



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, AICP, Director

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October 21, 2016

John Scott  
LSCOTT Enterprises, LLC  
320 Pine Way  
Oregon, Wisconsin 53575

RE: Approval of a Certified Survey Map (CSM) to create one lot for an existing place of worship at 6906 Colony Drive and one lot for a proposed daycare center, and approval of conditional uses to allow construction of the daycare center. [LNDUSE-2016-000091; LNDCSM-2016-00033]

Dear Mr. Scott;

At its October 17, 2016, the Plan Commission found the standards met and **approved** your conditional use and Certified Survey Map dividing 6906 Colony Drive into two lots. The conditions of approval in the following sections shall be satisfied prior to issuance of building permits for the daycare center and final approval and recording of the CSM.

**Please contact Tim Troester of the City Engineering Division at 267-1995 if you have questions regarding the following twenty-two (22) items:**

1. Proposed sewer lateral is long and has bends. It is recommended to install a private sanitary sewer main in the private driveway or in the current location with manholes at the bends. This is not a requirement but the plan in the current configuration could be a problem maintaining.
2. All outstanding Madison Metropolitan Sewerage District (MMSD) are due and payable prior to City Engineering sign-off, unless otherwise collected with a Developer's/ Subdivision Contract. Contact Mark Moder (261-9250) to obtain the final MMSD billing a minimum of two working days prior to requesting City Engineering signoff.
3. A minimum of two working days prior to requesting City Engineering signoff on the CSM, the applicant shall contact either Tim Troester at 261-1995 ([ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com)) or Brenda Stanley at 261-9127 ([bstanley@cityofmadison.com](mailto:bstanley@cityofmadison.com)) to obtain the final stormwater utility charges that are due and payable prior to subdivision of the properties. The stormwater utility charges (as all utility charges) are due for the previous months of service. All charges shall be cleared prior to the land division (and subsequent obsolesces of the existing parcel).
4. 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.

5. This project falls in the area subject to increased erosion control enforcement as authorized by the fact that it is in a TMDL zone. The project will be expected to meet a higher standard of erosion control than the minimum standards set by the Wisconsin Department of Natural Resources (WDNR) in order to comply with TMDL limits.
6. This project falls in the Rock River TMDL Zone and is subject to increased erosion control enforcement as authorized by Resolution 14-00043 passed by the Common Council on January 21, 2014. The project will be expected to meet a higher standard of erosion control than the minimum standards set by the Wisconsin Department Natural Resources (WDNR).
7. The applicant shall submit, prior to plan sign-off, a digital CAD file (single file) to the City Engineering Division (Storm/Sanitary Section). The digital CAD file shall be to scale and represent final construction. The CAD file shall be in a designated coordinate system (preferably Dane County WISCRS, US Ft). The single CAD file submittal can be either AutoCAD (dwg) Version 2013 or older, MicroStation (dgn) V8i Select Series 3 or older, or Universal (dxf) format and shall contain the only the following data, each on a separate layer name/level number. The digital copies shall be drawn to scale and represent final construction including: building footprints; internal walkway areas; internal site parking areas; other miscellaneous impervious areas (i.e. gravel, crushed stone, bituminous/asphalt, concrete, etc.); right-of-way lines (public and private); plat name and lot lines (metes & bounds parcel lines if unplatted); platted lot numbers (noted "unplatted lands" if not platted); lot/plat property dimensions; street names; private on-site sanitary sewer utilities (including all connections to public sanitary); private on-site storm sewer utilities (including all connections to public storm). The CAD file will only be required prior to final plan review so that multiple files do not need to be supplied or reviewed. The party responsible for the CAD file e-mail transmission shall include the project site address in the email subject line. Any changes or additions to the location of the building, private utilities, sidewalks, parking/pavement during construction will require a new CAD file transmittal.
8. The applicant shall submit, prior to plan sign-off but after all revisions have been completed, digital PDF files to the Engineering Division. Email PDF file transmissions are preferred to: [bstanley@cityofmadison.com](mailto:bstanley@cityofmadison.com) (East) or [ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com) (West). The digital copies shall be to scale, and shall have a scale bar on the plan set. (POLICY and MGO 37.09(2)) PDF submittals shall contain the following information: a) Building Footprints; b) Internal Walkway Areas; c) Internal Site Parking Areas; d) Other Miscellaneous Impervious Areas (i.e. gravel, crushed stone, bituminous/asphalt, concrete, etc.); e) Right-of-Way lines (public and private); f) Lot lines or parcel lines if unplatted; g) Lot numbers or the words unplatted; h) Lot/Plat dimensions; i) Street names; j) Stormwater Management Facilities; k) Detail drawings associated with Stormwater Management Facilities (including if applicable planting plans).
9. Submit a draft Stormwater Management Maintenance Agreement (SWMA) for review and approval that covers inspection and maintenance requirements for any BMP used to meet stormwater management requirements on this project. Include copies of all stormwater, utility, and detail plan sheets that contain stormwater practices on 8.5 X 14" size paper in the draft document. These drawings do not need to be to scale as they are for informational purposes only. Once City Engineering staff have reviewed the draft document and approved it with any required revisions submit a signed and notarized original copy to City Engineering. Include a check for \$30.00 made out to Dane County Register of Deeds for the recording fee. City Engineering will forward the document

