



Department of Planning & Community & Economic Development  
**Planning Division**

Website: [www.cityofmadison.com](http://www.cityofmadison.com)

Madison Municipal Building  
215 Martin Luther King, Jr. Boulevard  
P.O. Box 2985  
Madison, Wisconsin 53701-2985  
TDD 608 266-4747  
FAX 608 266-8739  
PH 608 266-4635

June 5, 2007

David Hull  
Christopher Homes, Inc.  
PO Box 930096  
Verona, Wisconsin 53593

RE: Approval of a conditional use for four-unit townhouse to be located at 6921 East Pass.

Dear Mr. Hull:

The Plan Commission, meeting in regular session on June 4, 2007, determined that the ordinance standards could be met and **approved** your request to construct a four-unit townhouse at 6921 East Pass, subject to the conditions below. In order to receive final approval of the conditional use, the following conditions must be met:

**Please contact Janet Dailey, City Engineering, at 261-9688 if you have questions regarding the following eight items:**

1. Revise site drainage plan to comply with approved lot line elevations for drainage within this subdivision. Convert proposed elevations to City Datum.
2. Plan to show correct addresses for apartment units. Alpha unit numbers are not valid. Coordinate all necessary new interior addresses associated with this proposed development with City Engineering Program Specialist Lori Zenchenko, who may be reached at [lzenchenko@cityofmadison.com](mailto:lzenchenko@cityofmadison.com) or 266-5952.
3. A City licensed contractor shall perform all work in the public right of way.
4. The plan set shall be revised to show a proposed private internal drainage system on the site. This information shall include the depths and locations of structures and the type of pipe to be used.
5. The applicant shall submit, prior to plan sign-off, digital CAD files to the Land Records Coordinator in the Engineering Division (Lori Zenchenko). The digital copies shall be drawn to scale and represent final construction, including: building footprints, internal walkway areas, internal site parking areas, lot lines/ numbers/ dimensions, street names, other miscellaneous impervious areas.
6. The applicant shall obtain a Street Excavation permit for the installation of utilities required to serve this project. 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.
7. The applicant's utility contractor shall obtain a connection permit and excavation permit prior to commencing the storm sewer construction.

*Permit applications for Items 6 & 7 are available online at [www.cityofmadison.com/engineering/permits.cfm](http://www.cityofmadison.com/engineering/permits.cfm).*

- The site plan shall be revised to show all existing public sanitary sewer facilities in the project area as well as the size, invert elevation, and alignment of the proposed service.

**Please contact John Leach, Traffic Engineering, at 267-8755 if you have questions about the following two items:**

- When the applicant submits final plans for approval, the applicant shall show the following: items in the terrace as existing (e.g., signs and street light poles), type of surfaces, existing property lines, addresses, one contiguous plan (showing all easements, all pavement markings, building placement, and stalls), adjacent driveway approaches, signage, percent of slope, vehicle routes, dimensions of radii, aisles, driveways, stalls including the two (2) feet overhang, and a scaled drawing at 1" = 20'.
- The applicant shall dimension the distance of the existing westerly driveway approach according to MGO that any two driveway approaches shall be at least ten feet apart and in no case less than the sum of the approach flare.

**Please contact Scott Strassburg, Madison Fire Department, at 261-9843 if you have questions about this project's need to provide all fire apparatus access required by Comm. 62.0509 and MGO 34.19 as part of the final signoff of the project.**

**Please now follow the procedures listed below for obtaining your conditional use:**

- Please revise your plans per the above and submit *seven (7) copies* of a complete plan set to the Zoning Administrator for final review and comment. Also be sure to include any additional materials requested by these departments for their approval prior to sign off.
- This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting demolition and/or building permit approval.
- No alteration of this proposal shall be permitted unless approved by the Plan Commission, provided, however, the Zoning Administrator may issue permits for minor alterations. This approval shall become null and void one year after the date of the Plan Commission unless the use is commenced, construction is under way, or a valid building permit is issued and construction commenced within six months of the issuance of said building permit. The Plan Commission shall retain jurisdiction over this matter for the purpose of resolving complaints against the approved conditional use.

If you have any questions regarding obtaining your demolition or building permits, please contact the Zoning Administrator at 266-4551. If you have any questions or if may be of any further assistance, please do not hesitate to contact my office at 261-9632.

Sincerely,

Timothy M. Parks  
 Planner

I hereby acknowledge that I understand and will comply with the above conditions of approval for this conditional use.

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*Signature of Applicant*

cc: Kathy Voeck, Asst. Zoning Administrator  
 John Leach, Traffic Engineering  
 Janet Dailey, City Engineer's Office  
 Scott Strassburg, Madison Fire Department

For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Division (T. Parks)	<input type="checkbox"/>	Parks Division
<input checked="" type="checkbox"/>	Zoning Administrator	<input checked="" type="checkbox"/>	Fire Department
<input checked="" type="checkbox"/>	City Engineering	<input type="checkbox"/>	Urban Design Commission
<input checked="" type="checkbox"/>	Traffic Engineering	<input type="checkbox"/>	Other: