



## City of Madison Site Plan Verification

**PROJECT: LNDSPR-2018-00131**

**Address:** 650 Forward DR

**Current Revision #: 0**

**Submitted by:** Vierbicher

**Contact:** Justin Zampardi  
(608) 821-3960

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

**Description:** Widening east-west private drive, add access drives, removing drive entrances, and adding walking paths and lighting to south green spaces area

**Status:** Closed

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

Review	Status	Reviewer	Reviewed
Engineering Mapping	Approved	<a href="#">Jeffrey Quamme</a>	Dec 18 2018
Engineering Review Main Office	Approved	<a href="#">Timothy Troester</a>	Nov 1 2018
Fire Review	Approved	<a href="#">William Sullivan</a>	Oct 24 2018
Lighting Review	Approved	<a href="#">Steve Rewey</a>	Oct 18 2018
Parks/Forestry Review	Approved	<a href="#">Sarah Lerner</a>	Nov 7 2018
Traffic Engineering Review	Approved	<a href="#">Timothy Stella</a>	Oct 29 2018
Urban Design Commission Review	Approved	<a href="#">Janine Glaeser</a>	Oct 25 2018
Zoning Review	Approved	<a href="#">Jenny Kirchgatter</a>	Nov 27 2018

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Addendum 3 to Private Developer Agreement Contract 8036 must be executed and returned along with the additional \$46,000.00 required surety. Submit to Tim Troester in City Engineering

**Note****Comment Date:** 10/22/2018

Coordinate all proposed public improvements with City Project Engineering, John Sapp. Revised City issued plans must be formally issued prior to any of the proposed work in the right-of-way or public improvements taking place.

**Supplement Accepted****Comment Date:** 10/22/2018

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:** 10/22/2018

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.

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

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CAD received 10/17/2018.

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 unplattedh) 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:**

Doc No 5460363

The Declaration of Private Easement per Doc No 5370511 shall be amended to acknowledge the new access now proposed between the access drive on the southern parcel and the parking and drive facilities used by the northern parcel.

**FIRE****Supplement Accepted****Comment Date:** 10/18/2018

Where there is a change in the direction of a fire lane, the minimum inside turning radius shall be at least 28-feet. Provide better details and/or revise the fire lane at the main entrance to the existing building.

Per revised fire access plans dated 10-23-18

**TRAFFIC ENGINEERING****Supplement Accepted****Comment Date:** 10/19/2018

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

**Supplement Accepted****Comment Date:** 10/19/2018

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 \$100 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 53701-2986.

**Supplement Accepted****Comment Date:** 10/19/2018

Applicant shall add a note on the plans that states that there is no parking along the new private drive between Rayovac and Forward drives.

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Traffic Engineering recommends some sort of traffic control on the private drive to prevent vehicles from speeding along the drive.

**URBAN DESIGN COMMISSION****Note****Comment Date:** 10/25/2018

Proposed changes are in keeping with the original UDC approved design intent.

**ZONING****Supplement Accepted****Comment Date:** 11/27/2018

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:** 11/08/2018

The final site compliance date is December 31, 2019.

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.