



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

August 19, 2008

John Drolet  
Drolet Custom Homes  
1902 Melrose St.  
Madison, Wisconsin 53704

RE: Approval for a conditional use permit to allow construction of a detached garage in excess of 576 square feet in R2 Single-Family Residence District at 4225 Beverly Road.

Dear Mr. Drolet:

The Plan Commission, meeting in regular session on August 18th, 2008 determined that the ordinance standards could be met and **approved** your client's request for a permit to construct a new 768 square foot garage at 4225 Beverly Road. In order to receive final approval for 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 three items:**

1. A street terrace permit is required for constructing the driveway/drive apron in the right-of-way. The application for the permit is available online at: <http://www.cityofmadison.com/engineering/permits.cfm>.
2. All work in the public right-of-way shall be performed by a City licensed contractor.
3. The plan set shall be revised to show more information on proposed drainage for the site. This shall be accomplished by using spot elevations and drainage arrows or through the use of proposed contours. It is necessary to show the location of drainage leaving the site to the public right-of-way. It may be necessary to provide information off the site to fully meet this requirement.

**Please Contact Patrick Anderson, Zoning Administrator, at 266-4551 if you have questions about the following three items:**

4. An accessory building shall be on the same lot as the principal building. Lots 29 and 30 shall be combined. Contact the City Assessor to combine these lots.
5. The existing driveway shall be removed and returned to grass or landscaping. The new driveway shall comply with Sec. 28.11(g)3. (Note: a driveway in the front yard must lead to a parking stall that is outside of the front yard.)
6. The maximum height of the accessory building is fifteen (15) feet to the average height of the roof.

**Please contact my office at 266-5974 if you have any questions about the following two items:**

7. Since it is within a Wellhead Protection District, any future proposed use for this property shall be reviewed by the Madison Water Utility.
8. The applicant shall submit revised plans clearly specifying the area of the existing driveway proposed for removal, as well as detailed dimensions of the proposed new driveway. These plans shall show the removal of a majority of the existing driveway, and shall be reviewed and approved by Planning Division staff.

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

1. Please revise your plans per the above and submit *four (4) 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 the City Engineering Division for their approval prior to sign off.
2. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting the conditional use permit.
3. 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 permit.

If you have any questions regarding obtaining your conditional use permit, please contact the Zoning Administrator at 266-4551. If you have any questions or if I may be of any further assistance, please do not hesitate to contact my office at 266-5974.

Sincerely,

Heather Stouder, AICP  
 Planner

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

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*Signature of Applicant*

cc: Pat Anderson, Assistant Zoning Administrator  
 Janet Dailey, City Engineer's Office

For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Division (H. Stouder)	<input type="checkbox"/>	Recycling Coordinator (R & R)
<input checked="" type="checkbox"/>	Zoning Administrator	<input type="checkbox"/>	Fire Department
<input checked="" type="checkbox"/>	City Engineering	<input type="checkbox"/>	Urban Design Commission
<input type="checkbox"/>	Traffic Engineering	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Engineering Mapping	<input type="checkbox"/>	Other: