



City of Madison Site Plan Verification

PROJECT: LNDSPR-2018-00107

Address: 4101 Lien RD

Current Revision #: 0

Submitted by: Amcor Flexibles Limited

Contact: Nate Novak
(608) 438-5676

Project Type: Permitted Use Site Plan Review

Description: Construct new additions amounting to roughly 85,000 sq. ft., with three loading areas

Status: Closed

Revision History: [0](#)

Review	Status	Reviewer	Reviewed
Engineering Mapping	Approved	Lori Zenchenko	Nov 29 2018
Engineering Review Main Office	Approved	Brenda Stanley	Nov 30 2018
Fire Review	Approved	William Sullivan	Sep 14 2018
Lighting Review	Approved	Steve Rewey	Sep 21 2018
Parks/Forestry Review	Approved	Kathleen Kane	Oct 3 2018
Traffic Engineering Review	Approved	Timothy Stella	Nov 28 2018
Zoning Review	Approved	Christina Thiele	Nov 30 2018

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ENGINEERING

Supplement Accepted**Comment Date:** 08/25/2018

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 Daniel Olivares (daolivares@cityofmadison.com), City Engineering, for approval.

Supplement Accepted**Comment Date:** 08/25/2018

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 Daniel Olivares (daolivares@cityofmadison.com) at City Engineering.

Supplement Accepted**Comment Date:** 08/25/2018

The applicant shall demonstrate compliance with Section 37.07 and 37.08 of the Madison General Ordinances regarding permissible soil loss rates. The erosion control plan shall include Universal Soil Loss Equation (USLE) computations for the construction period. Measures shall be implemented in order to maintain a soil loss rate below 5.0 tons per acre per year.

Supplement Accepted**Comment Date:** 08/25/2018

This site appears to disturb over one (1) acre of land and requires a permit from the WDNR for stormwater management and erosion control. The City of Madison has been required by the WDNR to review projects for compliance with NR216 and NR-151 however a separate permit submittal is still required to the WDNR for this work. The City of Madison cannot issue our permit until concurrence is obtained from the WDNR via their NOI or WRAPP permit process. Contact Eric Rortvedt at 273-5612 of the WDNR to discuss this requirement. Information on this permit application is available on line <http://dnr.wi.gov/Runoff/stormwater/constrformsinfo.htm>

Note**Comment Date:** 08/25/2018

Complete an erosion control plan and complete weekly self-inspection of the erosion control practices and post these inspections to the City of Madison website - as required by Chapter 37 of the Madison General Ordinances.

Supplement Accepted**Comment Date:** 08/25/2018

This site will require a Storm Water Management Permit. Please submit the Storm Water Management Permit Application (and associated fee) to Daniel Olivares (daolivares@cityofmadison.com), City Engineering, for approval.

Supplement Accepted**Comment Date:** 08/25/2018

The Applicant shall submit prior to plan sign-off, electronic copies of any Stormwater Management Files including:a) SLAMM DAT filesb) RECARGA filesc) TR-55/HYDROCAD/Etcd) 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. (POLICY and MGO 37.09(2)) Contact Daniel Olivares, City Engineering, at daolivares@cityofmadison.com.

Supplement Accepted**Comment Date:** 08/25/2018

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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 Daniel Olivares at daolivares@cityofmadison.com. Final document and fee should be submitted to City Engineering.

May need a notary signed maintenance agreement by owner for any added BMP's proposed to meet the TSS TMDL requirement. Contact Daniel Olivares for boilerplate and Exhibit B language. Storm water analysis may show that the existing SWMA will cover the site improvements. If a SWMA is required 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 Daniel Olivares.

Supplement Accepted**Comment Date:** 08/25/2018

Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to detain the 2, 10, & 100 -year storm events, matching post development rates to predevelopment rates.

Supplement Accepted**Comment Date:** 08/25/2018

Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to detain the 2, 10, & 100 -year storm events, matching post development rates to predevelopment rates.

Supplement Accepted**Comment Date:** 08/25/2018

Prior to approval, this project shall comply with Chapter 37.09(3)(a)1.a. of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to reduce TSS by 80% off of newly developed areas compared to no controls.

Supplement Accepted**Comment Date:** 08/25/2018

Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to provide infiltration in accordance with Chapter 37 of the Madison General Ordinances.

Supplement Accepted**Comment Date:** 08/25/2018

This project will require a concrete management plan as part of the erosion control plan to be reviewed and approved by the City Engineer's Office.

Supplement Accepted**Comment Date:** 08/25/2018

For new sidewalk shown in the right of way the length of the project on Parkside Drive, the applicant shall enter into a Developer Agreement OR provide City Engineering a sidewalk plan stamped by an Engineer for review. If the applicant submits a sidewalk plan for Engineering approval, the work shall be completed with a Permit to Excavate in the Right of Way and the stamped plan included with the permit.

Supplement Accepted**Comment Date:** 08/27/2018

The Applicant shall execute a waiver of their right to notice and hearings on the assessments for the installation of sidewalk along Lien Road in accordance with Section 66.0703(7)(b) Wisconsin Statutes and Section 4.09 of the MGO. (MGO 16.23(9)(d)(6). A Check for the recording fee in the amount of \$30.00, made out to Dane County Register of Deeds, shall be required. Contact Brenda Stanley, bstanley@cityofmadison.com, for waiver documentation.

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Supplement Accepted**Comment Date:** 08/27/2018

Update all matchline sheet references throughout the plans to indicated correct pages.

Supplement Accepted**Comment Date:** 08/27/2018

Verify the location of the existing 18" private storm pipe into the existing 2x3 storm structure in the right of way on Sheet CU101 and confirm that the new 12" private storm sewer pipe will not require a larger structure.

Supplement Accepted**Comment Date:** 08/27/2018

Revise the plans to show the proper invert elevations at STRC -3 and STRC-7 on sheet CU101

Supplement Accepted**Comment Date:** 08/27/2018

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:** 08/27/2018

The Applicant shall submit prior to sign-off, but after all revisions are completed, digital PDF files to the Engineering Division (attention: Brenda Stanley, email: bstanley@cityofmadison.com). The digital copies shall be to scale, and shall have a scale bar on the plan set.

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

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CAD received 11/29/2018.

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 14984 recorded 11/21/2018 as Doc # 5455637.

The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD) prior to issuance of any building permits for new construction. When the recorded CSM image is available from the ROD, the Assessor's Office can then create the new Address-Parcel-Owner (APO) data in GEO so that the Accela system can upload this data and permit issuance made available for this new land record

Supplement Accepted**Comment Date:**

Easement Released by City Doc 5446193

The platted utility easements per the plat of Colony Heights lying under the buildings on this site shall be released by the Utilities serving the area and the City of Madison. Contact Jeff Quamme (jrquamme@cityofmadison.com or 266-4097) to coordinate the release by the City of Madison. Applicant shall be responsible to obtain releases by the other utilities prior to the City of Madison releasing the easement areas.

Supplement Accepted**Comment Date:**

Doc No 5454968

Rooftop storm water is discharged onto the private drainage way on the adjacent property to the east. Provide the recorded copy of the easement/agreement permitting storm water to be discharged into the adjacent drainage way.

Supplement Accepted**Comment Date:**

See Real Estate Project 11717. Doc no 5457015

A proposed Bio-retention area along the south side of the site is proposed within a Public Sanitary and Storm Sewer Easement. Placement within the easement requires a Consent to Occupy Easement Agreement with the City to permit the facility within the public easement. Provide a map exhibit showing and labeling the bio retention, property lines and easement to Jeff Quamme (jrquamme@cityofmadison.com) After approval of the exhibit and payment of \$500 administrative fee a Real Estate project will be set up for the City of Madison Office of Real Estate Services to administer the agreement.

PARKS FORESTRY

Supplement Required**Comment Date:** 08/20/2018

An existing inventory of trees (location, species, & DBH) and any tree removal plans (in PDF format) shall be submitted to the plans and Brad Hofmann – bhofmann@cityofmadison.com or 266-4816. All proposed street tree removals within the right of way shall be reviewed by City Forestry. Approval and permitting of street tree removals shall be obtained from the City Forester and/or the Board of Public Works prior to the approval of the site plan.