and fee for recording at the time of issuance of the stormwater management permit. Draft document can be emailed to Tim Troester (west) at [ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com), or Jeff Benedict at [jbenedict@cityofmadison.com](mailto:jbenedict@cityofmadison.com) final document and fee should be submitted to City Engineering.

10. The applicant shall demonstrate compliance with Section 37.07 and 37.08 of Madison General Ordinances regarding permissible soil loss rates. The erosion control plan shall include Universal Soil Loss Equation (USLE) computations for the construction period. Measures shall be implemented in order to maintain a soil loss rate below 5.0-tons per acre per year.
11. This site appears to disturb over one (1) acre of land and requires a permit from the Wisconsin Department of Natural Resources (WDNR) for stormwater management and erosion control. The City of Madison has been required by the WDNR to review projects for compliance with NR-216 and NR-151; however a separate permit submittal is still required to the WDNR for this work. The City of Madison cannot issue our permit until concurrence is obtained from the WDNR via their NOI or WRAPP permit process. Contact Eric Rortvedt at 273-5612 of the WDNR to discuss this requirement.
12. Prior to approval, this project shall comply with Chapter 37 of Madison General Ordinances regarding stormwater management. Specifically, this development is required to: detain the 2-, 10-, and 100-year storm events, matching post development rates to predevelopment rates; reduce TSS by 80% (control the 5 micron particle) off of newly developed areas compared to no controls; provide infiltration in accordance with Chapter 37 of Madison General Ordinances; and complete an erosion control plan and complete weekly self-inspection of the erosion control practices and post these inspections to the City of Madison website as required by Chapter 37.
13. The applicant's utility contractor shall obtain a connection permit and excavation permit prior to commencing the storm sewer construction.
14. The construction of this project will require the applicant shall enter into a City/ Developer agreement for the required infrastructure improvements. The applicant shall contact City Engineering to schedule the development of the plans and the agreement. The City Engineer will not sign off on this project without the agreement executed by the developer. Note: Obtaining a developer's agreement generally takes approximately a minimum of 4-6 weeks.
15. The applicant shall dedicate right of way for a right turn lane along Colony Drive as required by the City Engineer.
16. The approval of this zoning approval does not include the approval of the changes to roadways, sidewalks or utilities. The applicant shall obtain separate approval by the Board of Public Works and the Common Council for the restoration of the public right of way including any changes requested by developer. The City Engineer shall complete the final plans for the restoration with input from the developer.
17. The applicant shall provide the City Engineer with a survey indicating the grade of the existing sidewalk and street.
18. The applicant shall replace all sidewalk and curb and gutter that abuts the property that is damaged by the construction, or any sidewalk and curb and gutter, which the City Engineer determines needs

to be replaced because it is not at a desirable grade, regardless of whether the condition existed prior to beginning construction.

19. All work in the public right of way shall be performed by a City-licensed contractor.
20. All damage to the pavement on N. Gammon Road and Colony Drive adjacent to this development shall be restored in accordance with the City's Pavement Patching Criteria.
21. The applicant shall make improvements to Colony Drive. The improvements shall consist of constructing a right-turn lane as required by the City Engineer.
22. The applicant shall dedicate a 3- to 6-foot wide strip of right of way along Gammon Road as required by the City Engineer.

**Please contact Jeff Quamme of the City Engineering Division—Mapping Section at 266-4097 if you have any questions regarding the following six (6) items:**

23. Additional public right of way at the intersection of N. Gammon Road and Colony Drive has been discussed and is noted on the site plan. The applicant shall coordinate any required area of dedication with the Traffic Engineering Division. If required, this also will require a dedication for Public Street Purposes to be granted by the pending Certified Survey Map. The site plan and CSM shall be revised to reflect any final dedication required by Traffic Engineering.
24. An agreement for the installation and maintenance of the proposed retaining wall proposed along the common property line of the two proposed lots shall be recorded prior to final site plan sign off. Provide a draft of the agreement for review and comment prior to recording.
25. The applicant shall be aware of the private deed restriction restricting land use of the existing lot per Document No. 1406773 and 1430389.
26. The address of the proposed daycare center will be 6914 Colony Drive. The site plan shall reflect a proper street address of the property as reflected by official City of Madison Assessor's and Engineering Division records.
27. Update the survey street name for Gammon Road to the complete street name (N Gammon Road).
28. A consent of Corporate Mortgagee Certificate shall be added to the CSM for all existing mortgagees.

**Please contact Eric Halvorson of the Traffic Engineering Division at 266-6527 if you have any questions regarding the following six (6) items:**

29. Prior to recording of the Certified Survey Map dividing 6906 Colony Drive into two lots and approval of the final plans and building permits for the daycare center on Lot 2 of the CSM, plans for a full traffic signal at the intersection of N. Gammon Road and Colony Drive, and any intersection improvements (turn lanes, signage, etc.) related to the signalization shall be approved by the Pedestrian, Bicycle and Motor Vehicle Commission, Board of Public Works and Common Council. This condition shall be satisfied in one of two ways:

- a.) The applicant shall enter into a City/ Developer agreement for the full cost of designing and constructing the required traffic signal and related infrastructure improvements, as determined by the City Engineer and City Traffic Engineer; or
  - b.) The applicant shall not object to the establishment of an assessment district for the costs of the intersection signalization and infrastructure improvements and shall agree to pay his proportionate share of those costs, as determined by the PBMVC, the Board of Public Works and Common Council.
30. The applicant shall dedicate right of way for turn lanes on N. Gammon Road and Colony Drive as required by the Traffic Engineering Division. This is to help mitigate the negative traffic impacts this development will have on the intersection of Colony Road and N. Gammon Road.
  31. The applicant shall submit one contiguous plan for approval. The plan drawing shall be scaled to 1" = 20' and include the following, when applicable: existing and proposed property lines; parcel addresses; all easements; pavement markings; signing; building placement; items in the terrace such as signs, street light poles, hydrants; surface types such as asphalt, concrete, grass, sidewalk; driveway approaches, including those adjacent to and across street from the project lot location; parking stall dimensions, including two (2) feet of vehicle overhang; drive aisle dimensions; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.
  32. The developer shall post a security deposit prior to the start of development. In the event that modifications need to be made to any City-owned and/or maintained traffic signals, street lighting, signing, pavement marking and conduit/handholes, the developer shall reimburse the City for all associated costs including engineering, labor and materials for both temporary and permanent installations.
  33. The City Traffic Engineer may require public signing and marking related to the development; the developer shall be financially responsible for such signing and marking.
  34. All parking facility design shall conform to the standards in MGO Section 10.08(6).

**Please contact Adam Widerhoeft of the Madison Water Utility at 266-9121 if you have any questions regarding the following item:**

35. A Water Service Application Form and fees must be submitted before connecting to the existing water system. Provide at least 48-hour notice between the application submittal and the requested installation or inspection appointment. Application materials are available on the Water Utility's Plumbers & Contractors website; otherwise they may be obtained from the Water Utility Main Office at 119 E Olin Avenue. A licensed plumber signature is required on all water service applications. For new or replacement services, the property owner or authorized agent is also required to sign the application. If you have questions regarding water service applications, please contact Madison Water Utility at (608) 266-4646.

