



City of Madison Site Plan Verification

PROJECT: LNDUSE-2018-00014

Address: 437 S JUNCTION RD

Current Revision #: 0

Submitted by: Network Partners, LLC

Contact: Arlan Kay
(608) 235-1920
arlan@knotextarchitects.com

Project Type: Land Use

Description: Convert building into veterinary clinic, animal daycare and animal boarding facility

Status: Closed

Revision History: [0](#)

Review	Status	Reviewer	Reviewed
Engineering Mapping	Approved	Lori Zenchenko	Aug 23 2018
Engineering Review Main Office	Approved	Megan Eberhardt	Oct 4 2018
Fire Review	Approved	William Sullivan	Jun 22 2018
Metro Review	Approved	Timothy Sobota	Jun 22 2018
Parks/Forestry Review	Approved	Sarah Lerner	Aug 15 2018
Planning Review	Approved	Sydney Prusak	Jun 22 2018
Traffic Engineering Review	Approved	Timothy Stella	Jun 22 2018
Urban Design Commission Review	Approved	Janine Glaeser	Jul 3 2018
Water Utility Review	Approved	Adam Wiederhoeft	Oct 10 2018
Zoning Review	Approved	Jenny Kirchgatter	Aug 24 2018

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ENG MAPPING VERIFICATION

Supplement Accepted**Comment Date: 06/20/2018**

CAD received 8/22/2018.

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.

ENGINEERING VERIFICATION

Supplement Accepted**Comment Date: 06/22/2018**

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.

Supplement Accepted**Comment Date: 06/22/2018**

Submit PDFs of the final plans for Engineering records. Files can be emailed to Tim Troester at ttroester@cityofmadison.com or submitted on CD to City Engineering.

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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 . 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.

Supplement Accepted**Comment Date:** 08/09/2018

It was discovered that there is no existing stormwater management maintenance agreement to the existing stormwater elements on site. A stormwater management maintenance agreement (SWMA) will be required at this time. Submit a draft agreement for review and approval that covers the inspection and maintenance requirements for the existing BMPs 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. The drawings do not need to be to scale. Once City Engineering staff have reviewed the draft document and approved it, submit a signed and notarized original copy to City Engineering. Include a check for \$30 made out to Dane County Register of Deeds for the recording fee. City Engineering will forward the document and fee for recording. Draft document can be emailed to MEberhardt@cityofmadison.com. The final document and fee should be submitted to City Engineering, ATTN: Megan Eberhardt.

UPDATED 9/18/18: Document received. Still waiting on \$30 check.

PARKS FORESTRY VERIFICATION**Supplement Accepted****Comment Date:** 07/02/2018

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.

PLANNING VERIFICATION

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The applicant shall adjust the fence height for the outdoor exercise areas to be six (6) feet in height in order to comply with M.G.O. §28.151 Supplemental Regulations for Animal Facility, Kennel, Animal Shelter.

Supplement Accepted**Comment Date:** 06/22/2018

25. The applicant shall submit a site plan that shows how the two northern exercise areas will be accessed by the animal kennel staff and the boarded dogs. The access area shall be fenced in to ensure that no dogs get loose from the exercise areas

Note**Comment Date:** 06/22/2018

There are six outdoor dog exercise areas instead of the four originally proposed. Staff approves this change and notes it as a design progression.

URBAN DESIGN VERIFICATION

Supplement Accepted**Comment Date:** 07/03/2018

Provide updated color elevation views with new exterior material & color call outs..

Note**Comment Date:** 07/03/2018

UDC granted final approval on Feb. 21, 2018.

WATER UTILITY VERIFICATION

Supplement Required**Comment Date:** 10/04/2018

Confirmed that deferred water main assessment was settled and fully-paid in 2013.

Note that records indicate deferred water main assessments exist against this parcel (2004 original assessment of \$14,778.14, 6% interest). Improvements which substantially change the use of the property may require any outstanding deferred assessments to be paid in full prior to proceeding with the proposed improvements (MGO 4.081(4)). Please contact Wendy Murkve of the City of Madison Finance Department to review the status of the deferred water main assessment associated with this property - Phone: (608) 266-4008 - Email: wmurkve@cityofmadison.com.

ZONING VERIFICATION

Supplement Accepted**Comment Date:** 08/24/2018

Update the site plan information block for 7 bike spaces as shown on the plans.

Supplement Accepted**Comment Date:** 08/24/2018

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:** 08/24/2018

Verify that the landscape islands will contain a minimum of 75% vegetative cover.

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The final site compliance date is June 1, 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.

Note**Comment Date:** 08/02/2018

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 and Chapter 33 Urban Design District ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.