

PERMIT COUNTER INFORMATION

Submit your plans and applications at the Permit Counter.

Permit Counter
Department of Planning and Community and Economic Development
215 Martin Luther King Jr Blvd Suite 017
Madison, WI 53703

Phone Number: 266-4551

NOTES



Department of Planning and Community and Economic Development
215 Martin Luther King Jr Blvd Suite 017
Madison, WI 53701
266-4551

Getting Your Parking Lot/Site Plan Approved

In this packet, you’ll find:

- Parking Lot/Site Plan Approval Application and Checklist
- Plan Approval Procedures and Instructions
- Example plans for parking lot layout, drainage, landscaping and erosion control
- Parking Lot Design Standards
- Landscape Worksheet
- Outdoor Lighting Standards
- Street Terrace Permit Application
- Erosion Control Permit Application
- Storm Water Management Permit Application
- Application to Excavate in Public Right-of-Way
- Fire Apparatus Access and Fire Hydrant Worksheet

APPLICATION INSTRUCTIONS – PARKING LOT/SITE PLAN APPROVAL PROCESS

Our process and forms were designed with input from customers and City staff who provided tips on how to prevent errors and reduce time. Our process works best if we receive complete, accurate and legible information.

- 1

Before you submit our plans and required information, discuss your proposal with City staff. At this time you can discuss the City’s standards for site design. See the *Parking Lot/Site Plan Approval Application Checklist, Section G, **for staff phone numbers.***
- 2

Determine the items you need to include in your application. At a minimum, you need:

 - The *Parking Lot/Site Plan Approval Application Checklist*
 - Seven sets of scaled (1” = 20’ or similar) drawings

To determine the other items you need to include, answer these questions.

1.

Is this parking lot an approved Conditional Use, Demolition or PD?
☐ No
☐ Yes → ☐ Attach signed copy of *Letter of Conditions*

2.

Is this parking lot new construction?
☐ No
☐ Yes → ☐ Attach *street terrace permit*

3.

Is the site one acre or more?
☐ No
☐ Yes → ☐ Attach *Land Disturbing Activity application* and five sets of Erosion Control Plan

4.

Does this parking lot have a joint driveway or joined parking lots on separate parcels?
☐ No
☐ Yes → ☐ Attach *easement agreements*

5.

Will this parking lot have outdoor lighting?
☐ No
☐ Yes → ☐ Attach *lighting plan and manufacturers specs & plan*

6.

Does the site meet the applicability standards of Sec. 28.142(2) or it the approved landscape plan changing?
☐ No
☐ Yes → ☐ Attach *Landscape Worksheet & plan*

3

Prepare your plans. Use the application checklist to be sure you show all the information that is needed for review of your plans/project.

4

Submit Checklist, plans and all attachments at the Permit Counter in the Department of Planning & Community & Economic Development in the Madison Municipal Building. A zoning staff person will review your application to see if it is complete. If it is not complete, the staff person will return your plans to you and explain what other items you need to submit. If it is complete, a zoning staff person will accept the application for review.

5

Pay fees. A site plan review fee is due when plans and attachments are submitted for staff review. The fee is \$100 plus \$50 for each acre of land in excess of one acre, or fraction thereof, up to a maximum of 5 acres or \$300. \$50 fee for Government agencies, schools, NGO’s non-profits. You can consult with zoning staff prior to submitting plans to calculate the fee.

6

Track site plan review. You can track the progress of the City agencies’ reviews on the [City of Madison Site Plan Verification](#) website. If an agency requests additional information, submit the materials or information directly to that agency. If a plan is rejected by an agency, revised plans will need to be resubmitted for a new review along with an additional site plan review fee.

7

Return to pick up your plans. Usually the parking lot/ site plan review process takes about 7- 14 days. It can take longer if an agency requests additional information or if the plans need to be revised and resubmitted. You will receive an email notification alerting you when the plans have been approved. You can then return to the Zoning Counter to pick up the approved plans.

8

Pay all permit fees at the Permit Counter and get your permit(s) and a signed, approved copy of your plan.

WHO TO CALL FOR HELP

As you look over the application and checklist you may be confused about what you need to submit or show on your plans. City staff can advise you. Give them a call before you draw your plans or submit your application.

TOPIC	CITY AGENCY	PHONE NUMBER
Building use Setbacks Landscaping Occupancy	Zoning	(608) 266-4551
Parking lot geometrics	Traffic Engineering	(608) 266-4761
Drainage Land disturbing activity Soil erosion	Engineering	(608) 266-4751
Fire hydrants/access	Fire	(608) 266-4484
Outdoor lighting	Building Inspection	(608) 266-4551

Why the City Needs So Much Information

The City of Madison reviews and approves parking lot plans to answer these questions:

- Will there be the required number of car/bike spaces for visitors, customers and employees?
 - Will drivers of different-sized vehicles be able to get in and out of the spaces safely?
 - Will customers and employees with disabilities be able to park and have easy access to the building?
 - Can drivers enter and exit the lot safely?
 - Will parking lot lighting help keep customers, employees and property safe, while not disturbing adjacent property owners?
 - Will the lot’s construction and use cause minimal soil erosion and runoff?
 - Will the lot drain properly?
 - Will fire trucks be able to get in and have adequate water supply to put out a fire?
 - Will the development meet city aesthetic design requirements?

There is a lot to consider, but understanding why the City reviews parking lot plans will help you understand the information you need to provide for review and approval of your plans.

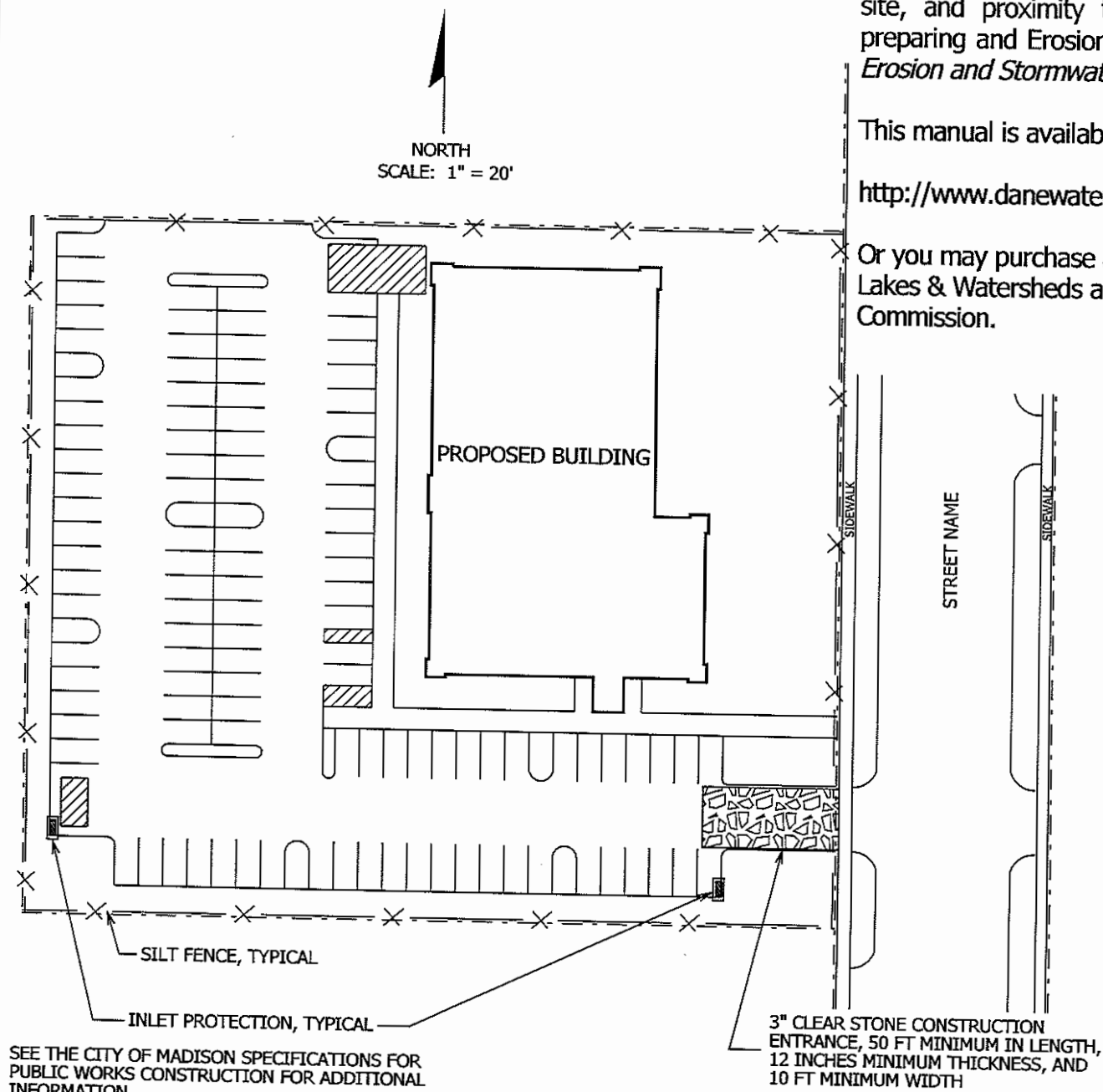
EXAMPLE PLAN Z - EROSION CONTROL PLAN

This Erosion Control Plan shows the minimum requirements for this site only. Each site should be analyzed with regard to total drainage area, location of the site within the drainage area, topography of the site, and proximity to the receiving body of water. Applicants preparing and Erosion Control Plan should refer to the *Dane County Erosion and Stormwater Management Manual* for guidance.

This manual is available on-line at:

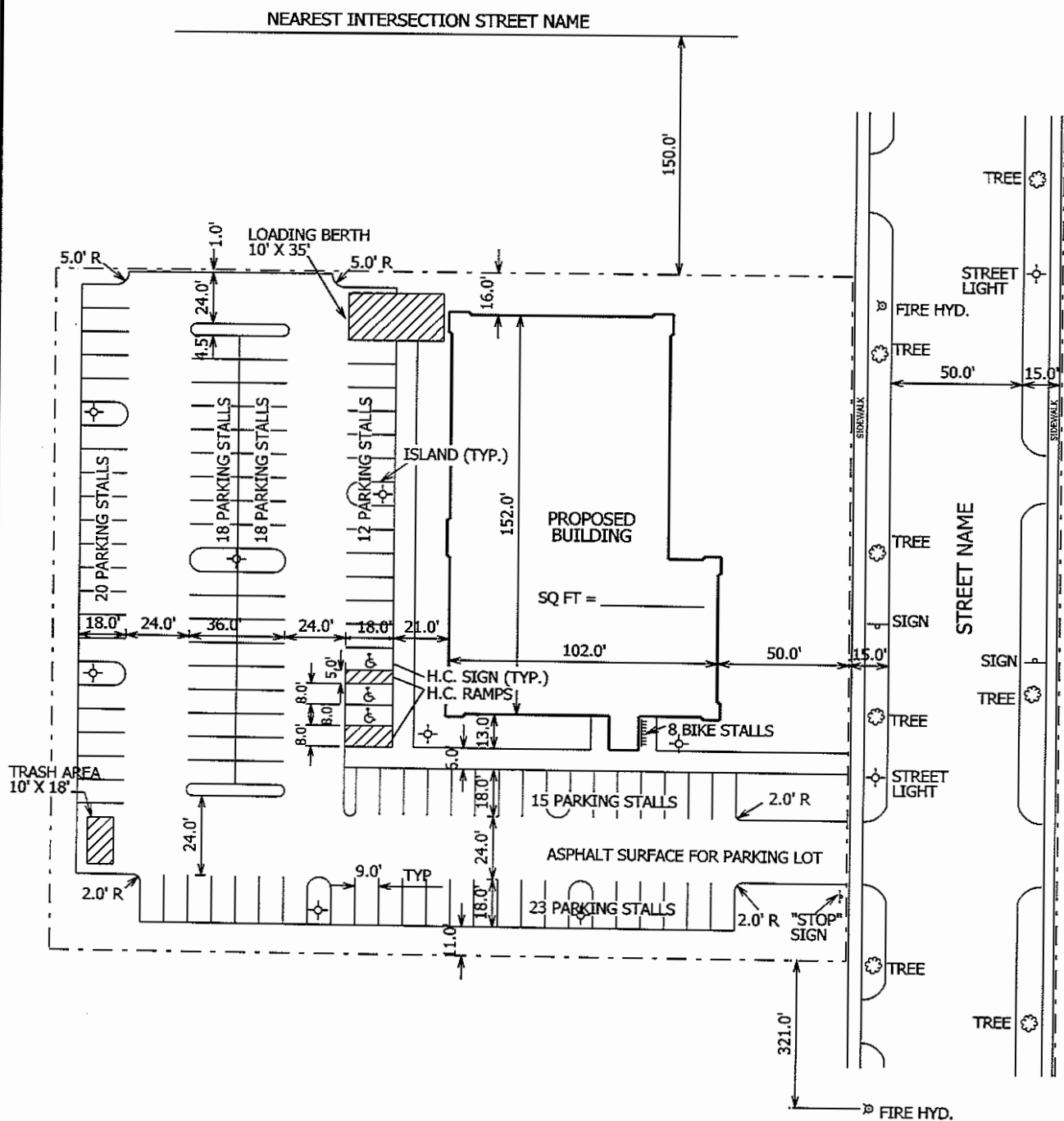
http://www.danewaters.com/pdf/manual/ecsm_manual.pdf

Or you may purchase a hardcopy from the Dane County Office of Lakes & Watersheds and the Dane County Lakes and Watershed Commission.



Call City Engineering at 266-4751, with questions regarding this plan.

EXAMPLE PLAN W - SITE PLAN



Call Zoning at 266-4551, with questions regarding this plan.

Parking Lot Plan Site Information Block

Site Address _____

Site acreage (total) _____

Number of building stories (above grade) _____

Building height _____

DILHR type of construction (new structures or additions) _____

Total square footage of building _____

Use of property _____

Gross square feet of office _____

Gross square feet of retail area _____

Number of employees in warehouse _____

Number of employees in production area _____

Capacity of restaurant/place in assembly _____

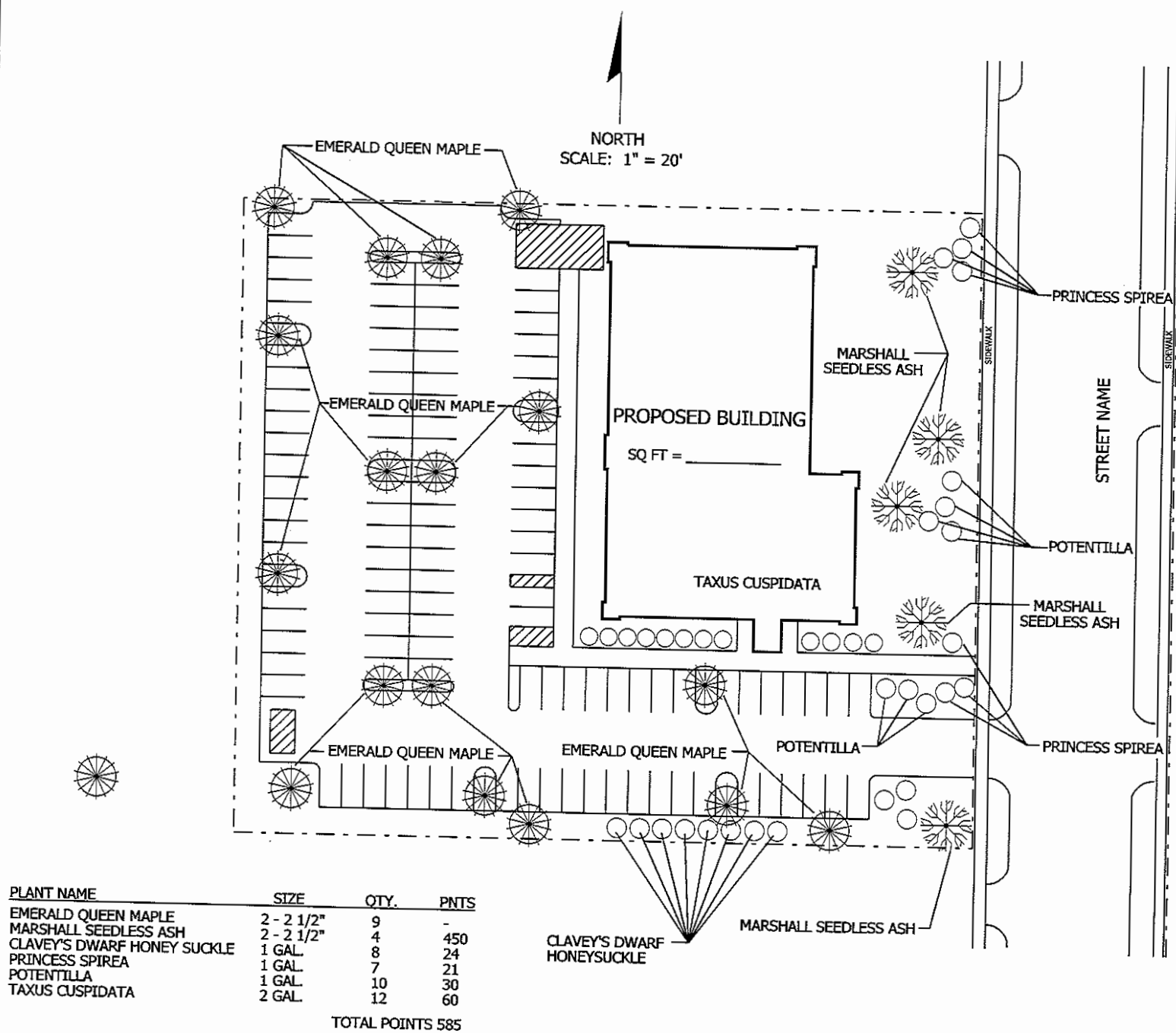
Number of bicycle stalls shown _____

Number of parking stalls:

Small car	
Large car	
Accessible	
Total	

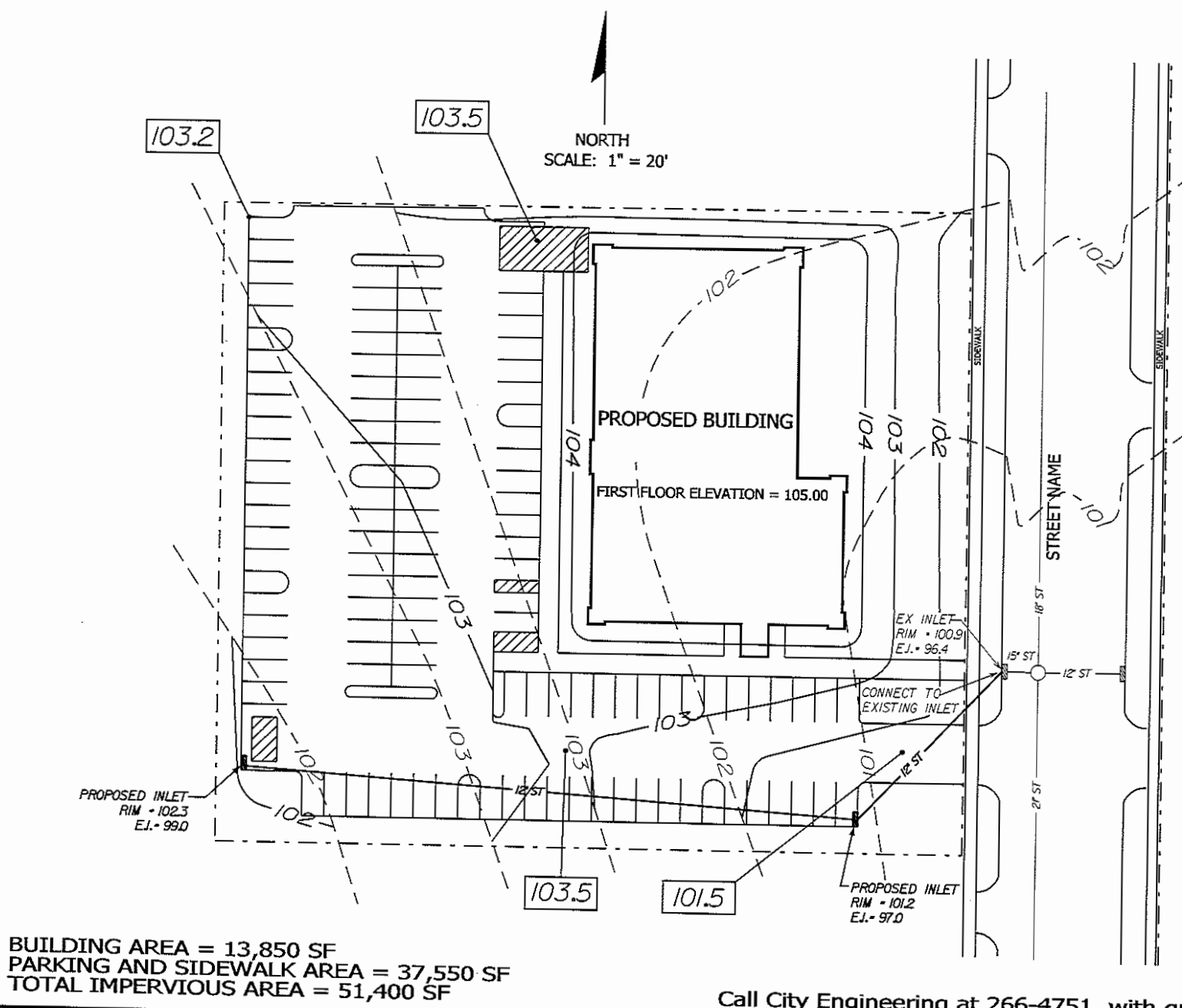
Number of trees shown _____

EXAMPLE PLAN X - LANDSCAPE PLAN



Call Zoning at 266-4551, with questions regarding this plan.

EXAMPLE PLAN Y - DRAINAGE PLAN



Call City Engineering at 266-4751, with questions regarding this plan.

Parking Design Standards

Medium & Large Vehicles

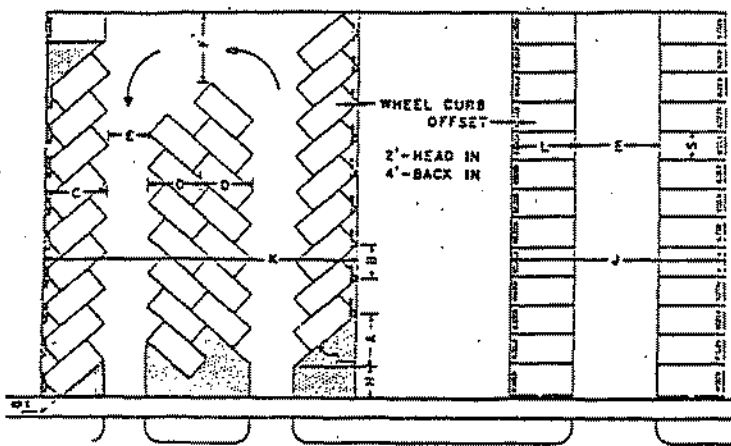


TABLE OF DIMENSIONS (IN FEET)

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0°	8.0	22.0	0.0	22.0	8.0	8.0	11.0		0.0	0.0	27.0	
	8.6	23.0	0.0	23.0	8.5	8.5	10.5		0.0	0.0	27.5	
	9.0	25.0	0.0	25.0	9.0	9.0	10.0		0.0	0.0	28.0	
20°	8.0	18.0	38.5	23.5	14.0	13.0	10.0		19.8	4.0	38.0	74.0
	8.6	18.0	40.0	25.0	14.5	13.5	9.5		21.8	4.0	38.5	75.0
	9.0	18.0	41.0	26.0	15.0	14.0	9.5		22.8	4.0	39.5	77.0
	9.6	18.0	41.0	28.0	15.0	14.5	9.5		23.8	4.0	39.5	77.0
	10.0	18.0	42.5	29.0	15.5	15.0	9.0		24.8	4.0	40.0	79.0
30°	8.0	18.0	28.5	16.0	15.5	12.5	10.5		12.0	6.0	41.5	77.0
	8.6	18.0	29.0	17.0	16.0	12.5	10.0		12.5	6.0	42.0	77.0
	9.0	18.0	30.0	18.0	16.5	13.0	9.5		13.5	6.0	42.5	78.0
	9.6	18.0	30.0	19.0	17.0	13.5	9.0		14.3	6.0	43.0	79.0
	10.0	18.0	30.5	20.0	17.5	13.5	9.0		14.8	6.0	44.0	80.0
40°	8.0	18.0	21.5	12.5	18.0	14.5	11.0		7.3	9.0	47.0	87.0
	8.6	18.0	22.0	13.0	18.5	14.5	10.5		7.8	8.5	47.5	87.0
	9.0	18.0	22.5	14.0	19.0	15.0	10.0		8.3	8.0	48.0	88.0
	9.6	18.0	22.5	15.0	19.0	15.0	10.0		8.8	7.5	48.0	88.0
	10.0	18.0	23.0	15.5	19.5	15.5	9.5		9.0	7.0	48.5	88.0
45°	8.0	18.0	19.0	11.5	18.0	16.0	11.0	15.0	5.7	10.0	47.0	90.0
	8.6	19.5	19.5	12.0	18.5	16.0	10.5	15.5	6.0	9.5	47.5	90.0
	9.0	18.0	20.0	12.5	19.0	16.0	10.0	16.0	6.4	9.0	48.0	90.0
	9.6	18.0	20.0	13.5	19.5	16.5	9.0	16.5	6.8	8.5	48.0	90.0
	10.0	18.0	20.5	14.0	20.0	16.5	9.0	17.0	7.0	8.0	49.0	90.0
50°	8.0	18.0	16.0	10.5	19.0	16.5	12.0	15.5	4.9	11.0	50.0	95.0
	8.6	18.0	16.5	11.0	19.5	17.0	11.0	16.0	5.0	10.5	50.0	95.0
	9.0	18.0	17.0	12.0	20.0	17.5	10.5	16.5	5.5	10.0	50.5	96.0
	9.6	18.0	17.0	12.5	20.5	18.0	10.0	16.5	5.8	9.5	51.0	97.0
	10.0	18.0	17.0	13.0	20.5	18.0	10.0	17.0	6.0	9.0	51.0	97.0
60°	8.0	18.0	12.0	9.0	20.0	17.5	18.0	15.0	2.3	13.0	58.0	111.0
	8.6	18.0	12.0	10.0	20.5	18.0	17.0	15.0	2.5	12.5	58.0	111.0
	9.0	18.0	12.0	10.5	20.5	18.0	17.0	15.0	2.6	12.0	58.0	111.0
	9.6	18.0	12.5	11.0	21.0	18.0	16.0	15.0	2.8	11.5	58.0	110.0
	10.0	18.0	12.5	11.5	21.0	18.0	15.0	15.0	2.9	11.0	57.0	108.0
70°	8.0	18.0	7.5	8.5	20.5	18.0	19.5	17.0	1.0	15.0	60.5	116.0
	8.6	18.0	7.5	9.0	20.5	18.0	19.0	17.0	1.0	14.5	60.0	115.0
	9.0	18.0	7.5	9.5	20.5	18.0	18.5	17.0	1.0	14.0	59.5	114.0
	9.6	18.0	7.5	10.0	21.0	18.0	17.5	17.0	1.0	13.5	59.5	114.0
	10.0	18.0	7.5	10.5	21.0	18.5	17.0	17.0	1.0	13.0	59.0	113.0
80°	8.0	18.0	3.5	8.0	20.0	17.0	27.0	18.0	0.3	17.5	67.0	128.0
	8.6	18.0	3.5	8.5	20.0	17.5	25.0	18.0	0.3	17.0	65.0	125.0
	9.0	18.0	3.5	9.0	20.0	17.5	23.0	18.0	0.3	16.0	63.0	121.0
	9.6	18.8	3.5	9.5	20.0	17.5	22.0	18.0	0.3	15.5	62.0	119.0
	10.0	18.0	3.5	10.0	20.0	17.5	22.0	18.0	0.3	14.5	62.0	119.0
90°	8.0	18.0	0.0	8.0	18.0	18.0	28.0	20.0	0.0	0.0	64.0	128.0
	8.6	18.0	0.0	8.5	18.0	18.0	26.0	20.0	0.0	0.0	62.0	124.0
	9.0	18.0	0.0	9.0	18.0	18.0	24.0	20.0	0.0	0.0	60.0	120.0
	9.6	18.0	0.0	9.5	18.0	18.0	23.0	20.0	0.0	0.0	59.0	118.0
	10.0	18.0	0.0	10.0	18.0	18.0	22.0	20.0	0.0	0.0	58.0	116.0

Call Traffic Engineering.

267-8755.

with your questions

about these standards.

Parking Design Standards

Small Vehicles

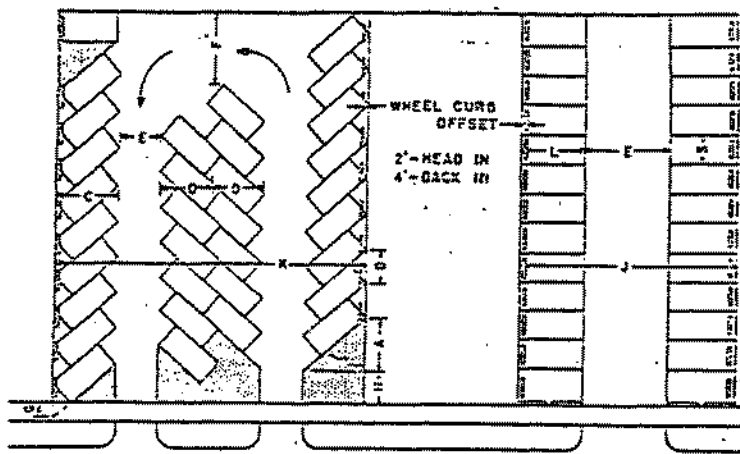


TABLE OF DIMENSIONS (IN FEET)

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8.5	22.0	0.0	22.0	8.5	8.5	8.0			0.0	0.0	25.0	
20°												
7.5	16.0	36.0	22.0	12.0	9.0	9.0			18.2	3.5	33.0	60.0
8.0	16.0	37.5	23.5	12.5	9.0	8.5			19.8	3.5	33.5	60.0
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9.0	16.0	40.5	26.0	13.0	10.0	8.5			22.8	3.5	34.5	63.0
9.5	16.0	42.0	27.0	13.5	10.5	8.0			23.8	3.5	35.0	64.0
30°												
7.5	16.0	25.0	15.0	14.0	11.0	9.5			11.0	5.5	37.5	69.0
8.0	16.0	26.0	16.0	14.5	11.5	9.0			12.0	5.5	38.0	70.0
8.5	16.0	27.0	17.0	15.0	12.0	8.5			12.5	5.5	38.5	71.0
9.0	16.0	28.0	18.0	15.5	12.5	8.0			13.5	5.5	39.0	72.0
9.5	16.0	28.5	19.0	16.0	13.0	8.0			14.3	5.5	40.0	74.0
40°												
7.5	16.0	19.0	11.5	16.0	13.0	10.0			6.8	8.0	42.0	78.0
8.0	16.0	19.5	12.5	16.0	13.5	10.0			7.3	7.5	42.0	79.0
8.5	16.0	20.0	13.0	16.5	14.0	9.0			7.8	7.5	42.0	79.0
9.0	16.0	20.5	14.0	17.0	14.0	8.5			8.3	7.0	42.5	79.0
9.5	16.0	21.0	15.0	17.0	14.5	8.5			8.8	6.5	42.5	80.0
45°												
7.5	16.0	17.0	10.5	16.5	14.0	10.0	13.0	5.2	9.0	43.0	81.0	
8.0	16.0	17.0	11.0	17.0	14.0	9.5	13.5	5.7	8.5	43.5	81.0	
8.5	16.0	17.5	12.0	17.0	14.5	9.5	14.0	6.0	8.0	43.5	82.0	
9.0	16.0	18.0	13.0	17.5	15.0	8.5	14.5	6.4	7.5	43.5	82.0	
9.5	16.0	18.5	13.5	18.0	15.5	8.0	15.0	6.8	7.5	44.0	83.0	
50°												
7.5	16.0	14.5	10.0	17.0	15.0	11.0	13.5	4.5	10.0	45.0	86.0	
8.0	16.0	15.0	10.5	17.5	15.0	10.5	14.0	4.9	9.5	45.5	86.0	
8.5	16.0	15.0	11.0	18.0	15.5	10.0	14.5	5.0	9.0	46.0	87.0	
9.0	16.0	15.5	12.0	18.0	15.5	10.0	14.5	5.5	8.5	46.0	87.0	
9.5	16.0	16.0	12.5	18.5	16.0	9.0	15.0	5.8	8.0	46.0	87.0	
60°												
7.5	16.0	10.0	8.5	18.0	15.5	17.0	13.0	2.0	11.5	53.0	101.0	
8.0	16.0	10.5	9.0	18.0	16.0	16.5	13.0	2.3	11.5	52.5	101.0	
8.5	16.0	10.5	10.0	18.0	16.5	16.0	13.0	2.5	11.0	52.0	101.0	
9.0	16.0	11.0	10.5	18.5	16.5	15.5	13.0	2.6	10.5	52.0	101.0	
9.5	16.0	11.0	11.0	18.5	17.0	15.0	13.0	2.8	10.0	52.0	101.0	
70°												
7.5	16.0	6.5	8.0	18.0	16.0	18.0	15.0	1.0	13.5	54.0	104.0	
8.0	16.0	6.5	8.5	18.0	16.5	17.0	15.0	1.0	13.0	53.0	103.0	
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9.5	16.0	6.5	10.0	18.5	17.0	16.0	15.0	1.0	11.5	53.0	103.0	
80°												
7.5	16.0	3.0	7.5	18.0	16.5	24.0	16.0	0.3	15.5	60.0	117.0	
8.0	16.0	3.0	8.0	18.0	16.5	22.0	16.0	0.3	15.5	58.0	113.0	
8.5	16.0	3.0	8.5	18.0	16.5	21.0	16.0	0.3	14.5	57.0	111.0	
9.0	16.0	3.0	9.0	18.0	17.0	20.0	16.0	0.3	14.0	56.0	110.0	
9.5	16.0	3.0	9.5	18.0	17.0	19.0	16.0	0.3	13.0	55.0	108.0	
90°												
7.5	16.0	0.0	7.5	16.0	16.0	25.0	18.0	0.0	0.0	57.0	114.0	
8.0	16.0	0.0	8.0	16.0	16.0	23.0	18.0	0.0	0.0	55.0	110.0	
8.5	16.0	0.0	8.5	16.0	16.0	22.0	18.0	0.0	0.0	54.0	108.0	
9.0	16.0	0.0	9.0	16.0	16.0	21.0	18.0	0.0	0.0	53.0	106.0	
9.5	16.0	0.0	9.5	16.0	16.0	20.0	18.0	0.0	0.0	52.0	104.0	



Department of Planning & Community & Economic Development
215 Martin Luther King Jr Blvd, Suite 017
Madison, WI 53703
Phone: 266-4551 Email: Zoning@cityofmadison.com

Parking Lot / Site Plan Approval Application Checklist

Instructions: Please complete this form and submit it with all the materials necessary for a parking lot plan review and approval. Check boxes for the items submitted that apply to your project. If you are not sure about what to show or submit, call the appropriate agency (*see Box G*). Once your application is accepted, staff will review, approve and return your application materials within 7 working days or sooner.

Site Address		
Contact Person	Company	Phone/FAX
Contact Person Address		
Project Type (check one): <input type="checkbox"/> New <input type="checkbox"/> Alteration		

A. These items must be included with an application:

- ☐ 1. Scaled drawing(s): 1" = 20' or similar: 5 sets
- ☐ 2. PDF copy of plans on non-returnable CD, USB Flash Drive, or emailed to zoning@cityofmadison.com
- ☐ 3. Conditional Use or PD/SIP approval letter (*if applicable*)
- ☐ 4. Driveway Opening Permit application
- ☐ 5. Easements for joint driveways or joined parking lots on separate parcels (*if applicable*)
- ☐ 6. Land Disturbing Activity Permit Application (*sizes 1 acre or more in size*)
- ☐ 7. Erosion Control Plan: 5 sets (*sizes 1 acre or more in size-See Example Plan 2*)
- ☐ 8. Landscape Plan/Worksheet (*if applicable per Sec. 28.142(2)*)
- ☐ 9. Outdoor Lighting Plan and manufacturers specs (*if applicable*)

B. Information about your property that must be shown on your drawing(s). See Example Plan W:

- ☐ 9. Project information block on first page of plan
- ☐ 10. Property lines
- ☐ 11. Abutting right-of-way, roadways, driveways and terraces shown and dimensioned
- ☐ 12. Elevations of existing and proposed site to City datum
- ☐ 13. Elevation of top of curb
- ☐ 14. Storm sewers or drainage pattern (*See Example Plan Y*)
- ☐ 15. Proposed driveway radii
- ☐ 16. Type of surface on driveway, approach and lot (*grass, landscaping, concrete, bituminous paving, mulch, etc.*)
- ☐ 17. Location of existing and proposed impervious surfaces
- ☐ 18. Means of separation between parking lot and sidewalk or adjoining property
- ☐ 19. Tree islands
- ☐ 20. Screening or landscaping (*See Example Plan X*)
- ☐ 21. On-site fire hydrants

C. Information about the structures that must be shown on your drawing:

- ☐ 22. Existing structures (*footprints and dimensions*)
- ☐ 23. Proposed structures (*footprints and dimensions*)
- ☐ 24. Setbacks and distance to lot lines (*front, rear and sides*)

OFFICE USE ONLY:

Date/Time Received:	Accepted:
Staff Person	

D. Parking layout information that must be on your drawing(s). See Example Plan W:

- ☐ 25. Dimensions of parking stalls and drive aisles
- ☐ 26. Location of accessible parking stalls
- ☐ 27. Location of accessible parking stall signs
- ☐ 28. Location and width of accessibility ramps
- ☐ 29. Location of loading facilities
- ☐ 30. Bicycle parking rack locations, spaces, and rack detail

E. "Off-property" information that must be shown on your drawing(s):

- ☐ 31. Trees, poles, signs in the right-of-way (*if applicable*)
- ☐ 32. Medians (*if applicable*)
- ☐ 33. Driveway openings directly across the street (*if applicable*)
- ☐ 34. Distance to nearest intersection
- ☐ 35. Fire hydrants within 500 feet of your property line

F. Other information you want staff to know:

G. Questions: Call City Staff for help.

ZONING	Building Use	266-4551
	Setbacks	
	Landscaping	
	Occupancy	
TRAFFIC ENGINEERING	Parking lot geometrics	266-4761
ENGINEERING	Drainage	266-4751
	Land disturbing activity	
	Soil erosion	
FIRE	Fire hydrants / access	266-4484
BUILDING INSPECTION	Parking lot lighting	266-4551

8/18/15



CITY OF MADISON LANDSCAPE WORKSHEET

Section 28.142 Madison General Ordinance

Project Location / Address _____

Name of Project _____

Owner / Contact _____

Contact Phone _____ Contact Email _____

**** Landscape plans for zoning lots greater than ten thousand (10,000) square feet in size
MUST be prepared by a registered landscape architect. ****

Applicability

The following standards apply to all exterior construction and development activity, including the expansion of existing buildings, structures and parking lots, except the construction of detached single-family and two-family dwellings and their accessory structures. The entire development site must be brought up to compliance with this section unless **all** of the following conditions apply, in which case only the affected areas need to be brought up to compliance:

- (a) The area of site disturbance is less than ten percent (10%) of the entire development site during any ten-(10) year period.
- (b) Gross floor area is only increased by ten percent (10%) during any ten-(10) year period.
- (c) No demolition of a principal building is involved.
- (d) Any displaced landscaping elements must be replaced on the site and shown on a revised landscaping plan.

