal and the scheduled lateral connection/extension. 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. 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:** 07/20/2018

Provide a calculation and plan detail for lot coverage with the final submittal. The lot coverage maximum is 85%. Lot coverage is defined as the total area of all buildings, measured at grade, all accessory structures and all paved areas as a percentage of the total area of the lot. Provide on site plan the total impervious area of the zoning lot.

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**Supplement Accepted****Comment Date:** 07/20/2018

Provide a revised landscape plan as 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.

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**Supplement Accepted****Comment Date:** 07/20/2018

Bicycle parking for the office project shall comply with the requirements of Sections 28.141(4)(g) and 28.141(11). Provide a minimum of 24 short-term bicycle parking stalls located in a convenient and visible area on a paved or impervious surface. Bicycle parking shall be located at least as close as the closest non-accessible automobile parking and within one hundred (100) feet of a principal entrance, or apply for a parking adjustment. Note: A bicycle stall is a minimum of two (2) feet by six (6) feet with a five (5) foot wide access area. Provide a detail of the proposed bike rack.

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**Supplement Accepted****Comment Date:** 07/20/2018

Submit a detail of the trash enclosure if provided outside the building.

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**Supplement Accepted****Comment Date:** 07/20/2018

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 plan by a date established by the Zoning Administrator. Work with staff to establish this date. January 1, 2019 being that date.

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**Supplement Accepted****Comment Date:** 07/20/2018

Required loading facilities shall comply with MGO Section 28.141(13) and 28.142. Provide two (2)- 10' x 50' loading areas with 14' vertical clearance to be shown on the plan. The loading areas shall be exclusive of drive aisle and maneuvering space. These areas shall be screened from public view to the extent feasible by a building wall or solid, commercial-grade wood fence or equivalent material with a minimum height of 6 feet and not greater than 8 feet. Loading area is screened to an extent feasible.

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**Supplement Accepted****Comment Date:** 07/20/2018

The minimum height requirement in the Traditional Employment District is 22 feet to the building cornice as per 28.084. Provide evidence of this dimensional requirement is being met.