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Supplement Required**Comment Date:** 08/20/2018

2. Existing street trees shall be protected. Please include the following note on the site plan: Contractor shall install tree protection fencing in the area between the curb and sidewalk and extend it at least 5 feet from both sides of the tree along the length of the terrace. No excavation is permitted within 5 feet of the outside edge of a tree trunk. If excavation within 5 feet of any tree is necessary, contractor shall contact City Forestry (266-4816) prior to excavation to assess the impact to the tree and root system. Tree pruning shall be coordinated with City Forestry prior to the start of construction. Tree protection specifications can be found in section 107.13 of City of Madison Standard Specifications for Public Works Construction -<http://www.cityofmadison.com/business/pw/documents/StdSpecs/2018/Part1.pdf>. Any tree removals that are required for construction after the development plan is approved will require at least a 72 hour wait period before a tree removal permit can be issued by Forestry, to notify the Alder of the change in the tree plan.

Supplement Required**Comment Date:** 08/20/2018

Additional street trees are needed for this project. All street tree planting locations and trees species within the right of way shall be determined by City Forestry. Please submit a site plan (in PDF format) to Brad Hofmann – bhofmann@cityofmadison.com or 266-4816. Tree planting specifications can be found in section 209 of City of Madison Standard Specifications for Public Works Construction -

Note**Comment Date:** 08/20/2018

Contractor shall contact City Forestry Brad Hofmann bhofmann@cityofmadison.com or 266-4816 at least one week prior to forming concrete and constructing tree grates to determine tree locations.

Note**Comment Date:** 08/20/2018

City Forestry will issue a removal permit for four trees (two Ash and two Crabapple) due to decline within the right of way along Parkside Drive. Please contact Brad Hofmann – bhofmann@cityofmadison.com or 266-4816 to obtain the street tree removal permit.

TRAFFIC ENGINEERING

Supplement Accepted**Comment Date:** 08/22/2018

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

Supplement Accepted**Comment Date:** 08/22/2018

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:** 08/22/2018

(Paid)A deposit of \$500 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 Tim Stella, Traffic Engineering Department, 215 Martin Luther King Jr. Blvd; Suite 109, P.O. Box 2986, Madison, Wisconsin 53703-2986.

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(Paid)The Driveway Approach form will be filled out in the Traffic Engineering Office and requires only the fee / deposit to be paid as noted prior to site approval. The Driveway Approach Fee of \$400 and Deposit to Insure Conduit of \$1800 is payable to the City of Madison Treasurer to be delivered or mailed to Attention Tim Stella, Traffic Engineering Department, 215 Martin Luther King Jr. Blvd; Suite 109, P.O. Box 2986, Madison, Wisconsin 53703-2986.

Supplement Accepted**Comment Date:** 08/22/2018

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:** 08/22/2018

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:** 08/22/2018

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:** 10/12/2018

A deposit of \$0 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 Tim Stella, Traffic Engineering Department, 215 Martin Luther King Jr. Blvd; Suite 109, P.O. Box 2986, Madison, Wisconsin 53701-2986.

They decided not to put in the street light by the street crossing.

ZONING

Supplement Accepted**Comment Date:** 09/07/2018

Provide square footage of impervious and pervious areas on lot. Impervious surface ratio shall not exceed 75%.

Supplement Accepted**Comment Date:** 11/07/2018

Loading area facing Parkside Drive shall be screened from view. Provide detail of screening and note on site plan.

Supplement Accepted**Comment Date:** 09/07/2018

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.

Supplement Accepted**Comment Date:** 09/07/2018

Landscape plan and worksheet shall include the entire lot, including the property to the north, along Lien Rd. Count the existing landscaping and developed area in the worksheet.

Supplement Accepted**Comment Date:** 09/07/2018

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Per Sec. 28.142(5)(a), One overstory deciduous tree and five shrubs shall be planted for each 30 lineal feet of lot frontage. Two ornamental trees or two evergreen trees may be used in place of one overstory deciduous tree. 1 more tree and 43 more shrubs are needed along Parkside. Frontage landscaping will also be required along Lien Rd.

Supplement Accepted**Comment Date:** 09/07/2018

Per Section 28.071(3)(h), all rooftop 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:** 09/07/2018

Provide setbacks of new additions to property lines on site plan.

Supplement Accepted**Comment Date:** 09/07/2018

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 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.

Applicant provided the date 10/1/2019

Note**Comment Date:** 11/30/2018

Pervious pavers shall be continuously maintained, and if the property owner wishes to alter and/or remove the pavers as shown on the approved plan, additional review from the City will be required.