



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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February 10, 2017

Dan Kruse  
Century 21 Affiliated  
4122 Cherokee Dr.  
Madison, WI 53711

RE: Approval of a Demolition Permit for the demolition of a single-family dwelling for the purposes of constructing a new single-family dwelling at **701 Ottawa Trail**.

Dear Mr. Kruse:

At its February 6, 2017 meeting, the Plan Commission **approved** your request for a Demolition Permit for the demolition of a single-family dwelling for the purposes of constructing a new single-family dwelling at **701 Ottawa Trail**. In order to receive final approval of the Demolition Permit and for any necessary permits to be issued, the following conditions must be met:

**Please contact my office at 267-8733 if you have questions regarding the following three items:**

1. The Applicant shall provide the overall building height on all four building elevations.
2. The Applicant shall provide a Land Use Summary Table that delineates how the site is being utilized, including: Building Footprint, Second Floor Area, Basement Area, Garage Area, Patio Area, Porch Area, Screened Porch Area, Driveway Area, Open Space, and Lot Coverage.
3. The applicant shall revise the survey to include the building setbacks.

**Please contact Timothy Troester, City Engineering, at 267-1995 if you have questions regarding the following four items:**

1. Prior to approval, the owner or owner's representative shall obtain a permit to plug each existing sanitary sewer lateral that serves a building which is proposed for demolition. For each lateral to be plugged the owner shall complete a sewer lateral plugging application and pay the applicable permit fees. The permit application is available online at <http://www.cityofmadison.com/engineering/permits.cfm> (Section 35.02(14), MGO).
2. The Applicant shall replace all sidewalk and curb and gutter which abuts the property which 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 (POLICY).

3. All work in the public right-of-way shall be performed by a City licensed contractor (Sections 16.23(9)(c)(5) and 23.01, MGO).
4. All damage to the pavement on Ottawa Trail, adjacent to this development shall be restored in accordance with the City of Madison's Pavement Patching Criteria. For additional information please see the following link:  
<http://www.cityofmadison.com/engineering/patchingCriteria.cfm> (POLICY).

**Please contact Jenny Kirchgatter, Assistant Zoning Administrator, at 266-4429 if you have questions regarding the following five items:**

1. Reduce the front yard setback to a maximum of 30 feet or provide evidence that the proposed setback is not more than 20% greater than the block average.
2. Pursuant to Section 28.185(7)(a)(5), MGO requires that if a demolition or removal permit is approved, it shall not be issued until the reuse and recycling plan is approved by the Recycling Coordinator, Bryan Johnson (608-266-4682).
3. Pursuant to Section 28.185(10), MGO, every person who is required to submit a reuse and recycling plan pursuant to Section 28.185(7)(a)(5), MGO, shall submit documents showing compliance with the plan within sixty (60) days of completion of demolition.
4. Pursuant to Section 28.185(9)(a), MGO a demolition or removal permit is valid for one (1) year from the date of the Plan Commission.
5. The Applicant shall revise the plan set to show the height of the proposed residence 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 fifteen percent (15%) higher than the maximum height of the zoning district.

**Please contact Bill Sullivan, Fire Department, at 261-9658 if you have questions regarding the following two items:**

1. Please consider allowing Madison Fire Dept. to conduct training sequences prior to demolition. Contact MFD Training Division to discuss possibilities: Division Chief Tracy Burrus at [tburrus@cityofmadison.com](mailto:tburrus@cityofmadison.com) or (608) 213-4176.
2. Madison Fire Department recommends the installation of a residential fire sprinkler system in accordance with NFPA 13D and SPS 382.40(3)(e). Additional information is available at the Home Fire Sprinkler Coalition website: <http://www.homefiresprinkler.org/Consumer/ConsHome.html>.

**Please contact Janet Schmidt, Parks Division, at 266-4714 if you have any questions regarding the following item:**

1. 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 five feet from both sides of the tree along the length of the terrace. No excavation is permitted within five feet of the outside edge of a tree trunk. If excavation within five feet of any tree is necessary, the 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:

<http://www.cityofmadison.com/business/pw/documents/StdSpecs/2013/Part1.pdf>.

Any tree removals that are required for construction after the development plan is approved will require at least a 72 hour wait period before a tree removal permit can be issued by Forestry, to notify the Alder of the change in the tree plan.

**Please contact Adam Wiederhoeft, Water Utility, at 266-9121 if you have questions regarding the following two items:**

1. 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.
2. A Water Meter Application Form and fees must be submitted before connecting to the existing water lateral. Provide at least two working days notice between the application submittal and the scheduled lateral connection/extension. Application materials are available on the Water Utility's Plumbers & Contractors website (<http://www.cityofmadison.com/water/plumberscontractors>), otherwise they may be obtained from the Water Utility Main Office at 119 E Olin Ave. 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 Jeff Quamme, City Engineering Review Mapping, at 266-4097 if you have questions regarding the following item:**

1. The plat of Parman Addition to Nakoma designates a Building Line. The Applicant is encouraged, if not done already, to review the title information on this property, and determine and address any private restriction that may exist that would restrict the placement of a building on this site.

**Specific questions regarding the comments or conditions in this letter should be directed to the commenting agency. No building permits shall be issued until the Applicant has met all of the conditions of approval stated in this letter.**

**For obtaining your demolition permit, please follow the procedures listed below:**

1. Please revise your plans per the above conditions and submit **eight copies** of a complete, fully dimensioned and scaled plan set to the Zoning Administrator for final review and comment. This submittal shall all also include one complete digital plan set in PDF format. Also be sure to include any additional materials requested by these departments for their approval prior to sign off. The final site plan shall be accompanied by the appropriate site plan review application and fee pursuant

to Section 28.206, MGO, and any other documentation requested herein by the Zoning Administrator, located at 126 S Hamilton St., Madison, WI 53701. The sets of final revised plans or documents will be circulated by the Zoning staff to the City department staff listed above for final approval.

2. Approval of plans for this project does not include any approval to prune, remove or plant trees in the public right-of-way. Permission for such activities must be obtained from the City Forester, 266-4816.
3. The Madison Water Utility shall be notified to remove the water meters prior to demolition. This property is not in a wellhead protection district. All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility.
4. 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.
5. Any alteration in plans for a proposed alternative use shall require Plan Commission approval, except for minor alterations. The Zoning Administrator may issue permits for 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 City Plan Commission and the demolition permit approval standards.
6. This letter shall be signed by the Applicant to acknowledge the conditions of approval and returned to the Zoning Administrator.
7. The approval is valid for one (1) year from the date of the Common Council approval unless construction is under way, or a valid building permit is issued and construction commenced within six months of the issuance of said building permit. Where the plans have not been altered from the Plan Commission's approval, 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.

If you have any questions regarding obtaining your conditional use, or building permits, 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 267-8733.

Sincerely,



Jessica Vaughn, AICP  
Planner

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

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

\_\_\_\_\_  
*Signature of Property Owner (if not the applicant)*

cc: Timothy Troester, City Engineering  
Jenny Kirchgatter, Zoning  
Bill Sullivan, Fire Department  
Janet Schmidt, Parks Division  
Adam Wiederhoeft, Water Utility  
Jeff Quamme, City Engineering Review Mapping

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