



City of Madison Site Plan Verification

PROJECT: LNDUSE-2018-00041

Address: 3603 Cross Hill DR

Current Revision #: 0

Submitted by: Core States Group

Contact: Chad Fairbanks
(314) 270-5203

Project Type: Land Use

Description: Construct auto service station and convenience store.

Status: Closed

Revision History: [0](#)

Review	Status	Reviewer	Reviewed
Engineering Mapping	Approved	Lori Zenchenko	Feb 14 2019
Engineering Review Main Office	Approved	Brenda Stanley	Feb 15 2019
Fire Review	Approved	William Sullivan	Aug 7 2018
Lighting Review	Approved	Steve Rewey	Oct 1 2018
Metro Review	Approved	Timothy Sobota	Jul 26 2018
Parks/Forestry Review	Approved	Kathleen Kane	Aug 3 2018
Planning Review	Approved	Chris Wells	Jan 9 2019
Traffic Engineering Review	Approved	Timothy Stella	Oct 10 2018
Water Utility Review	Approved	Adam Wiederhoeft	Aug 8 2018
Zoning Review	Approved	Jenny Kirchgatter	Feb 1 2019

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CAD received 2/14/2019.

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:** 07/27/2018

Doc No 5452730 rec 11-6-2019

The proposed development has building improvements within the Joint Driveway Easement Agreement per Doc. No. 3503224. Applicant shall provide a recorded copy of the amendment to the agreement reconfiguring the easement area to conform to the development as proposed.

Supplement Accepted**Comment Date:** 10/03/2018

Doc No 5452733 rec 11-6-2019

Provide a recorded copy of the relocated private sanitary sewer easement over the Southeast corner of the site.

ENGINEERING VERIFICATION**Supplement Accepted****Comment Date:** 08/21/2018

NONE DUE 09/08/2018

All outstanding Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to Engineering sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Brenda Stanley (bstanley@cityofmadison.com) or Mark Moder (608-261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff. (MGO 16.23(9)(d)(4))

Supplement Accepted**Comment Date:** 08/21/2018

On Sheet C5, verify and revise as needed the invert elevation of ST-17 of 989.86.

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On Sheet C6, verify and revise the pipe chart/labeling callouts for sanitary pipes beginning at SAN-7 and SAN-9. The sequence appears to be incorrect.

Supplement Accepted**Comment Date:** 08/21/2018

Revise plans to show 8" PVC sanitary lateral through the private sanitary sewer easement.

Supplement Accepted**Comment Date:** 08/21/2018

The Applicant shall submit, prior to plan sign-off but after all revisions have been completed, 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) Lot lines or parcel lines if unplatted
- g) Lot numbers or the words unplatted
- h) Lot/Plat 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: bstanley@cityofmadison.com (East). Include the site address in the subject line of this transmittal. Any changes or additions to the location of the building, sidewalks, parking/pavement, private on-site sanitary sewer utilities, or private on-site storm sewer utilities during construction will require a new CAD file.

Supplement Accepted**Comment Date:** 08/21/2018

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The applicant shall submit, prior to plan sign-off but after all revisions have been completed, digital PDF files to the Engineering Division. Email PDF file transmissions are preferred to: bstanley@cityofmadison.com (East). 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) 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
- j) Stormwater Management Facilities
- k) Detail drawings associated with Stormwater Management Facilities (including if applicable planting plans).

Supplement Accepted**Comment Date:** 08/21/2018

The Applicant shall submit prior to plan sign-off, electronic copies of any Stormwater Management Files including: a) SLAMM DAT files b) RECARGA files c) 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))

Supplement Accepted**Comment Date:** 08/21/2018

This project appears to require construction dewatering. A dewatering plan shall be submitted to City Engineering as part of the Erosion Control Permit application and plan. If contaminated soil or groundwater conditions exist on or adjacent to this project additional WDNR, Public Health, and/or City Engineering approvals may be required prior to the issuance of the required Erosion Control Permit.

Supplement Accepted**Comment Date:** 08/21/2018

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 (daolivares@cityofmadison.com). Final document and fee should be submitted to City Engineering.

Supplement Accepted**Comment Date:** 08/21/2018

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:** 08/21/2018

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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> (NOTIFICATION)

Supplement Accepted**Comment Date:** 08/21/2018

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. (POLICY)

Supplement Accepted**Comment Date:** 08/21/2018

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:** 08/21/2018

Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to reduce TSS by 80% (control the 5 micron particle) off of newly developed areas compared to no controls.

Note**Comment Date:** 08/21/2018

NO INF REQ per email correspondence w/ Jeff Benedict (fueling operation and shallow bedrock).

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.

Note**Comment Date:** 08/21/2018

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:** 08/21/2018

NOTE: Sidewalk was installed with City Project 11716.

Sidewalk on High Crossing Boulevard adjacent to this project was to be installed per plans issued by the City of Madison Private Contract 11716. Sidewalk elevations for this project are different from those on the City issued plans. Please clarify with Brenda Stanley, bstanley@cityofmadison.com, who will be installing the sidewalk.

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

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.

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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:** 09/20/2018

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 oil/grease control treating the first 1/2 inch of runoff over the entire parking lot in accordance with Chapter 37 of the Madison General Ordinances.

Note**Comment Date:** 02/15/2019

The owner or owner's representative shall obtain all necessary sewer connection permits prior to any utility work. The Applicant shall pay the permit fee, inspection fee and street degradation fee as applicable and shall comply with all the conditions of the permit. (MGO 10.05(6)) This permit application is available on line at <http://www.cityofmadison.com/engineering/permits.cfm>

PLANNING VERIFICATION**Supplement Accepted****Comment Date:** 07/27/2018

Please submit detailed and dimensioned elevations (with callouts indicating materials and material colors) of the building as well as the fuel pump canopy.
2019/01/09 Update: This condition is satisfied per the revised plans (see files "3603chd_Fuel Canopy Elevs_03_AL-201.pdf", "3603chd_Revised Building Elev Callouts_04_A-201_Madison_10_10_18.pdf", and "3603chd_Revised Building Elev Callouts_04_A-202_Madison_10_10_18.pdf")

TE VERIFICATION**Supplement Accepted****Comment Date:** 07/30/2018

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

Supplement Accepted**Comment Date:** 07/30/2018

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:** 07/30/2018

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, 30 W. Mifflin St; Suite 900, P.O. Box 2986, Madison, Wisconsin 53701-2986.

Supplement Accepted**Comment Date:** 07/30/2018

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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, 30 W. Mifflin St; Suite 900, P.O. Box 2986, Madison, Wisconsin 53701-2986.

Supplement Accepted**Comment Date:** 07/30/2018

The applicant shall change the radii on the south driveway to flares per city of Madison specs.

Supplement Accepted**Comment Date:** 07/30/2018

Applicant shall provide a copy of all cross access agreements. Email to tstella@cityofmadison.com

WATER UTILITY VERIFICATION**Note****Comment Date:** 08/08/2018

A Water Meter Application Form and fees must be submitted before connecting to the existing water lateral. Provide at least two working days notice between the application submittal and the scheduled lateral connection/extension. Application materials are available on the Water Utility's Plumbers & Contractors website (<http://www.cityofmadison.com/water/plumberscontractors>), otherwise they may be obtained from the Water Utility Main Office at 119 E Olin Ave. A licensed plumber signature is required on all water service applications. For new or replacement services, the property owner or authorized agent is also required to sign the application. If you have questions regarding water service applications, please contact Madison Water Utility at (608) 266-4646.

ZONING VERIFICATION**Supplement Accepted****Comment Date:** 01/14/2019

Submit 4 sets of floor plans and elevations and the PDF for the proposed building and canopy.

Supplement Accepted**Comment Date:** 02/01/2019

All parking lots with twenty (20) or more parking stalls shall provide adequate interior parking lot landscaping per Section 28.142(6). For new development on sites previously undeveloped or where all improvements have been removed, a minimum of eight percent (8%) of the asphalt or concrete area of the parking lot shall be devoted to interior planting islands, peninsulas, or landscaped strips.

Supplement Accepted**Comment Date:** 01/22/2019

Provide details showing that the primary street façade 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 façade (plan North façade). At least fifty percent (50%) of windows on the primary street facade shall have the lower sill within three (3) feet of grade. Glass on windows and doors shall be clear or slightly tinted, allowing views into and out of the interior. Spandrel glass that mimics the appearance of windows may be used for up to 20% of the required area of the openings.

Supplement Accepted**Comment Date:** 01/29/2019

Parking is proposed in excess of the maximum number of spaces. Per Table 28I-3 Off-Street Parking Requirements, the automobile parking maximum is one (1) parking space per 500 square feet of floor area (9 parking stalls). The Zoning Administrator may approve an increase of up to twenty (20) spaces above the maximum requirement. Submit an Application for a Parking Adjustment with supporting documentation per Section 28.141(6)(c) with the final plan submittal.

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Submit an updated bike rack detail showing a minimum of 4 feet between the individual bike racks. A bike stall is a minimum of 2' x 6' with a 5' wide access aisle.

Supplement Accepted**Comment Date:** 01/22/2019

Submit a detail of the trash enclosure. The trash enclosure shall be screened on four (4) sides (including a gate for access) by a solid, commercial-grade wood fence, wall, or equivalent material with a minimum height of six (6) feet and not greater than eight (8) feet.

Supplement Accepted**Comment Date:** 10/09/2018

Relocate exterior mechanical equipment located on the north building façade. Exterior mechanical equipment such as ductwork shall not be located on primary building facades.

Supplement Accepted**Comment Date:** 01/31/2019

The final site compliance date is December 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:** 09/12/2018

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. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.