**Please contact Janet Schmidt of the Parks Division at 261-9688 if you have any questions regarding the following two (2) items:**

36. Additional street trees are needed for this project. All street tree planting locations and tree species within the right of way shall be determined by City Forestry. Please submit a site plan (in PDF format) to Brian Meiller – bmeiller@cityofmadison.com or 266-4816. Tree planting specifications can be found in Section 209 of City of Madison Standard Specifications for Public Works Construction.
37. Existing street trees shall be protected. Please include the following note on the site plan: Contractor shall install tree protection fencing in the area between the curb and sidewalk and extend it at least 5 feet from both sides of the tree along the length of the terrace. No excavation is permitted within 5 feet of the outside edge of a tree trunk. If excavation within 5 feet of any tree is necessary, contractor shall contact City Forestry (266-4816) prior to excavation to assess the impact to the tree and root system. Tree pruning shall be coordinated with City Forestry. Tree protection specifications can be found in Section 107.13 of City of Madison Standard Specifications for Public Works Construction. Any tree removals that are required for construction after the development plan is approved will require at least a 72-hour waiting period before a tree removal permit can be issued by Forestry, to notify the Alder of the change in the tree plan.

**Please contact Jenny Kirchgatter, Assistant Zoning Administrator at 266-6527 if you have any questions regarding the following thirteen (13) items:**

38. Provide the lot coverage calculations for proposed Lot 1 (proposed daycare center) and Lot 2 (existing place of worship). Lot coverage is defined as the total area of all buildings, measured at grade, all accessory structures and all paved areas as a percentage of the total area of the lot, with the following exceptions: sidewalks or paved paths no wider than five (5) feet, pervious pavement, green roofs and decks.
39. Provide the building coverage for Lot 2 (existing place of worship). If the existing principal structure and any additions to it, covers twenty percent (20%) or less of the lot area, the rear yard setback may be reduced by twenty-five percent (25%) from 35 feet to 26.25 feet.
40. Show the front yard setback for the proposed daycare center measured from the front lot line to the closest point of the front building wall. The front yard setback is a minimum of 30 feet.
41. Provide accurate dimensions and footprints for the three proposed storage sheds. The footprints of the two sheds located east of the daycare building do not correspond with the 15-foot by 20-foot dimensions labeled on the sheds. Provide elevations with materials and colors labeled and details for the three sheds.
42. Show the height of the daycare center on the elevations. The maximum height is 35 feet. Height is the average of the height of all building facades. For each facade, height is measured from the midpoint of the existing grade to the highest point on the roof of the building or structure. No individual facade shall be more than 15% higher than the maximum height of the zoning district.

43. Provide a minimum of seven short-term bicycle parking stalls located in a convenient and visible area on a paved or impervious surface. Bicycle parking shall be located at least as close as the closest non-accessible automobile parking and within 100 feet of a principal entrance. Note: A bicycle stall is a minimum two (2) feet by six (6) feet with a five-foot wide access area. Provide a detail of the proposed bike rack.
44. Submit the landscape plan and landscape worksheet stamped by the registered landscape architect. Per Section 28.142(3), Landscape Plan and Design Standards, landscape plans for zoning lots greater than ten thousand (10,000) square feet in size must be prepared by a registered landscape architect. The landscape plan shall show the existing trees and landscaping to remain as well as the proposed landscaping.
45. Submit a detail of the trash enclosure. The trash enclosure shall be screened on four sides (including a gate for access) by a solid, commercial-grade wood fence, wall, or equivalent material with a minimum height of six feet and not greater than eight feet.
46. Provide adequate screening for the HVAC units located south and east of the daycare center. Ground level mechanical equipment and utilities shall be fully screened from view from any street or residential district. Provide a detail of the screening materials.
47. Provide details of the fences enclosing the play yards and screening abutting the north and east property lines. Where the daycare center use is conditional, an appropriate transition area between the use and adjacent property may be required, using landscaping, screening, and other site improvements consistent with the character of the neighborhood.
48. Exterior lighting provided shall be in accordance with MGO Section 10.085. Provide an exterior lighting plan and fixture cut sheets with the final plan submittal.
49. Per Section 28.186(4)(b), the property owner or operator is required to bring the property into compliance with all elements of the approved site plans by the date established by the Zoning Administrator as part of the site and building plan approval. Work with Zoning staff to establish a final site compliance date.
50. The existing ground sign for the Korean Presbyterian Church located at the corner of North Gammon Road and Colony Drive must be removed because it will no longer be located on the same lot as the Church. Relocating the ground sign or installing a new sign will require compliance with Chapter 31 Sign Control Ordinance. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with Chapter 31 Sign Control Ordinance of the Madison General Ordinances. Signage permits are issued by the Zoning Section of the Department of Planning and Community and Economic Development.

**Please contact my office at 261-9632 if you have any questions about the following six (6) items, including condition 56, which was added by the Plan Commission:**

51. The final floorplans shall be revised to include a note indicating how access into the building will be provided from the public sidewalk along N. Gammon Road. If pedestrian access into the building cannot safely be provided from the secondary door into the lower level, the applicant shall include a

private sidewalk along the driveway from Colony Drive to provide adequate pedestrian access to the proposed daycare.

52. The proposed trash enclosure and all HVAC/ utility pedestals shall be re/located so as to not be visible from N. Gammon Road or Colony Lane. All accessory structures and trash/ HVAC/ utility pedestals shall be screened with materials that are complementary to the materials of the proposed building and as approved by the Planning Division prior to issuance of building permits. Details of the proposed fencing to be used on the daycare site shall be approved by Planning staff prior to permit issuance.
53. The final plans shall be revised to show a designated area for the short-term parking of vehicles engaged in loading and unloading children, which shall be located as close as practical to the principal entrance of the building. The short-term stalls shall be connected to the building entrance by a sidewalk.
54. The landscaping plan shall be revised to include a continuous line of vegetation along the northern property line to replace the vegetation to be removed for the northerly play areas. The vegetation shall be approved by the Planning Division prior to permit issuance and shall show a continuous line of canopy/ shade and coniferous trees and shrubs to provide adequate screening between the daycare and residences to the north.
55. Tree protection measures shall be included with the final plans for the trees adjacent to N. Gammon Road identified as "to remain." Those measures shall include no grading within one foot of the dripline of those trees, and the installation of protective fencing from before the start of construction through completion of final site restoration activities. The grading plan for the site shall be revised as necessary to accommodate protection of those trees.
56. That the applicant shall work with staff and modify the on-site retaining walls to decrease their overall height and incorporate tiered walls, provide additional landscaping, and provide a minimum four-foot tall cedar or equivalent privacy fence. Modifications shall also provide on-site drainage as required by City Ordinance. Final details shall be approved by City Planning, Zoning, and City Engineering staff.

**Please contact Jenny Frese of the Office of Real Estate Services at 267-8719 if you have any questions regarding the following six (6) items:**

57. Signature block certifications shall be executed by all parties of interest, pursuant to Wis. Stats. 236.21(2)(a). All signatory parties shall provide documentation that proves said signatories have legal authority to sign the Owner's Certificate. The title of each certificate shall be consistent with the ownership interest reported in the most recent title report. The executed original hard stock recordable CSM shall be presented at the time of sign-off.
58. A certificate of consent for all mortgagees and/or vendors shall be included following the Owner's Certificate(s) and executed prior to CSM approval sign-off.



59. As of September 8, 2016, there are special assessments reported. All known special assessments are due and payable prior to CSM approval sign-off. If special assessments are levied against the property in the interim, they shall be paid in full.
60. Please coordinate with Tim Troester (608-267-1995) or Brenda Stanley (608-261-9127) in the City Engineering Division to obtain any outstanding storm water management fees from the Madison Water Utility. Receipts for the payment of the prorated fee shall be presented prior to CSM approval sign-off.
61. Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Jenny Frese in City's Office of Real Estate Services ([jfrese@cityofmadison.com](mailto:jfrese@cityofmadison.com)), as well as the survey firm preparing the proposed CSM. The report shall search the period subsequent to the date of the initial title report (April 16, 2016) submitted with the CSM application and include all associated documents that have been recorded since the initial title report. Surveyor shall update the CSM with the most recent information reported in the title update.
62. The CSM shall be revised prior to sign-off as follows:
  - a.) Add Document No. 803297 to the label for the MGE easement per Document No. 1353898.
  - b.) Include a Note describing the restriction carried forward from the satisfied Land Contract to the Warranty Deed recorded as Document No. 1430389.

**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 related to your conditional use:**

1. After the plans have been revised per the above conditions, please file **seven (7) sets** of complete, fully dimensioned, and to-scale plans, the appropriate site plan review application and fee pursuant to Section 28.206 of the Zoning Code, and any other documentation requested herein with the Zoning Administrator, Room LL-100, Madison Municipal Building, 215 Martin Luther King, Jr. Boulevard. **This submittal shall all also include one (1) complete digital plan set in PDF format.** The sets of final revised plans or documents will be circulated by Zoning staff to the City department staff listed above for their final approval.
2. This letter shall be signed by the applicant and property owner (if not the applicant) to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting building permit approval. [Signature box on last page]
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. No alteration of a conditional use shall be permitted unless approved by the Plan Commission provided, however, the Zoning Administrator following consideration by the alderperson of the district, may approve minor alterations or additions which are approved by the Director of Planning and Community and Economic Development and are compatible with the concept approved by the Plan Commission and the conditional use standards. This approval shall become null and void one (1) 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 6 months of the issuance of said building permit. Where the plans have not been altered from the Plan Commission's approval, and the conditional use 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 24 months from the expiration date. The Plan Commission shall retain jurisdiction over this matter for the purpose of resolving complaints against the approved conditional use permit.

**A resolution approving the CSM and authorizing the City to sign it and any other documents related to the proposed land division will be reviewed by the Common Council on November 1, 2016.**

**Please follow the procedures listed below for finalizing and recording your CSM:**

1. As soon as the comments and conditions have been satisfied as verified with a completed affidavit available from the Planning Division, the original along with the revised Certified Survey Map, with all signatures and approvals from the reviewing agencies, shall be brought to this office for final signoff. You or your client may then record the certified survey at the Dane County Register of Deeds. For information on recording procedures and fees, contact the Register of Deeds at 266-4141.
2. Prior to City Engineering final sign-off by the main office of the CSM, the final CSM shall be submitted to the Engineering Division Surveyor/ Land Records Coordinator for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division signoff. E-mail submittal of the final CSM in PDF form is preferred. Transmit to [jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com).
3. The owner shall email the document number of the recorded CSM to Jenny Frese at the City's Office of Real Estate Services as soon as the recording information is available.
4. Any appeal from the approval of the CSM, including the conditions of approval, must be filed with the Circuit Court within 30 days from the date of this letter. **The approval of this CSM shall be null and void if not recorded in twelve (12) months from the date of the approving resolution or this letter, whichever is later.**

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

cc: Tim Troester, City Engineering Division  
 Jeff Quamme, City Engineering Division  
 Eric Halvorson, Traffic Engineering Division  
 Jenny Kirchgatter, Asst. Zoning Administrator  
 Adam Widerhoeft, Madison Water Utility  
 Bill Sullivan, Madison Fire Department  
 Tim Sobota, Metro Transit  
 Jenny Frese, Office of Real Estate Services  
 Sally Sweeney, City Assessor's Office

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

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Signature of Property Owner  
 (If Not Applicant)*

<b>Accela ID: LNDUSE-2016-00091</b>			
<b>For Official Use Only, Re: Final Plan Routing – Conditional Use</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 (EP)	<input type="checkbox"/>	Recycling Coord. (R&R)
<input checked="" type="checkbox"/>	Fire Department	<input checked="" type="checkbox"/>	Other: Metro Transit
<input checked="" type="checkbox"/>	Water Utility (EP)	<input type="checkbox"/>	Other: