



## City of Madison Site Plan Verification

**PROJECT: LNDUSE-2017-00038**

**Address:** 734 Holy Cross WAY

**Current Revision #: 0**

**Submitted by:**

**Contact:** Lisa Van Handel  
(920) 322-1607

**Project Type:** Land Use

**Description:** Alteration to an approved Conditional Use to allow construction of an addition to a place of worship and school (Holy Cross Lutheran) greater than 10,000 sq. ft. of floor area in SR-C1 zoning district.

**Status:** Closed

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

Review	Status	Reviewer	Reviewed
Engineering Mapping	Approved	<a href="#">Lori Zenchenko</a>	Oct 26 2017
Engineering Review Main Office	Approved	<a href="#">Brenda Stanley</a>	Oct 30 2017
Fire Review	Approved	<a href="#">William Sullivan</a>	Sep 14 2017
Lighting Review	Approved	<a href="#">Harry Sulzer</a>	Oct 24 2017
Parks/Forestry Review	Approved	<a href="#">Janet Schmidt</a>	Nov 1 2017
Planning Review	Approved	<a href="#">Timothy Parks</a>	Oct 19 2017
Traffic Engineering Review	Approved	<a href="#">Timothy Stella</a>	Oct 27 2017
Zoning Review	Approved	<a href="#">Jenny Kirchgatter</a>	Oct 26 2017

**Submitted by:**

**Contact:** Lisa Van Handel  
(920) 322-1607

**Project Type:** Land Use

**Description:** Alteration to an approved Conditional Use to allow construction of an addition to a place of worship and school (Holy Cross Lutheran) greater than 10,000 sq. ft. of floor area in SR-C1 zoning district.

**Status:** Closed

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

**ENG MAPPING VERIFICATION****Supplement Accepted****Comment Date: 09/24/2017**

CAD received 10/25/2017.

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 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.

**ENGINEERING VERIFICATION****Supplement Accepted****Comment Date: 10/05/2017**

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: 10/05/2017**

**Submitted by:**

**Contact:** Lisa Van Handel  
(920) 322-1607

**Project Type:** Land Use

**Description:** Alteration to an approved Conditional Use to allow construction of an addition to a place of worship and school (Holy Cross Lutheran) greater than 10,000 sq. ft. of floor area in SR-C1 zoning district.

**Status:** Closed

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

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).

**Supplement Accepted****Comment Date:** 10/05/2017

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:** 10/06/2017

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.

**Note****Comment Date:** 10/06/2017

This building addition was accounted for in the SWMP required for the original project in 2015. Bioretention was designed with this addition included in the calculations.

**Note****Comment Date:** 10/06/2017

Any added or revised plan sheets must be submitted to Zoning to be included in the official approved plan set.

**PARKS FORESTRY VERIFICATION****Supplement Accepted****Comment Date:** 11/01/2017

All proposed street tree removals within the right of way shall be reviewed by City Forestry. Please submit an existing inventory of trees (location, species, & DBH) and a tree removal plan (in PDF format) to Brad Hofmann – bhofmann@cityofmadison.com or 266-4816. 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.

**PLANNING VERIFICATION****Note****Comment Date:** 10/16/2017

The final site and landscaping plans appear to be consistent with the plans approved by the Plan Commission.

**Supplement Accepted****Comment Date:** 10/19/2017

The applicant shall submit floorplans and elevations to Zoning and Planning for final review prior to sign-off and issuance of permits (even if no changes have been made since Plan Commission approval).

NOTE: The required plans sheets were submitted and are generally consistent with the plans approved by the Plan Commission.

**TE VERIFICATION****Supplement Accepted****Comment Date:** 09/13/2017

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

**Submitted by:**

**Contact:** Lisa Van Handel  
(920) 322-1607

**Project Type:** Land Use

**Description:** Alteration to an approved Conditional Use to allow construction of an addition to a place of worship and school (Holy Cross Lutheran) greater than 10,000 sq. ft. of floor area in SR-C1 zoning district.

**Status:** Closed

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

**Supplement Accepted****Comment Date: 09/13/2017**

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; sidewalk dimensions; driveway dimensions; drive aisle dimensions; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.

**Supplement Accepted****Comment Date: 09/13/2017**

A deposit of \$1000 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, 30 W. Mifflin St; Suite 900, P.O. Box 2986, Madison, Wisconsin 53701-2986.

**Supplement Accepted****Comment Date: 09/13/2017**

A deposit of \$0.00 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, 30 W. Mifflin St; Suite 900, P.O. Box 2986, Madison, Wisconsin 53701-2986.

**Supplement Accepted****Comment Date: 09/13/2017**

The Driveway Approach form is already filled out in Traffic Engineering Office and requires only the fee / deposit to be paid as noted prior to site approval. The Driveway Approach Fee of \$0.00 and Deposit to Insure Conduit of \$0.00 is payable to the City of Madison Treasurer to be delivered or mailed to Attention Tim Stella, Traffic Engineering, 30 W. Mifflin St; Suite 900, P.O. Box 2986, Madison, Wisconsin 53701-2986.

**Supplement Accepted****Comment Date: 09/13/2017**

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 anytime per the recommendation/plan of Traffic Engineering and City Engineering Depts.

**Supplement Accepted****Comment Date: 09/13/2017**

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: 09/13/2017**

"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: 09/13/2017**

One way operation of the site shall be secured by placing a "One Way" sign at the entrance and a "Do Not Enter" sign at the Exit.

**Submitted by:**

**Contact:** Lisa Van Handel  
(920) 322-1607

**Project Type:** Land Use

**Description:** Alteration to an approved Conditional Use to allow construction of an addition to a place of worship and school (Holy Cross Lutheran) greater than 10,000 sq. ft. of floor area in SR-C1 zoning district.

**Status:** Closed

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

**Supplement Accepted****Comment Date:** 09/13/2017

Dimension bike stalls. 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.

**Supplement Accepted****Comment Date:** 09/15/2017

The applicant shall modify the storm water (pond) so as not to encroach on the 20' path easement.

**Supplement Accepted****Comment Date:** 09/15/2017

Applicant will include the entire parcel on the site including existing features, dimensions, ect.

**ZONING VERIFICATION****Supplement Accepted****Comment Date:** 10/26/2017

The final site compliance date is September 1, 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:** 10/14/2017

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.