



Department of Planning & Community & Economic Development

## Planning Division

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**\*\*BY E-MAIL ONLY\*\***

March 18, 2025

Scott Utter  
University of Wisconsin-Madison  
21 N Park Street  
Madison, Wisconsin 53715-1211

RE: Consideration of a demolition permit to demolish of a three-family dwelling at 210 Bernard Court (ID 87142; LNDUSE-2025-00010).

Dear Scott,

At its March 17, 2025 meeting, the Plan Commission found the standards met and **approved** your demolition permit. The conditions of approval in the following sections shall be satisfied prior to issuance of demolition permits for the project.

**Please contact Tim Troester of the City Engineering Division at (608) 267-1995 if you have questions regarding the following item:**

1. Obtain a permanent sewer plug permit for each existing sanitary sewer lateral serving a property that is not to be reused and a temporary sewer plug permit for each sewer lateral that is to be reused by the development.

**Please contact Jeffrey Quamme of the City Engineering Division–Mapping Section at (608) 266-4097 if you have any questions regarding the following two (2) items:**

2. Identify on the demolition and restoration plans the lot and block numbers of recorded plat.
3. Provide a full and complete legal description of the site or property being subjected to this application on the site demolition and restoration plan.

**Please contact Sean Malloy of the Traffic Engineering Division at (608) 266-5987 if you have questions regarding the following item:**

4. All existing driveway approaches on which are to be abandoned shall be removed and replaced with curb and gutter and noted on the plan.

**Please contact Jenny Kirchgatter, Assistant Zoning Administrator, at (608) 267-1995 if you have questions regarding the following two (2) items:**

5. Section 28.185(9) requires that every applicant for a demolition or removal approval that requires approval by the Plan Commission is required to get a Reuse and Recycling Plan approved by the City Recycling Coordinator, Bryan Johnson at [streets@cityofmadison.com](mailto:streets@cityofmadison.com) prior to receiving a raze permit. Every person who is required to submit a reuse and recycling plan pursuant to Section 28.185(9) shall submit documents showing compliance with the plan within 60 days of completion of demolition. A demolition or removal permit is valid for two (2) years from the date of the Plan Commission.
6. Approval of the demolition will require the removal of all structures including the principal building, parking area, and driveway on Clymer Place. The driveway apron shall be removed and replaced with curb and gutter as per City of Madison Engineering and Traffic Engineering requirements. Disturbed areas shall be graded and seeded or sod planted to minimize erosion.

**Please contact Jeff Belshaw of the Madison Water Utility at (608) 261-9835 if you have questions regarding the following item:**

7. A private well may have served this parcel prior to the municipal water service connection. Any remaining unused/unpermitted private wells existing on this parcel must be properly abandoned according to Wisconsin Administrative Code NR-812 and MGO Section 13.21 prior to the demolition of the property. Please contact Water Utility staff at (608) 266-4654 to schedule an on-site private well survey prior to demolition or otherwise for additional information regarding well abandonment procedures and potential well abandonment reimbursement programs. The Madison Water Utility shall be notified to remove the water meter at least two working days prior to demolition. Contact the Water Utility Meter Department at (608) 266-4765 to schedule the meter removal appointment.

**Demolition activities may not proceed until raze permits have been issued for the approved project. Permits will not be issued until the applicant has met all of the conditions of approval stated in this letter. The future use of the property may require approvals not included with this Plan Commission action.**

**Specific questions regarding the comments or conditions contained in this letter should be directed to the commenting agency.**

**Please now follow the procedures listed below for obtaining permits for your project:**

1. Section 28.185(7)(a)5 requires that if a demolition or removal permit is approved, it shall not be issued until a reuse and recycling plan is approved by the Recycling Coordinator. Every person who is required to submit a reuse and recycling plan pursuant to Section 28.185 (7)(a)5 shall submit documents showing compliance with the plan within sixty (60) days of completion of demolition.
2. The applicant shall resubmit a PDF copy of the plan set and any other supporting materials that are necessary, as specified in this letter to [sprapplications@cityofmadison.com](mailto:sprapplications@cityofmadison.com). (Note: A 20MB email limit applies and multiple transmittals may be required.). A check for the **site plan review fee** shall be mailed to the City of Madison Building Inspection Division; PO Box 2984; Madison, WI 53701-2984.

3. City Agencies who submitted conditions of approval will review your revised plans to verify that their conditions, along with any applicable requirements, have been satisfied. When the revised plans are submitted, the applicant will be emailed a hyperlink to a website to follow, in real time, which agencies have reviewed the revised documents, and signed off or need additional information.
4. Per Section 28.185(9)(a), a demolition or removal permit is valid for two (2) years from the date of the Plan Commission approval. Where the plans have not been altered since issuance of the demolition or removal permit and the permit has expired, the Director of Planning and Community and Economic Development may, after consultation with the Alderperson of the District, approve an extension for up to 12 months from the expiration date.

If you have any questions regarding obtaining your building permits, please contact the Zoning Administrator at (608) 266-4551. If you have any questions or if may be of any further assistance, please do not hesitate to contact my office at (608) 261-9632 or [tparks@cityofmadison.com](mailto:tparks@cityofmadison.com).

Sincerely,



Timothy M. Parks  
Planner

cc: Aaron Williams, University of Wisconsin-Madison

<b>LNDUSE-2025-00010</b>			
<b>For Official Use Only, Re: Final Plan Routing</b>			
<input checked="" type="checkbox"/>	Planning Div. (T. Parks)	<input checked="" type="checkbox"/>	Engineering Mapping Sec.
<input checked="" type="checkbox"/>	Zoning Administrator	<input type="checkbox"/>	Parks Division
<input checked="" type="checkbox"/>	City Engineering	<input type="checkbox"/>	Urban Design Commission
<input checked="" type="checkbox"/>	Traffic Engineering	<input checked="" type="checkbox"/>	Recycling Coord. (R&R Plan)
<input type="checkbox"/>	Fire Department	<input type="checkbox"/>	Other:
<input checked="" type="checkbox"/>	Water Utility	<input type="checkbox"/>	Other: