



## City of Madison Site Plan Verification

**PROJECT:** LNDUSE-2017-00004

**Address:** 4645 Verona RD

**Current Revision #:** 0

**Submitted by:** R.A. Smith National Inc

**Contact:** Todd Mosher  
(630) 405-5570

**Project Type:** Land Use

**Description:** Construct 1-story Discount Tire (auto repair station) in the CC District.

**Status:** Closed

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

Review	Status	Reviewer	Reviewed
Engineering Mapping	Approved	<a href="#">Jeffrey Quamme</a>	Jun 28 2017
Engineering Review Main Office	Approved	<a href="#">Timothy Troester</a>	Apr 16 2018
Fire Review	Approved	<a href="#">William Sullivan</a>	May 30 2017
Lighting Review	Approved	<a href="#">Frederick Rehbein</a>	May 26 2017
Metro Review	Approved	<a href="#">Timothy Sobota</a>	May 25 2017
Planning Review	Approved	<a href="#">Timothy Parks</a>	Jun 9 2017
Traffic Engineering Review	Approved	<a href="#">Cory Stoughtenger</a>	Jun 13 2017
Zoning Review	Approved	<a href="#">Jenny Kirchgatter</a>	Jul 13 2017

**Submitted by:** R.A. Smith National Inc**Contact:** Todd Mosher  
(630) 405-5570**Project Type:** Land Use**Description:** Construct 1-story Discount Tire (auto repair station) in the CC District.**Status:** Closed**Revision History:** [0](#)**ENG MAPPING VERIFICATION****Supplement Accepted****Comment Date:** 05/19/2017

Doc No. 5335135

There exists an Access Easement per CSM 3983 that is not applicable to the current configuration of the current sites. Applicant shall have these easements released and provide a copy of the recorded release document.

**Supplement Accepted****Comment Date:** 05/19/2017

Cross Access provided Doc No 5329267

The Cross Easement Agreement per Doc No. 2233631, 1st Amendment Doc No. 2575013 and Second Amendment Doc No 4253555 does not address all vehicular access movement over this property by the adjacent properties to the east (Lots 1 and 2, CSM No. 13583). Additionally, there has not been an existing recorded document provided permitting access by the users of this site over those same adjacent properties to the East. An agreement(s) amendment or a new agreement(s) addressing all of the cross access issues between these three properties shall be provided for review. The final agreement(s) shall be recorded and copies provided prior to final site plan sign off.

**Note****Comment Date:** 05/19/2017

The lateral configuration is no longer a common lateral, but one that only serves this site. Common maintenance agreement therefore is not required.

**Supplement Accepted****Comment Date:** 05/19/2017

Doc No 5329268

All three sites sharing the parking and access areas are dependent on each other for surface drainage. (no longer storm sewer) A private Storm Water Drainage Easement/Agreement for all parcels sharing the access areas shall be drafted, executed and recorded prior to final site plan sign off.

**Supplement Accepted****Comment Date:** 05/23/2017

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Revised CAD received 8/30/2017.

CAD received 6/12/2017.

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.

## ENGINEERING VERIFICATION

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**Supplement Accepted****Comment Date:** 05/25/2017

((Deposit has been submitted. Waiting issuance of permit. TNT 7-11-17)) The applicant shall obtain a Street Excavation Permit for the sidewalk work, which is available from the City Engineering Division <http://www.cityofmadison.com/engineering/permits.cfm>. The applicant shall provide a pay all fees associated with the permit and provide a \$5,000.00 deposit to cover inspection fees. Any remaining deposit amount will be refunded upon completion and acceptance of the public sidewalk. All work must be completed within six months or the succeeding June 1, whichever is later. Submit deposit to Tim Troester in City Engineering, check payable to City Treasurer. Permit must be obtained prior to plan verification approval.

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**Supplement Accepted****Comment Date:** 05/25/2017

Revise the proposed public sidewalk just to the north of the proposed building. Minimum longitudinal slope must be 0.5%. This plan revision must be completed and approved prior to obtaining the Street Excavation Permit noted above.

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**Supplement Accepted****Comment Date:** 05/25/2017

All outstanding Madison Metropolitan Sewerage District (MMSD) connection charges are due and payable prior to Engineering sign-off. Current amount due is \$506.99, make check payable to Madison Metropolitan Sewerage District and submit to Tim Troester in City Engineering for processing.

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**Supplement Accepted****Comment Date:** 05/25/2017

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>. Questions regarding erosion control permitting requirements can be sent to Megan at [meberhardt@cityofmadison.com](mailto:meberhardt@cityofmadison.com).

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(630) 405-5570**Project Type:** Land Use**Description:** Construct 1-story Discount Tire (auto repair station) in the CC District.**Status:** Closed**Revision History:** [0](#)

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**Supplement Accepted****Comment Date:** 05/25/2017

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.

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**Supplement Accepted****Comment Date:** 05/25/2017

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>. Questions regarding stormwater management requirements or stormwater permitting requirements can be sent to Megan at [meberhardt@cityofmadison.com](mailto:meberhardt@cityofmadison.com).

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**Supplement Accepted****Comment Date:** 05/25/2017

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](mailto:Meberhardt@cityofmadison.com). The final document and fee should be submitted to City Engineering, attention: Megan Eberhardt.

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**Supplement Accepted****Comment Date:** 05/25/2017

Submit electronic data files for the stormwater management modeling and calculations. Files can be emailed to Megan Eberhardt at [Meberhardt@cityofmadison.com](mailto:Meberhardt@cityofmadison.com) or submitted on CD to City Engineering.

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**Supplement Accepted****Comment Date:** 05/25/2017

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.

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**Supplement Accepted****Comment Date:** 05/25/2017

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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.

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**Note** **Comment Date:** 05/25/2017

The applicant's contractor(s) shall obtain a connection permit and excavation permit prior to commencing any of the proposed utility work within the public right-of-way. This permit application is available on line at <http://www.cityofmadison.com/engineering/permits.cfm>.

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**Note** **Comment Date:** 05/25/2017

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.

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**Note** **Comment Date:** 05/25/2017

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

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**Note** **Comment Date:** 05/25/2017

All damage to pavement on the Verona Road Frontage Road 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>

## PLANNING VERIFICATION

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

The final plans are consistent with the plans approved by the Plan Commission.

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

The architectural revisions depicted on the final plans adequately address the conditions of approval.

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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:** 05/26/2017

Developer shall provide a recorded copy of any joint driveway ingress/egress and crossing easements and shall be noted on face of plan.

**Supplement Accepted****Comment Date:** 05/26/2017

Applicant shall dimension sidewalk that runs along the west of proposed building. All sidewalks next to buildings shall be 6' in width.

**Supplement Accepted****Comment Date:** 05/26/2017

Applicant shall submit detail of proposed bike parking racks.

6/13-Rack detail provided on submittal plans, sheet L200.

**Note****Comment Date:** 05/26/2017

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.

**ZONING VERIFICATION****Supplement Accepted****Comment Date:** 07/13/2017

Provide details showing that the primary street façade (North elevation) meets the door and window opening requirements of Section 28.060(2)(d). For nonresidential uses at ground floor level, windows and doors or other openings shall comprise at least sixty percent (60%) of the length and at least forty percent (40%) of the area of the ground floor of the primary street facade. At least fifty percent (50%) of windows on the primary street facade shall have the lower sill within three (3) feet of grade.

**Supplement Accepted****Comment Date:** 07/13/2017

Submit the floor plan and rooftop plan for the final approved plan set. The rooftop plan shall show the location of any proposed rooftop mechanical equipment and screening. All rooftop equipment shall be screened from view from adjacent streets and public rights-of-way per Sections 28.060(2)(f) and 28.142(9)(d). Screens shall be of durable, permanent materials that are compatible with the primary building materials.

**Supplement Accepted****Comment Date:** 07/10/2017

The final site compliance date is October 30, 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.

**Note****Comment Date:** 06/20/2017

Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with Chapter 31 Sign Codes of the Madison General Ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.