



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 608 267-8739  
PH 608 266-4635

May 22, 2008

Melissa Destree  
Destree Design Architects, Inc.  
222 West Washington Avenue #310  
Madison, WI 53703

RE: Approval of a demolition permit (for building removal) and conditional use for a single-family residence on a waterfront lot at 5229 Harbor Court

Dear Ms. Destree:

The Plan Commission, meeting in regular session on May 19, 2008 determined that the ordinance standards could be met and **approved** your client's request for a demolition permit (for removal) and conditional use for a single-family residence on a waterfront lot, subject to the conditions below. In order to receive final approval of the demolition permit and conditional use, the following conditions must be met:

**Please contact Janet Dailey, City Engineering, at 261-9688 if you have questions regarding the following seven (7) items:**

1. Applicant shall obtain a Street Terrace Permit for construction of driveway/drive apron within the street right-of-way.
2. Any damage to pavement on Harbor Court will require restoration in accordance with the City's Patching Criteria.
3. Foundation elevations shall be tied to USGS elevations so that the foundation can be compared to flood plain elevations.
4. All work in the public right-of-way shall be performed by a City licensed contractor.
5. 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.
6. The applicant shall obtain all necessary sewer connection permits and sewer plugging permits prior to any utility work. This permit application is available on line at:  
<http://www.cityofmadison.com/engineering/permits.cfm>.
7. Prior to approval of the conditional use application, the owner shall obtain a permit to plug each existing sanitary sewer lateral that serves a building that is proposed for demolition. For each lateral to be plugged the owner shall deposit \$1,000 with the City Engineer in two separate checks in the following amounts: (1). \$100 non-refundable deposit for the cost of inspection of the plugging by City staff; and (2). \$900 for the cost of City crews to perform the plugging. If the owner elects to complete the plugging of a lateral by private

contractor and the plugging is inspected and approved by the City Engineer, the \$900 fee shall be refunded to the owner. This permit application is available on line at <http://www.cityofmadison.com/engineering/permits.cfm>.

**Please contact Scott Strassburg, Madison Fire Department, at 261-9843 if you have questions about the following item:**

8. As required by MGO 10.34 and IFC 505.1, all residential and commercial buildings must have the approved address posted. The address numbers shall be 4 inches in height, numbers shall be in contrast to the background and visible from the street.

**Please contact Patrick Anderson, Assistant Zoning Administrator, at 266-5978 if you have questions on the following item.**

9. Provide a reuse/recycling plan, to be reviewed and approved prior to a demolition permit being issued.

**Please contact my office at 267-1150, if you have questions regarding the following item:**

10. That the applicant confirms on final site or landscape plans that no more than 30% of the lake frontage will be cleared of trees and shrubbery. Please note, the applicant submitted a revised landscape plan to Planning Staff to address this issue. Include copies of that document in each of the final plan sets, as described below.

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

1. 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.
2. A reuse and recycling plan approved by the Recycling Coordinator is required by ordinance prior to the issuance of a wrecking permit. The reuse and recycling plan shall be submitted along with the resubmittal of site plans for forwarding to the Recycling Coordinator.
3. The Madison Water Utility shall be notified to remove the water meter prior to demolition.
4. 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.
5. 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 demolition permit and conditional use permit.

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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 267-1150.

Sincerely,

Kevin Firchow, AICP  
Planner

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

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*Signature of Applicant*

cc: Pat Anderson, Ast. Zoning Administrator  
Scott Strassburg, Fire Department  
Janet Dailey, Engineering Division  
George Dreckmann, Recycling Coordinator

For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Division (Firchow)	<input checked="" type="checkbox"/>	Recycling Coordinator (R & R)
<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 type="checkbox"/>	Traffic Engineering	<input type="checkbox"/>	Other: