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## Parking Lot / Site Plan Approval Application Checklist

Instructions: Please complete this form and submit it with all the materials necessary for a parking lot plan review and approval. Check boxes for the items submitted that apply to your project. If you are not sure about what to show or submit, call the appropriate agency (see Box G). Once your application is accepted, staff will review, approve and return your application materials within 7 working days or sooner.


## A. These items must be included with an application:

1. Scaled drawing(s): $1^{\prime \prime}=20^{\prime}$ or similar: 5 set $\mathrm{N} / \mathrm{A}$
2. PDF copy of plans on non-returnable CD, USB Flash Drive, or emailed to zoning@cityofmadison.com
ㅁ 3. Conditional Use or PD/SIP approval letter (if applicable)
3. Driveway Opening Permit application EX - N/A
$\square$ 5. Easements for joint driveways or joined parking lots on separate parcels (if applicable)

- 6. Land Disturbing Activity Permit Application (sizes 1 acre or more in size)
- 7. Erosion Control Plan: 5 sets (sizes 1 acre or more in size-See Example Plan 2)
Q18. Landscape Plan/Worksheet (if applicable per Sec. 28.142(2))
- 9. Outdoor Lighting Plan and manufacturers specs (if applicable)


## B. Information about your property that must be shown

 on your drawing(s). See Example Plan W:Q 9. Project information block on first page of plan
Q 10. Property lines
Q 11. Abutting right-of-way, roadways, driveways and terraces shown and dimensioned
® 12. Elevations of existing and proposed site to City datum
13. Elevation of top of curb
14. Storm sewers or drainage pattern (See Example Plan Y)

Q 15. Proposed driveway radii
16. Type of surface on driveway, approach and lot (grass, landscaping, concrete, bituminous paving, mulch, etc.)
17. Location of existing and proposed impervious surfaces
18. Means of separation between parking lot and sidewalk or adjoining property
Q19. Tree islands
20. Screening or landscaping (See Example Plan X)
21. On-site fire hydrants

## C. Information about the structures that must be shown on your drawing: <br> 22. Existing structures (footprints and dimensions) <br> 23. Proposed structures (footprints and dimensions) <br> 凶 24. Setbacks and distance to lot lines (front, rear and sides)

OFFICE USE ONLY:

| Date/Time Received: | Accepted: |
| :--- | :--- |
| Staff Person |  |

## D. Parking layout information that must be on your

 drawing(s). See Example Plan W:25. Dimensions of parking stalls and drive aisles
26. Location of accessible parking stalls

1 27. Location of accessible parking stall signs
0-28. Location and width of accessibility ramps $\overline{\text { E }}$
-29. Location of loading facilities
30. Bicycle parking rack locations, spaces, and rack detail
E. "Off-property" information that must be shown on your drawing(s):
31. Trees, poles, signs in the right-of-way (if applicable)

Gr32. Medians (if applicable)
33. Driveway openings directly across the street (if applicable): I/A

- 34. Distance to nearest intersection N/N

35. Fire hydrants within 500 feet of your property line
F. Other information you want staff to know:

|  |
| :--- |
|  |

G. Questions: Call City Staff for help.
$\left.\begin{array}{|l|l|l|}\hline \text { Zoning } & \text { Building Use } & 266-4551 \\ \hline & \text { Setbacks } & \\ \hline & \text { Landscaping } & \\ \hline & \text { Occupancy }\end{array}\right)$

## CIty of Madison Landscape Worksheet

Section 28.142 Madison General Ordinance

Project Location / Address 1701 McKenna Blvd, Madison, WI<br>Name of Project Our Redeemer Lutheran Church and School<br>Owner / Contact Contact: Brad Fregien, Olson Toon Landscaping, Inc.<br>Contact Phone (608)827-9401 Contact Email brad@olsontoon.com<br>$* *$ Landscape plans for zoning lots greater than ten thousand $(10,000)$ square feet in size MUST be prepared by a registered landscape architect. **

## Applicability

The following standards apply to all exterior construction and development activity, including the expansion of existing buildings, structures and parking lots, except the construction of detached single-family and two-family dwellings and their accessory structures. The entire development site must be brought up to compliance with this section unless all of the following conditions apply, in which case only the affected areas need to be brought up to compliance:
(a) The area of site disturbance is less than ten percent (10\%) of the entire development site during any ten-(10) year period.
(b) Gross floor area is only increased by ten percent ( $10 \%$ ) during any ten-(10) year period.
(c) No demolition of a principal building is involved.
(d) Any displaced landscaping elements must be replaced on the site and shown on a revised landscaping plan.

## Landscape Calculations and Distribution

Required landscaped areas shall be calculated based upon the total developed area of the property. Developed area is defined as that area within a single contiguous boundary which is made up of structures, parking, driveways and docking/loading facilities, but excluding the area of any building footprint at grade, land designated for open space uses such as athletic fields, and undeveloped land area on the same zoning lot. There are three methods for calculating landscape points depending on the size of the lot and Zoning District.
(a) For all lots except those described in (b) and (c) below, five (5) landscape points shall be provided for each three hundred (300) square feet of developed area.

Total square footage of developed area
Total landscape points required
(b) For lots larger than five (5) acres, points shall be provided at five (5) points per three hundred (300) square feet for the first five (5) developed acres, and one (1) point per one hundred (100) square feet for all additional acres.

Total square footage of developed area $230,884 \mathrm{sq} \mathrm{ft}$
Five $(5)$ acres $=\underline{217,800 \text { square feet }}$
First five (5) developed acres $=3,630$ points
Remainder of developed area $13,084 \mathrm{sq} \mathrm{ft} / 100=131$ points
Total landscape points required 3,761 points
(c) For the Industrial - Limited (IL) and Industrial - General (IG) districts, one (1) point shall be provided per one hundred (100) square feet of developed area.

Total square footage of developed area $\qquad$

Total landscape points required $\qquad$

Use the table to indicate the quantity and points for all existing and proposed landscape elements.

| Plant Type/ Element | Minimum Size at Installation | Points | Credits/ Existing Landscaping |  | New/ Proposed Landscaping |  |
| :---: | :---: | :---: | :---: | :---: | :---: | :---: |
|  |  |  | Quantity | Points Achieved | Quantity | Points Achieved |
| Overstory deciduous tree | $21 / 2$ inch caliper measured diameter at breast height (dbh) | 35 | 27 | 945 | 2 | 70 |
| Tall evergreen tree (i.e. pine, spruce) | 5-6 feet tall | 35 | 19 | 665 | 7 | 245 |
| Ornamental tree | $11 / 2$ inch caliper | 15 | 13 | 195 | 5 | 75 |
| Upright evergreen shrub (i.e. arborvitae) | 3-4 feet tall | 10 |  |  | 7 | 70 |
| Shrub, deciduous | \#3 gallon container size, Min. 12"-24" | 3 | 70 | 210 | 39 | 117 |
| Shrub, evergreen | \#3 gallon container size, Min. 12"-24" | 4 | 9 | 36 | 6 | 24 |
| Ornamental grasses/ perennials | \#1 gallon container size, Min. $8 "-18 "$ | 2 | 85 | 170 | 43 | 86 |
| Ornamental/ decorative fencing or wall | $\mathrm{n} / \mathrm{a}$ | 4 per 10 lineal ft. |  |  |  |  |
| Existing significant specimen tree | Minimum size: $21 / 2$ inch caliper dbh. *Trees must be within developed area and cannot comprise more than $30 \%$ of total required points. | 14 per caliper inch dbh. Maximum points per tree: 200 | 5 <br> trees, 66 <br> caliper inches | 924 |  |  |
| Landscape furniture for public seating and/or transit connections | * Furniture must be within developed area, publically accessible, and cannot comprise more than $5 \%$ of total required points. | 5 points per "seat" |  |  |  |  |
| Sub Totals |  |  |  | 3145 |  | 687 |

Total Number of Points Provided 3832 points

[^0]
# City of Madison Fire Department 

314 W Dayton Street，Madison，WI 53703－2506
Phone：608－266－4420 • Fax：608－267－1100 • E－mail：fire＠cityofmadison．com

## Project Address： 1701 McKenna Blvd

Contact Name \＆Phone \＃：Ryan Quam，608－838－7750

## FIRE APPARATUS ACCESS AND FIRE HYDRANT WORKSHEET

| 1．Is the building completely protected by an NFPA 13 or 13R automatic fire sprinkler system？ If non－sprinklered，fire lanes extend to within 150 －feet of all portions of the exterior wall？ If sprinklered，fire lanes are within 250 －feet of all portions of the exterior wall？ |  | $\square$ No $\square$ No $\square$ No | $\begin{aligned} & \square \mathrm{N} / \mathrm{A} \\ & \mathrm{⿴} \mathrm{~N} / \mathrm{A} \\ & \square \mathrm{~N} / \mathrm{A} \end{aligned}$ |
| :---: | :---: | :---: | :---: |
| 2．Is the fire lane constructed of concrete or asphalt，designed to support a minimum load of $85,000 \mathrm{lbs}$ ？ <br> a）Is the fire lane a minimum unobstructed width of at least 20 －feet？ <br> b）Is the fire lane unobstructed with a vertical clearance of at least $131 / 2$－feet？ <br> c）Is the minimum inside turning radius of the fire lane at least 28 －feet？ <br> d）Is the grade of the fire lane not more than a slope of $8 \%$ ？ <br> e）Is the fire lane posted as fire lane？（Provide detail of signage．） <br> f）Is a roll－able curb used as part of the fire lane？（Provide detail of curb．） <br> g）Is part of a sidewalk used as part of the required fire lane？（Must support $+85,000 \mathrm{lbs}$ ．） | $\square$ Yes $\square \mathrm{X}$ Yes X Yes X Yes X Yes $\square$ Yes $\square$ Yes $\square$ Yes |  | $\square$ N／A $\square$ N／A $\square$ N／A $\square$ N／A $\square$ N／A $\square$ N／A $\square$ N／A $\square$ N／A |
| 3．Is the fire lane obstructed by security gates or barricades？If yes： <br> a）Is the gate a minimum of 20 －feet clear opening？ <br> b）Is an approved means of emergency operations installed，key |  | $\begin{aligned} & \begin{array}{l} \text { X No } \\ \square \text { No } \\ \square \\ \square \text { No } \end{array} \end{aligned}$ |  |
| If yes，does the area for turn |  | $\begin{aligned} & \mathrm{X} \mathrm{No} \\ & \square \mathrm{No} \\ & \hline \end{aligned}$ | $\square$ N／A $\square \mathrm{V} / \mathrm{A}$ |
| If yes，see IFC 3206.6 for further requirements． |  |  |  |
| 6．Is any part of the building greater than 30 －feet above the grade plane？ <br> If yes，answer the following questions： <br> a）Is the aerial apparatus fire lane parallel to one entire side of the building and covering at least $25 \%$ of the perimeter？ <br> b）Is the near edge of the aerial apparatus fire lane between $15^{\prime}$ and $30^{\prime}$ from the building？ <br> c）Are there any overhead power or utility lines located across the aerial apparatus fire lane？ <br> d）Are there any tree canopies expected to grow across the aerial fire lane？（Based on mature canopy width of tree species） <br> e）Does the aerial apparatus fire lane have a minimum unobstructed width of 26－feet？ <br> f）Is the space between the aerial lane and the building free of trees exceeding $20^{\prime}$ in heights？ | $\square$ Yes $\square$ Yes $\square$ Yes $\square$ Yes $\square$ Yes $\square$ Yes $\square$ Yes | $\square$ No $\square$ No $\square$ No $\square$ No $\square$ No | $\begin{aligned} & \square \mathrm{N} / \mathrm{A} \\ & \square \mathrm{~N} / \mathrm{A} \\ & \square \mathrm{~N} / \mathrm{A} \\ & \square \mathrm{~N} / \mathrm{A} \\ & \square \mathrm{~N} / \mathrm{A} \\ & \square \mathrm{~N} / \mathrm{A} \end{aligned}$ |
| 7．Are all portions of the required fire lanes within 500 －feet of at least（2）hydrants？ <br> Note：Distances shall be measured along the path of the hose lay as it comes off the fire apparatus． <br> a）Is the fire lane at least $26^{\prime}$＇wide for at least 20 －feet on each side of the hydrants？ <br> b）Is there at least 40 ＇between a hydrant and the building？ <br> c）Are the hydrant（s）setback no less than 5 －feet nor more than 10 －feet from the curb or edge of the street or fire lane？ <br> d）Are hydrants located in parking lot islands a minimum of $3 \frac{1}{2}$－feet from the hydrant to the curb？ <br> e）Are there no obstructions，including but not limited to：power poles，trees，bushes，fences，posts located，or grade changes exceeding $11 / 2$－feet，within 5 －feet of a fire hydrant？ <br> Note：Hydrants shall be installed and in－service prior to combustible construction on the project site． | 区 Yes <br> x Yes <br> 区 Yes | $\begin{aligned} & \text { No } \\ & \text { No } \\ & \text { No } \\ & \text { No } \\ & \text { No } \\ & \text { No } \end{aligned}$ | $\square$ N／A$\square$ N／A$\square$ N／Av N／AN／A <br> X N／A |

Attach an additional sheet if further explanation is required for any answers．
This worksheet is based on MGO 34.503 and IFC 2015 Edition Chapter 5 and Appendix D；please see the codes for further information．

# City of Madison Fire Department 

314 W Dayton Street，Madison，WI 53703－2506
Phone：608－266－4420 • Fax：608－267－1100 • E－mail：fire＠cityofmadison．com

## Project Address： 1701 McKenna Blvd

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| If yes，see IFC 3206.6 for further requirements． |  |  |  |
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Attach an additional sheet if further explanation is required for any answers．
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[^0]:    * As determined by ANSI, ANLA- American standards for nursery stock. For each size, minimum plant sizes shall conform to the specifications as stated in the current American Standard for Nursery Stock.