Landscape Calculations and Distribution

Required landscaped areas shall be calculated based upon the total developed area of the property. Developed area is defined as that area within a single contiguous boundary which is made up of structures, parking, driveways and docking/loading facilities, but excluding the area of any building footprint at grade, land designated for open space uses such as athletic fields, and undeveloped land area on the same zoning lot. There are three methods for calculating landscape points depending on the size of the lot and Zoning District.

- (a) For all lots except those described in (b) and (c) below, five (5) landscape points shall be provided for each three hundred (300) square feet of developed area.

Total square footage of developed area _____

Total landscape points required _____

- (b) **For lots larger than five (5) acres**, points shall be provided at five (5) points per three hundred (300) square feet for the first five (5) developed acres, and one (1) point per one hundred (100) square feet for all additional acres.

Total square footage of developed area _____

Five (5) acres = 217,800 square feet

First five (5) developed acres = 3,630 points

Remainder of developed area _____

Total landscape points required _____

- (c) **For the Industrial – Limited (IL) and Industrial – General (IG) districts**, one (1) point shall be provided per one hundred (100) square feet of developed area.

Total square footage of developed area _____

Total landscape points required _____

Tabulation of Points and Credits

Use the table to indicate the quantity and points for all existing and proposed landscape elements.

Plant Type/ Element	Minimum Size at Installation	Points	Credits/ Existing Landscaping		New/ Proposed Landscaping	
			Quantity	Points Achieved	Quantity	Points Achieved
Overstory deciduous tree	2½ inch caliper measured diameter at breast height (dbh)	35				
Tall evergreen tree (i.e. pine, spruce)	5-6 feet tall	35				
Ornamental tree	1 1/2 inch caliper	15				
Upright evergreen shrub (i.e. arborvitae)	3-4 feet tall	10				
Shrub, deciduous	#3 gallon container size, Min. 12”-24”	3				
Shrub, evergreen	#3 gallon container size, Min. 12”-24”	4				
Ornamental grasses/ perennials	#1 gallon container size, Min. 8”-18”	2				
Ornamental/ decorative fencing or wall	n/a	4 per 10 lineal ft.				
Existing significant specimen tree	Minimum size: 2 ½ inch caliper dbh. *Trees must be within developed area and cannot comprise more than 30% of total required points.	14 per caliper inch dbh. Maximum points per tree: 200				
Landscape furniture for public seating and/or transit connections	* Furniture must be within developed area, publically accessible, and cannot comprise more than 5% of total required points.	5 points per “seat”				
Sub Totals						

Total Number of Points Provided _____

* As determined by ANSI, ANLA- American standards for nursery stock. For each size, minimum plant sizes shall conform to the specifications as stated in the current American Standard for Nursery Stock.

Landscaping shall be distributed throughout the property along street frontages, within parking lot interiors, as foundation plantings, or as general site landscaping. The total number of landscape points provided shall be distributed on the property as follows.

Total Developed Area

Required landscaped areas shall be calculated based upon the total developed area of the property. Developed area is defined as that area within a single contiguous boundary which is made up of structures, parking, driveways and docking/loading facilities, but excluding the area of any building footprint at grade, land designated for open space uses such as athletic fields, and undeveloped land area on the same zoning lot.

Development Frontage Landscaping

Landscaping and/or ornamental fencing shall be provided between buildings or parking areas and the adjacent street(s), except where buildings are placed at the sidewalk. Landscape material shall include a mix of plant materials.

Interior Parking Lot Landscaping

The purpose of interior parking lot landscaping is to improve the appearance of parking lots, provide shade, and improve stormwater infiltration. **All parking lots with twenty (20) or more parking spaces** shall be landscaped in accordance with the interior parking lot standards.

Foundation Plantings

Foundation plantings shall be installed along building facades, except where building facades directly abut the sidewalk, plaza, or other hardscape features. Foundation plantings shall consist primarily of shrubs, perennials, and native grasses.

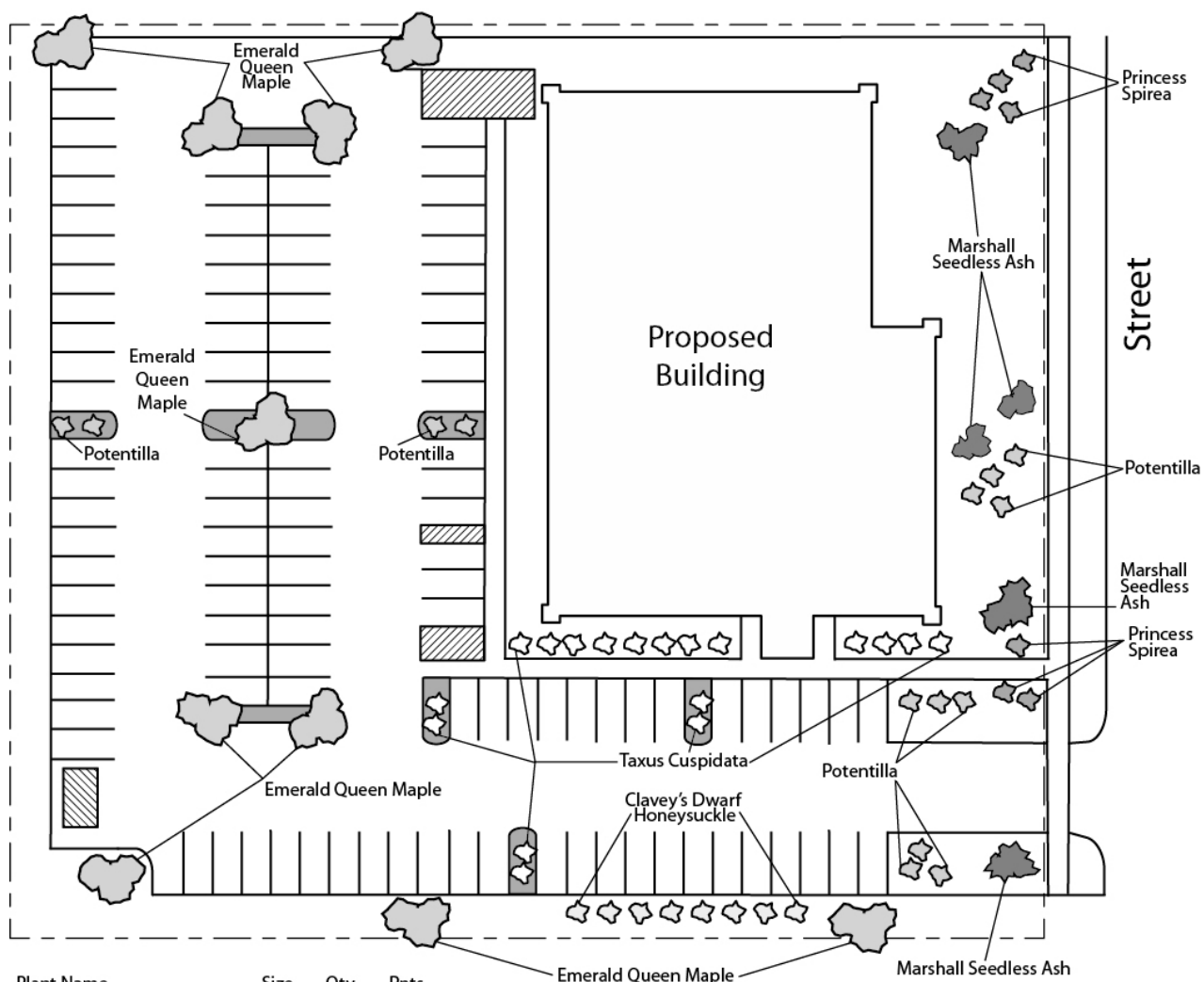
Screening Along District Boundaries

Screening shall be provided along side and rear property boundaries between commercial, mixed use or industrial districts and residential districts.

Screening of Other Site Elements

The following site elements shall be screened in compatibility with the design elements, materials and colors used elsewhere on the site: refuse disposal areas, outdoor storage areas, loading areas, and mechanical equipment.

Example Landscape Plan



Plant Name	Size	Qty.	Pnts.
Emerald Queen Maple	2-2.5"	9	-
Marshall Seedless Ash	2-2.5"	4	450
Clavey's Dwarf Honelysuckle	1 Gal	8	24
Princess Spirea	1 Gal	7	21
Potentilla	1 Gal	10	30
Taxus Cuspidata	2 Gal	12	60
TOTAL			585

Call City Zoning, 266-4551, with your questions about this type of plan

LANDSCAPE PLAN AND LANDSCAPE WORKSHEET INSTRUCTIONS

Refer to Zoning Code Section 28.142 LANDSCAPING AND SCREENING REQUIREMENTS for the complete requirements for preparing and submitting a Landscape Plan and Landscape Worksheet.

Applicability.

The following standards apply to all exterior construction and development activity, including the expansion of existing buildings, structures and parking lots, except the construction of detached single-family and two-family dwellings and their accessory structures. The entire development site must be brought up to compliance with this section unless all of the following conditions apply, in which case only the affected areas need to be brought up to compliance:

- (a) The area of site disturbance is less than ten percent (10%) of the entire development site during any ten-(10) year period.
- (b) Gross floor area is only increased by ten percent (10%) during any ten-(10) year period.
- (c) No demolition of a principal building is involved.
- (d) Any displaced landscaping elements must be replaced on the site and shown on a revised landscaping plan.

Landscape Plan and Design Standards.

Landscape plans shall be submitted as a component of a site plan, where required, or as a component of applications for other actions, including zoning permits, where applicable. Landscape plans for zoning lots greater than ten thousand (10,000) square feet in size must be prepared by a registered landscape architect.

- (a) Elements of the landscape plan shall include the following:
 - 1. Plant list including common and Latin names, size and root condition (i.e. container or ball & burlap).
 - 2. Site amenities, including bike racks, benches, trash receptacles, etc.
 - 3. Storage areas including trash and loading.
 - 4. Lighting (landscape, pedestrian or parking area).
 - 5. Irrigation.
 - 6. Hard surface materials.
 - 7. Labeling of mulching, edging and curbing.
 - 8. Areas of seeding or sodding.
 - 9. Areas to remain undisturbed and limits of land disturbance.
 - 10. Plants shall be depicted at their size at sixty percent (60%) of growth.
 - 11. Existing trees eight (8) inches or more in diameter.
 - 12. Site grading plan, including stormwater management, if applicable.
- (b) Plant Selection. Plant materials provided in conformance with the provisions of this section shall be nursery quality and tolerant of individual site microclimates.
- (c) Mulch shall consist of shredded bark, chipped wood or other organic material installed at a minimum depth of two (2) inches.

Landscape Calculations and Distribution.

Required landscaped areas shall be calculated based upon the total developed area of the property. Developed area, for the purpose of this requirement, is defined as that area within a single contiguous boundary which is made up of structures, parking driveways and docking/loading facilities, but **excluding** the area of any building footprint at grade, land designated for open space uses such as athletic fields, and undeveloped land area on the same zoning lot.

- (a) Landscaping shall be distributed throughout the property along street frontages, within parking lot interiors, and as foundation plantings, or as general site landscaping.
- (b) Planting beds or planted areas must have at least seventy-five percent (75%) vegetative cover.
- (c) Canopy tree diversity requirements for new trees:
 - 1. If the development site has fewer than 5 canopy trees, no tree diversity is required.
 - 2. If the development site has between 5 and 50 canopy trees, no single species may comprise more than 33% of trees.
 - 3. If the development site has more than 50 canopy trees, no single species may comprise more than 20% of trees.

Development Frontage Landscaping.

Landscaping and/or ornamental fencing shall be provided between buildings or parking areas and the adjacent street(s), except where buildings are placed at the sidewalk. Landscape material shall include a mix of plant material meeting the following minimum requirements:

- (a) One (1) overstory deciduous tree and five (5) shrubs shall be planted for each thirty (30) lineal feet of lot frontage. Two (2) ornamental trees or two (2) evergreen trees may be used in place of one (1) overstory deciduous tree.
- (b) In cases where building facades directly abut the sidewalk, required frontage landscaping shall be deducted from the required point total.
- (c) In cases where development frontage landscaping cannot be provided due to site constraints, the zoning administrator may waive the requirement or substitute alternative screening methods for the required landscaping.
- (d) Fencing shall be a minimum of three (3) feet in height, and shall be constructed of metal, masonry, stone or equivalent material. Chain link or temporary fencing is prohibited.

Interior Parking Lot Landscaping.

The purpose of interior parking lot landscaping is to improve the appearance of parking lots, provide shade, and improve stormwater infiltration. **All parking lots with twenty (20) or more parking spaces** shall be landscaped in accordance with the following interior parking lot standards.

- (a) 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. For changes to a developed site, a minimum of five percent (5%) of the asphalt or concrete area shall be interior planting islands, peninsulas, or landscaped strips. A planting island shall be located at least every twelve (12) contiguous stalls with no break or alternatively, landscaped strips at least seven (7) feet wide between parking bays.
- (b) The primary plant materials shall be shade trees with at least one (1) deciduous canopy tree for every one hundred sixty (160) square feet of required landscaped area. Two (2) ornamental deciduous trees may be substituted for one (1) canopy tree, but ornamental trees shall constitute no more than twenty-five percent (25%) of the required trees. No light poles shall be located within the area of sixty percent (60%) of mature growth from the center of any tree.
- (c) Islands may be curbed or may be designed as uncurbed bio-retention areas as part of an approved low impact stormwater management design approved by the Director of Public Works. The ability to maintain these areas over time must be demonstrated. (See Chapter 37, Madison General Ordinances, Erosion and Stormwater Runoff Control.)

Foundation Plantings.

Foundation plantings shall be installed along building facades, except where building facades directly abut the sidewalk, plaza, or other hardscape features. Foundation plantings shall consist primarily of shrubs, perennials, and native grasses. The Zoning Administrator may modify this requirement for development existing prior to the effective date of this ordinance, as long as improvements achieve an equivalent or greater level of landscaping for the site.

Screening Along District Boundaries.

Screening shall be provided along side and rear property boundaries between commercial, mixed use or industrial districts and residential districts. Screening shall consist of a solid wall, solid fence, or hedge with year-round foliage, between six (6) and eight (8) feet in height, except that within the front yard setback area, screening shall not exceed four (4) feet in height. Height of screening shall be measured from natural or approved grade. Berms and retaining walls shall not be used to increase grade relative to screening height.

Screening of Other Site Elements.

The following site elements shall be screened in compatibility with the design elements, materials and colors used elsewhere on the site, as follows:

- (a) Refuse Disposal Areas. All developments, except single family and two family developments, shall provide a refuse disposal area. Such area 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 seven (7) feet.
- (b) Outdoor Storage Areas. Outdoor storage areas shall be screened from abutting residential uses with a by a building wall or solid, commercial-grade wood fence, wall, year-round hedge, or equivalent material, with a minimum height of six (6) feet and not greater than seven (7) feet. Screening along district boundaries, where present, may provide all or part of the required screening.
- (c) Loading Areas. Loading areas shall be screened from abutting residential uses and from street view to the extent feasible by a building wall or solid, commercial-grade wood fence, or equivalent material, with a minimum height of six (6) feet and not greater than seven (7) feet. Screening along district boundaries, where present, may provide all or part of the required screening.
- (d) Mechanical Equipment. All rooftop and ground level mechanical equipment and utilities shall be fully screened from view from any street or residential district, as viewed from six (6) feet above ground level. Screening may consist of a building wall or fence and/or landscaping as approved by the Zoning Administrator.

Maintenance.

The owner of the premises is responsible for the watering, maintenance, repair and replacement of all landscaping, fences, and other landscape architectural features on the site. All planting beds shall be kept weed free. Plant material that has died shall be replaced no later than the upcoming June 1.

CITY OF MADISON

OUTDOOR LIGHTING STANDARDS



Approval Process

Submit the following to the Zoning Counter in the Inspection Unit:

1. A catalog page, cut sheet, or photograph of the lighting fixtures, including the mounting method with a graphic depiction of the lamp concealment and light cutoff angles of the lighting fixture.
2. A photometric data report of the proposed lighting fixture graphically showing the distribution in all angles vertically and horizontally around the fixture (this is available from your lighting supplier).
3. A plot plan showing:
 - a. The location of all outdoor lighting fixtures proposed,
 - b. The mounting of installation height,
 - c. The overall illumination levels and uniformities,
 - d. The point where 0.5 horizontal footcandles occurs on the property or adjacent property at a distance four (4) feet above the ground.

This may be accomplished by means of an isolux curves or a photometric plot of the illumination levels.

Design Requirements – Open Parking Facilities

The illumination requirements of an open parking facility depend on the amount of usage the facility receives. Three levels of activity shall be established as high, medium, and low, reflecting both traffic and pedestrian activity. The following examples are nonexclusive and include:

High Activity (.12): Facilities for major league athletic events or major cultural or civic events.

Medium Activity (.10): Shopping centers, retail parking areas, hospital and clinic parking areas, transportation parking (airports, commuter lots, etc.), cultural, civic or recreational events, and fast food facilities.

Low Activity (.08): Employee parking, educational facility parking, office parks, and church parking.

- An outdoor lighting system for illuminating buildings and structures shall have a maximum connected lighting load of five (5) watts per lineal foot. Watts shall mean lamp wattage and ballast consumption.
- A residential site shall be lighted to provide at least .25 footcandles on any surface in the lot with an average illumination level of at least .75 footcandles. Outdoor light fixtures shall be designed and installed to minimize light trespass. In addition, the uniformity ration between the average illumination and minimum illumination shall be no greater than 4:1.
- For an outdoor merchandising area, the maximum level of 75% in the lot shall not exceed 20 footcandles. A contiguous area not to exceed 25% of the lot may be illuminated to a level which shall not exceed 40 footcandles.
- The maximum illumination level under an outdoor canopy shall not exceed 50 footcandles at any point.

HORIZONTAL ILLUMINANCES FOR PARKING FACILITIES

a. *Open Parking Facilities*

Level of Activity	Min. Footcandles on Pavement ¹	Max. Avg. Footcandles on Pavement	Max. Uniformity Ratio ¹ (Avg:Min)	Max Watts ² /Sq. Ft. Lighting Load ³	Min. Footcandles on Pavement ¹	Max. Avg. Footcandles on Pavement	Max Uniformity Ratio ¹ (Avg:Min)
High	0.6 fc	3.75 fc	5:1	.12	.67 fc	2.5 fc	5:1
Med	0.4 fc	2.50 fc	5:1	.10	.33 fc	1.5 fc	5:1
Low	0.2 fc	1.50 fc	5:1	.08	.125 fc	1.0 fc	5:1

b. *Covered Parking Facilities*

Areas	Minimum Footcandle Average on Pavement	Minimum Footcandles on Pavement	Maximum Average Footcandles on Pavement	Maximum Uniformity Ratio (Avg:Min)	Maximum Watts/Sq. Ft. Lighting Load
General parking & ped. areas	5 fc	1.25 fc	9 fc	4:1	.2
Private controlled entry parking	3 fc	.75 fc	6 fc	4:1	.2

➤ **The International Code Council, National Electrical Code, and others may have additional requirements.**

➤ **For further information, call Building Inspection at 266-4568.**

¹ Not mandatory within 4 feet of the pavement edge.

² Not mandatory for driveways

³ Watts shall mean lap wattage and ballast consumption.

CITY ENGINEERING DIVISION - STREET TERRACE PERMIT

Please send completed form to: Brenda Stanley, City of Madison Engineering Division, 1600 Emil St, Madison, WI 53713
or fax (608) 267-1123



Address:

I hereby request permission to install the following improvement(s):

Sidewalk

- ☐ New L.F.
☐ Reconstruct L.F.

Residential Drive Opening

- ☐ New
☐ Reconstruct
☐ Widen Existing
☐ Profile Sawcut L.F.

Terrace Treatment

- ☐ Asphalt
☐ Concrete
☐ Rain Garden (see also *Rain Garden Permit*)
☐ Other

Curb and Gutter

- ☐ New L.F.
☐ Reconstruct L.F.

Asphalt Drive Apron

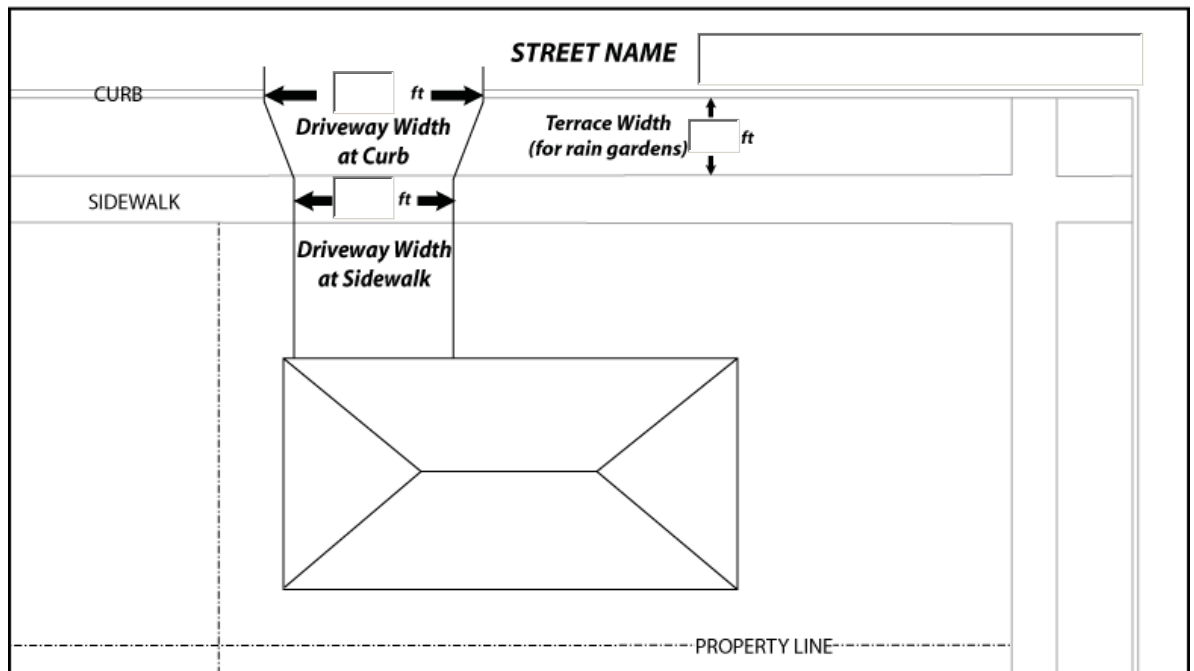
- ☐ New
☐ Reconstruct
☐ Overlay Existing

Concrete Drive Apron

- ☐ New
☐ Reconstruct

Please fill in blanks
in the diagram:

**ALL UNUSED CURB
CUTS OR PORTIONS
THEREOF SHALL BE
CLOSED AS PART
OF THIS PERMIT
WHEN ALTERING
EXISTING OR
CONSTRUCTING A
NEW CURB CUT OR
DRIVEWAY APRON**



I agree to notify the City Engineering Inspection Division, telephone number 266-4088, a minimum of 24 hours before any concrete or asphalt is placed. I further agree that all work will be done in accordance with City of Madison rules, regulations, ordinances, and specifications. This permit is valid for a period of one (1) year from the date approved.

Licensed Contractor Firm Name

Property Owner

Address/Phone

Address/Phone

Signature

Signature

Permission is hereby granted for the above mentioned improvement.

Approved By _____
City Engineering Division

Inspected _____
Date

Date _____

Accepted _____
Inspector



Erosion Control Permit Application

City of Madison Engineering Division

210 Martin Luther King Jr. Blvd. ■ City-County Building Suite 115 ■ Madison, WI 53703

Section 1 ■ Property Information

Project Name: _____

Property
Address:

Street

Lot Number(s)

Parcel Number

City

State

ZIP Code

Plat or CSM

Section 2 ■ Landowner Information

Company: _____

Full Name: _____

Last

First

Title

Mailing
Address:

Street

Apartment/Unit #

City

State

ZIP Code

Contact Phone: _____

E-Mail: _____

Section 3 ■ Applicant Information (If different than Landowner)

☐ **Same as Landowner** (Check if YES, and continue with Section 4)

Company: _____

Full Name: _____

Last

First

Title

Mailing
Address:

Street

Apartment/Unit #

City

State

ZIP Code

Contact Phone: _____

E-Mail: _____

The applicant will be responsible for compliance with MGO Chapter 37 and the conditions of the permit, and may be cited for violations that occur on the premises.

Section 4 ■ Authorized Erosion Control Inspector (if known)

☐ Same as Applicant (Check if YES, and continue with Section 5)

Company: _____

Full Name: _____
Last First Title

Mailing Address: _____
Street Apartment/Unit #
City State ZIP Code

Contact Phone: _____ E-Mail: _____

Section 5 ■ Permit Type

Check Only One Option

☐ Simplified Plan Checklist—Disturbed Area < 20,000 ft², Slopes < 6% (\$100.00 permit base fee)

1. Provide construction entrances with tracking controls.
2. Protect any inlets receiving run-off from the disturbed construction area.
3. Provide perimeter control to retain sediments on the construction site.
4. Provide timely restoration with 14 days of land disturbance activities.

☐ Full Erosion Control Plan (\$200.00 permit base fee)
Attach erosion control report and plan for review

☐ Renewal of Expired Permit (\$50.00 permit base fee)

Work to be performed by:

☐ Same as Landowner (Check if YES) ☐ Same as Applicant (Check if YES) ☐ Same as Authorized Inspector (Check if YES)

Construction Contact _____

Contact Phone: _____ E-Mail: _____

Section 6 ■ Fee Calculation

Permit Base Fee (Permit type selected above in Section 5) \$ _____
Total Disturbed area (ft²) _____ ft²
Erosion Control Area Fee-Full Erosion Control Plan **ONLY**
(\$5/1000 ft² disturbed) \$ _____
Total Fees \$ _____

FEES RECEIVED Office Use Only	
Date	_____
Amt	_____
By	_____

USLE Rate (ton/acre/year) _____ Construction Start Date _____ Restoration Date _____

*All measures to be installed prior to any other construction. No disturbance, grading, stockpiles, or borrow pits shall be allowed in park area without approval by the Parks Division prior to construction. **NO land disturbance work may proceed** until this application has been approved and a permit issued.

Section 7 ■ Landowner and Applicant Signature

I have reviewed and understand Chapter 37 of the Madison General Ordinances regarding erosion control, and I shall implement the control plan or checklist for this project as approved by the City.

As a condition of the granting of this permit, I authorize, and have the authority to authorize, City of Madison personnel the right-of-entry onto the above described premises for the purpose of inspecting and monitoring for compliance with the aforesaid ordinance.

I acknowledge by submitting this application and signing below, that I shall be responsible for compliance with MGO Chapter 37 and the conditions of this permit.

Landowner Signature: _____ Date: _____

Applicant Signature: _____  Date: _____



Stormwater Management Permit Application

City of Madison Engineering Division

210 Martin Luther King Jr. Blvd. ■ City-County Building Suite 115 ■ Madison, WI 53703

Section 1 ■ Property Information

Project Name: _____

Property
Address:

Street

Lot Number(s)

Parcel Number

City

State

ZIP Code

Plat or CSM

Section 2 ■ Landowner Information

Full Name: _____

Last

First

M.I.

Mailing
Address:

Street

Apartment/Unit #

City

State

ZIP Code

Contact Phone: _____ E-Mail: _____

Section 3 ■ Applicant Information

*Applicant other than landowner requires a notarized statement authorizing the applicant to act as the landowner's agent. Form must be attached.

☐

Same as Landowner (Check if YES, and continue with Section 4)

Full Name: _____

Last

First

M.I.

Mailing
Address:

Street

Apartment/Unit #

City

State

ZIP Code

Contact Phone: _____ E-Mail: _____

Section 4 ■ Site Information

	Total Site Area	ft ²
	Existing Impervious Area (Before Project)	ft ²
(A)	New Impervious Area (Impervious area added outside any existing impervious area)	ft ²
(B)	Redeveloped Impervious Area (Impervious area redeveloped inside original impervious area footprint)	ft ²
	Removed Impervious Area (From inside original impervious area footprint)	ft ²
	Net Impervious Area (After Project)	ft ²

Work to be performed by (if known): ☐ Same as Applicant (Check if YES) ☐ Same as Landowner (Check if YES)

Construction Contact: _____

Contact Phone: _____ E-Mail: _____

Stormwater Management Report/Plan to be attached.
*****Please note application cannot be processed without report/plan*****

Section 5 ■ Fee Calculation

Use information from Section 4 above for (A) and (B)

Permit Base Fee	\$ 400.00
(A) New Impervious Area Fee (\$10/1000 ft ²)	\$ _____
(B) Redeveloped Impervious Area (\$5/1000 ft ²)	\$ _____
Total Fees	\$ _____

FEES RECEIVED	
Office Use Only	
Date	_____
Amt	_____
By	_____

Section 6 ■ Stormwater Management Requirements

- | | | | | | | | |
|--------------------------|--------------------------------|--------------------------|-----------------------|--------------------------|---------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | TSS Reduction: | <input type="checkbox"/> | New Development (80%) | <input type="checkbox"/> | Redevelopment (40%) | <input type="checkbox"/> | Redevelopment TMDL (80%) |
| <input type="checkbox"/> | Oil & Grease Removal | | | | | | |
| <input type="checkbox"/> | Runoff Rate Control/Detention | | | | | | |
| <input type="checkbox"/> | Infiltration | | | | | | |
| <input type="checkbox"/> | Groundwater Recharge | | | | | | |
| <input type="checkbox"/> | Thermal Control | | | | | | |
| <input type="checkbox"/> | Maintenance Agreement Executed | | | | | | |

Construction Start Date _____ Estimated Project Completion Date _____

Section 7 ■ Applicant Signature

I have reviewed and understand Chapter 37 of the Madison General Ordinances regarding erosion control, and I shall implement the control plan or checklist for this project as approved by the city.

I further, in accordance with Chapter 37, grant the right-of-entry onto this property, as described above, to the designated personnel of the City of Madison for the purpose of inspecting and monitoring for compliance with the aforesaid ordinance.

Applicant Signature _____ Date of Application _____

**Applicant other than landowner requires a notarized statement authorizing the applicant to act as the landowner's agent—must be attached*



CITY OF MADISON, WISCONSIN
**APPLICATION TO EXCAVATE IN PUBLIC RIGHT-OF-WAY
CONNECT TO CITY SANITARY AND/OR STORM SEWER**

I. APPLICANT INFORMATION

Company _____ Date of Application _____
Contact _____ Address _____
Telephone _____
E-mail _____ Customer Reference # (optional) _____

II. CONTRACTOR INFORMATION

City Prequalified Contractor to Perform Work _____
Contact _____ Telephone _____

III. PROPOSED WORK

A. SCHEDULE Estimated Start Date _____ Estimated Completion Date _____

B. ADDRESS(ES) OF PROPOSED WORK

C. TYPE OF FACILITY (Check all boxes that apply)

<input type="checkbox"/> Water	<input type="checkbox"/> Hydrant	<input type="checkbox"/> Lead Pipe	(If in conjunction with Water Utility work indicate Permit # _____)	<input type="checkbox"/> Main		
<input type="checkbox"/> Sanitary	<input type="checkbox"/> Storm	<input type="checkbox"/> Gas	<input type="checkbox"/> Electric	<input type="checkbox"/> Telecommunications	<input type="checkbox"/> Cable	<input type="checkbox"/> Service
<input type="checkbox"/> Other: _____					<input type="checkbox"/> N/A	

D. PURPOSE

☐ Install ☐ Repair ☐ Replace ☐ Cut Off ☐ Other: _____

E. LOCATION

☐ Travel Lane ☐ Parking Lane ☐ Terrace ☐ Sidewalk ☐ Easement/Greenway
☐ Other: _____

F. TRENCH TYPE AND SIZE

☐ Asphalt (Show total asphalt dimensions here or on accompanying sketch) _____
The pavement rating may be found on the City Engineering web page
at <http://gis.ci.madison.wi.us/MADMAPS/GISHome.html> under the
heading "Pavement"

☐ Non-Asphalt (Show total non-asphalt dimensions here or on accompanying sketch) _____
☐ Concrete ☐ Sod ☐ Other _____

☐ Bore (Show total bore length here or on accompanying sketch) _____

IV. CONNECTION TO CITY SANITARY AND/OR STORM WATER SYSTEM

☐ Connection to City Sanitary for ☐ NEW OR ☐ EXISTING building/facility
Number of Connections _____ Pipe Material _____ Diameter _____

NOTE: If 54 or more sanitary fixture units, letter from Dane County Planning is required prior to proceeding with work.

☐ Connection to City Storm for ☐ NEW OR ☐ EXISTING building/facility
Number of Connections _____ Pipe Material _____ Diameter _____

V. Will a permanent structure be placed in the public right-of-way by other than a utility? ☐ Yes ☐ No

Note: If you respond YES to above, a copy of Street Encroachment permit must be attached in order for this application to be processed.

VI. Sketch showing existing utilities in relation to proposed work is attached. ☐ Yes ☐ No

Note: Applications without a sketch cannot be processed.

- Continued on Reverse -

In consideration of being permitted to make such excavation, the permittee hereby agrees that it will faithfully comply with the terms of the permit as issued by the City of Madison including any Special Provisions; that it will comply with all applicable statutes, ordinances, rules and regulations of the State of Wisconsin and the City of Madison; that it shall require its contractor(s) to become qualified by the City of Madison prior to starting work on this permit; that it will indemnify, defend and hold the City of Madison harmless from any and all claims, liability, loss, damage or expense incurred by the City of Madison on account of any injury or death of any person or any damage to property caused by or resulting from activity or work performed under this permit, whether caused by or contributed to by the City of Madison, its officials, its agents or employees, and that it hereby agrees to purchase comprehensive public liability insurance showing the City of Madison as an additional insured and shall provide thirty (30) days written notice to the City upon cancellation or material change in the policy with renewal certificates provided to the City for three (3) years from the date of completion of work hereunder; that it will at all times keep the place where such excavation is made properly guarded by day and lighted by night; that it will leave the street, sidewalk, alley, or terrace in as good or better condition than existed when the work was commenced; that it will have all finished concrete and asphalt work within the right-of-way performed by a licensed concrete layer or licensed asphalt paver, as the case may be; that all restoration of the street, sidewalk, alley or terrace affected by acting upon this permit shall be completed within twenty (20) calendar days of the closing of the excavation; the permittee shall guarantee their work and shall maintain it for thirty-six (36) months following the date of completion; that if this project requires a detour, it will provide the Traffic Engineer seventy-two hours notice prior to commencement of; that it agrees this permit may be voided by the City Engineer if the work is not started within a reasonable length of time after the above stated starting date; and that it will comply with Chapter 37 of the Madison General Ordinances, Erosion and Stormwater Runoff Control.

Furthermore, the permittee agrees to provide the City of Madison minimum notice as follows: (1) Forty-eight (48) hours prior to starting work and upon completion of work the permittee shall notify City Engineering at (608) 266-4514 and Traffic Engineering at (608) 266-4761; (2) Twenty-four (24) hours prior to placement of steel plates the permittee shall notify the Streets Department East at (608) 246-4532 or Streets Department West at (608) 266-4681; and (3) Forty-eight (48) hours prior to connecting to the City's sanitary sewer and/or storm water systems the permittee shall notify the City's Utility Inspector or (608) 266-4514. Please note that failure to provide adequate notice will result in re-excavating the trench at your own cost so that the City can inspect the work performed.

Date of Application _____

Signature of Permittee Representative _____

Please Print Name and Title of Permittee Representative _____

QUESTIONS? Please contact the following City staff if you need assistance completing this application.

INSPECTION	Bill McGlynn, City Engineering	(608) 266-4514
TECHNICAL		
STREETS	LeAnne Hannan, City Engineering	(608) 266-4057
SEWERS	Elia Acosta, City Engineering	(608) 266-4096
TRAFFIC CONTROL	Luke Peters, City Traffic Engineering	(608) 267-1969
WATER	Sue Gjertson, Water Utility	(608) 261-9832
GENERAL	Cindy Hemenway, City Engineering	(608) 266-6429

Submit completed applications to Excavate in Public Right-of-Way and/or Connect to City Sanitary and/or Storm Sewer to:

**City of Madison Engineering Division - Permit Applications
1602 Emil Street
Madison, WI 53713**



City of Madison Fire Department

30 West Mifflin Street, 8th & 9th Floors, Madison, WI 53703-2579

Phone: 608-266-4420 • Fax: 608-267-1100 • E-mail: fire@cityofmadison.com

Project Address:

Contact Name & Phone #:

FIRE APPARATUS ACCESS AND FIRE HYDRANT WORKSHEET

1. Is the building completely protected by an NFPA 13 or 13R automatic fire sprinkler system?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If non-sprinklered , fire lanes extend to within 150-feet of all portions of the exterior wall?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If sprinklered , fire lanes are within 250-feet of all portions of the exterior wall?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
2. Is the fire lane constructed of concrete or asphalt, designed to support a minimum load of 85,000 lbs?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
a) Is the fire lane a minimum unobstructed width of at least 20-feet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b) Is the fire lane unobstructed with a vertical clearance of at least 13½-feet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c) Is the minimum inside turning radius of the fire lane at least 28-feet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
d) Is the grade of the fire lane not more than a slope of 8%?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
e) Is the fire lane posted as fire lane? (Provide detail of signage.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
f) Is a roll-able curb used as part of the fire lane? (Provide detail of curb.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
g) Is part of a sidewalk used as part of the required fire lane? (Must support +85,000 lbs.)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
3. Is the fire lane obstructed by security gates or barricades? If yes:	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
a) Is the gate a minimum of 20-feet clear opening?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b) Is an approved means of emergency operations installed, key vault, padlock or key switch?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
4. Is the Fire lane dead-ended with a length greater than 150-feet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If yes, does the area for turning around fire apparatus comply with IFC D103?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
5. Is any portion of the building to be used for high-piled storage in accordance with IFC Chapter 3206.6?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If yes, see IFC 3206.6 for further requirements.			
6. Is any part of the building <u>greater than 30-feet</u> above the grade plane?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
If yes, answer the following questions:			
a) Is the aerial apparatus fire lane parallel to one entire side of the building and covering at least 25% of the perimeter?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b) Is the near edge of the aerial apparatus fire lane between 15' and 30' from the building?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c) Are there any overhead power or utility lines located across the aerial apparatus fire lane?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
d) Are there any tree canopies expected to grow across the aerial fire lane? (Based on mature canopy width of tree species)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
e) Does the aerial apparatus fire lane have a minimum unobstructed width of 26-feet?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
f) Is the space between the aerial lane and the building free of trees exceeding 20' in heights?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
7. Are all portions of the required fire lanes within 500-feet of at least (2) hydrants?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<i>Note: Distances shall be measured along the path of the hose lay as it comes off the fire apparatus.</i>			
a) Is the fire lane at least 26' wide for at least 20-feet on each side of the hydrants?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
b) Is there at least 40' between a hydrant and the building?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
c) Are the hydrant(s) setback no less than 5-feet nor more than 10-feet from the curb or edge of the street or fire lane?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
d) Are hydrants located in parking lot islands a minimum of 3½-feet from the hydrant to the curb?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
e) Are there no obstructions, including but not limited to: power poles, trees, bushes, fences, posts located, or grade changes exceeding 1½-feet, within 5-feet of a fire hydrant?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
<i>Note: Hydrants shall be installed and in-service prior to combustible construction on the project site.</i>			

Attach an additional sheet if further explanation is required for any answers.

This worksheet is based on **MGO 34.503** and **IFC 2012 Edition Chapter 5 and Appendix D**; please see the codes for further information.