



Madison Municipal Building  
215 Martin Luther King Jr. Blvd.  
Madison, WI 53701  
266-4635 FAX 267-8739

# Getting Your Parking Lot/Site Plan Approved

In this packet, you'll find:

- Parking Lot/Site Plan Approval Application and Checklist
- Plan Approval Procedures and Instructions
- Example plans for parking lot layout, drainage, landscaping and erosion control
- Parking Lot Design Standards
- Landscape Worksheet
- Outdoor Lighting Standards
- Driveway Opening Permit Application
- Land Disturbing Activity Permit Application

# Application Instructions—Parking Lot/Site Plan Approval Process

Our process and forms were designed with input from customers and city staff who provided tips on how to prevent errors and reduce time. Our process works best if we receive complete, accurate and legible information.

**1** Before you submit your plans and required information, discuss your proposal with city staff. At this time you can discuss the city's standards for site design. See the *Parking Lot /Site Plan Approval Application Checklist*, section G for staff phone numbers.

**2** Determine the items you need to include in your application. At a minimum, you need:

- The *Parking Lot /Site Plan Approval Application Checklist*
- 5 sets of scaled (1" = 20') drawings

To determine the other items you need to include, answer these questions.

1. Is this parking lot an approved conditional use or PUD?  
 No  
 Yes →  Attach signed copy of *Letter of Conditions*
2. Is this parking lot new construction?  
 No  
 Yes →  Attach *Driveway Permit*
3. Is the site 1 acre or more?  
 No  
 Yes →  Attach *Land Disturbing Activity application* and 5 sets of *Erosion Control plan*
4. Does this parking lot have a joint driveway or joined parking lots on separate parcels?  
 No  
 Yes →  Attach *easement agreement*
5. Will this parking lot have outdoor lighting?  
 No  
 Yes →  Attach *lighting plan and manufacturers specs*
6. Does the parking lot have 3 or more stalls?  
 No  
 Yes →  Attach *Landscape Worksheet*

**3** Prepare your plans. Use the application checklist to be sure you show all the information that is needed for review of your plans/project.

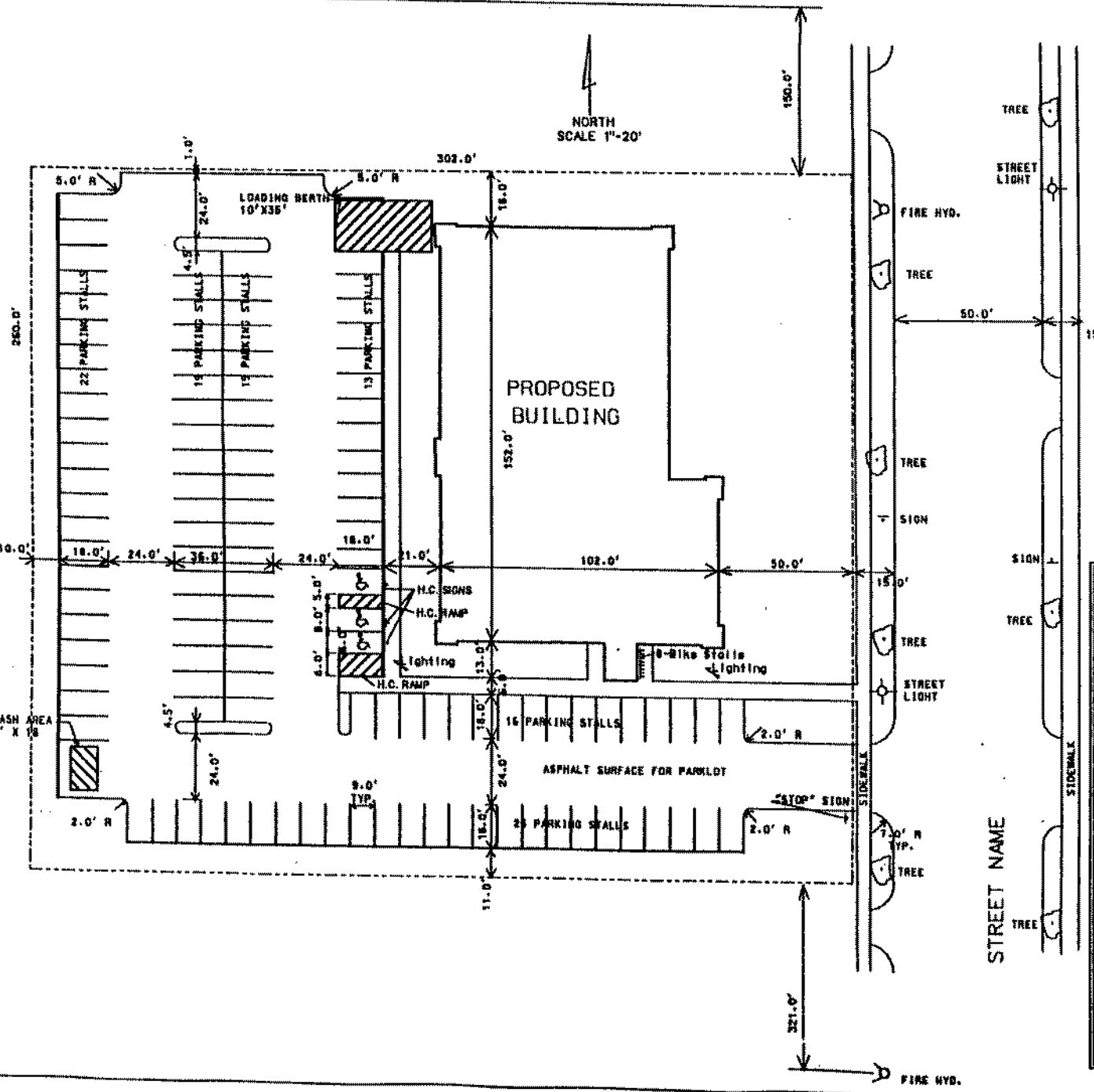
**4** Submit Checklist, plans and all attachments at the Permit Counter in the Department of Planning and Development in the Madison Municipal Building. A zoning staffperson will review your application to see if it's complete. If it's not complete, the staffperson will return your plans to you and explain what other items you need to submit. If it is complete, a zoning staffperson will accept the application for review.

**5** Return to pick up your plans when Zoning calls you--usually within 7 days or less. If there are any problems with your plan, a zoning staffperson will call you and explain what you need to do.

**6** Pay all fees at the Permit Counter and get your permit(s) and a signed, approved copy of your plan.

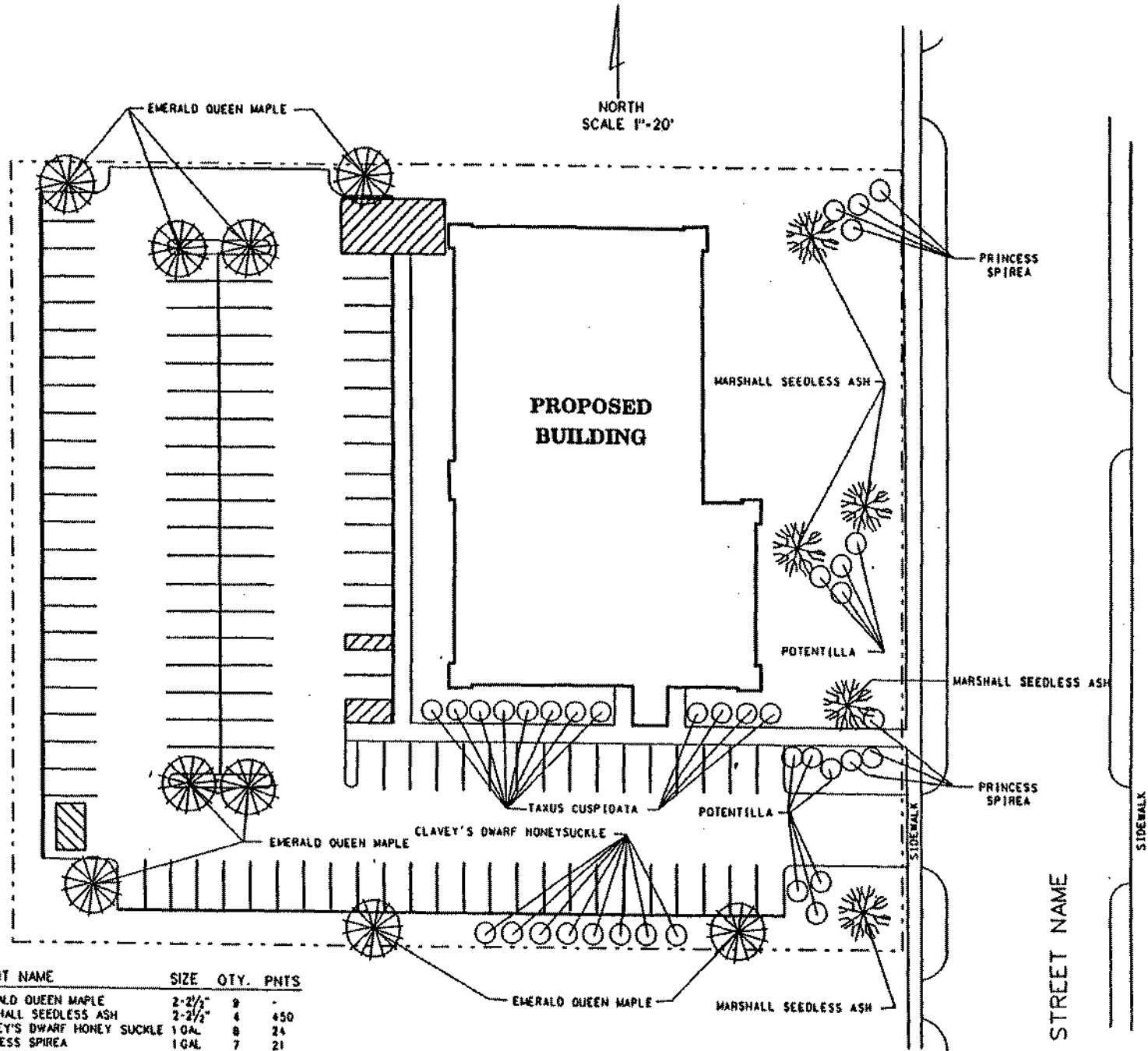
# Example Plan W - Site Plan

NEAREST INTERSECTION STREET NAME



Parking Lot Plan Site Information Block	
Site Address	1234 Street Name
Site acreage (total)	1.76
Number of building stories (above grade)	1
Building height	15 ft
DILHR type of construction (new structures or additions)	Type 6
Total square footage of building	13,850
Use of property	RESTAURANT
Gross square feet of office	NA
Gross square feet of retail area	NA
Number of employees in warehouse	NA
Number of employees in production area	NA
Capacity of restaurant/place of assembly	500
Number of bicycle stalls shown	8
Number of parking stalls:	shown
Small car	0
Large car	114
Accessible	3
Total	117
Number of trees shown	13

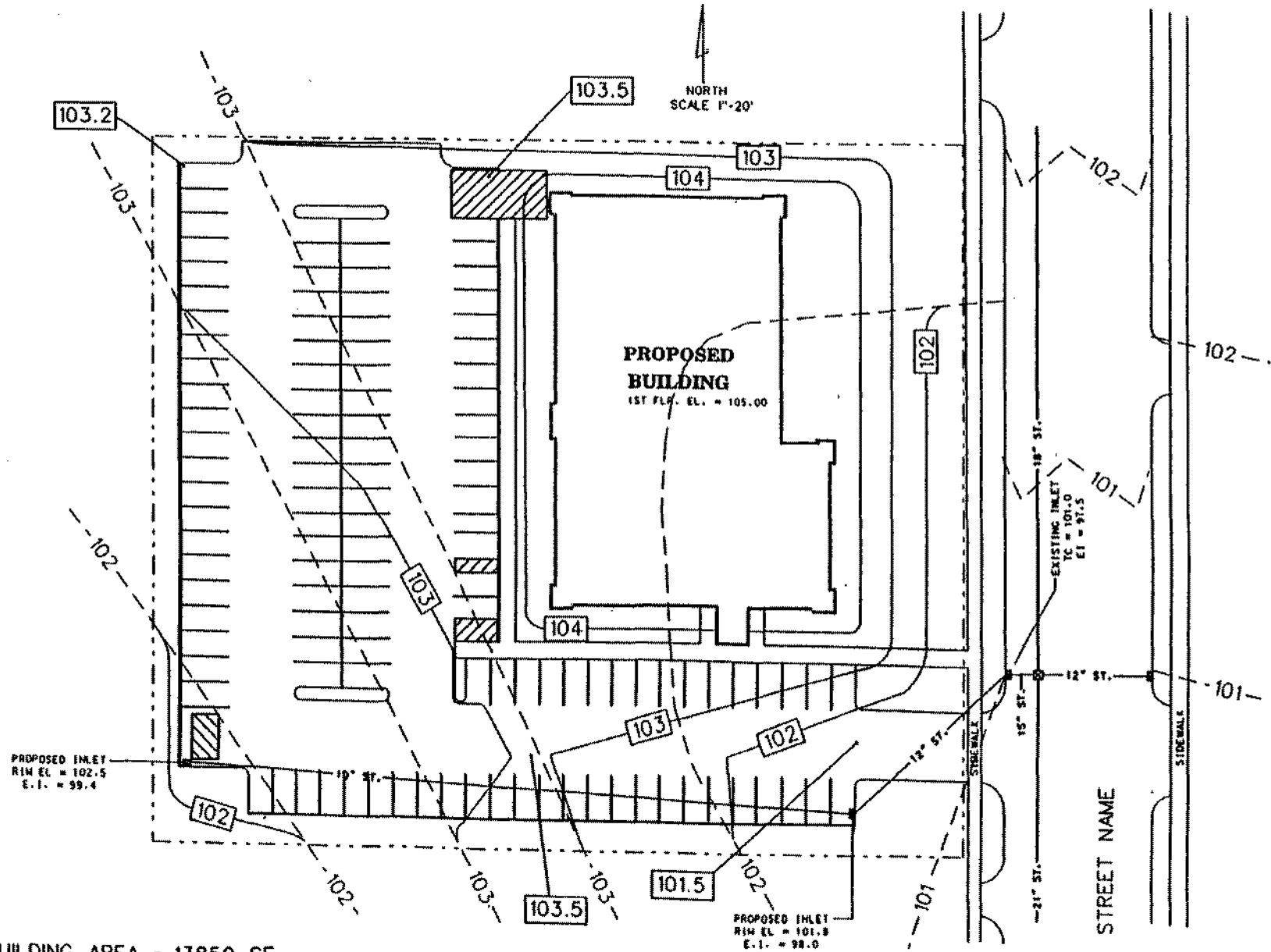
# Example Plan X - Landscape Plan



PLANT NAME	SIZE	QTY.	PNTS
EMERALD QUEEN MAPLE	2-2 1/2"	9	-
MARSHALL SEEDLESS ASH	2-2 1/2"	4	450
CLAVEY'S DWARF HONEYSUCKLE	1 GAL	8	24
PRINCESS SPIREA	1 GAL	7	21
POTENTILLA	1 GAL	10	30
TAXUS CUSPIDATA	2 GAL	12	60
<b>TOTAL</b>			<b>585</b>

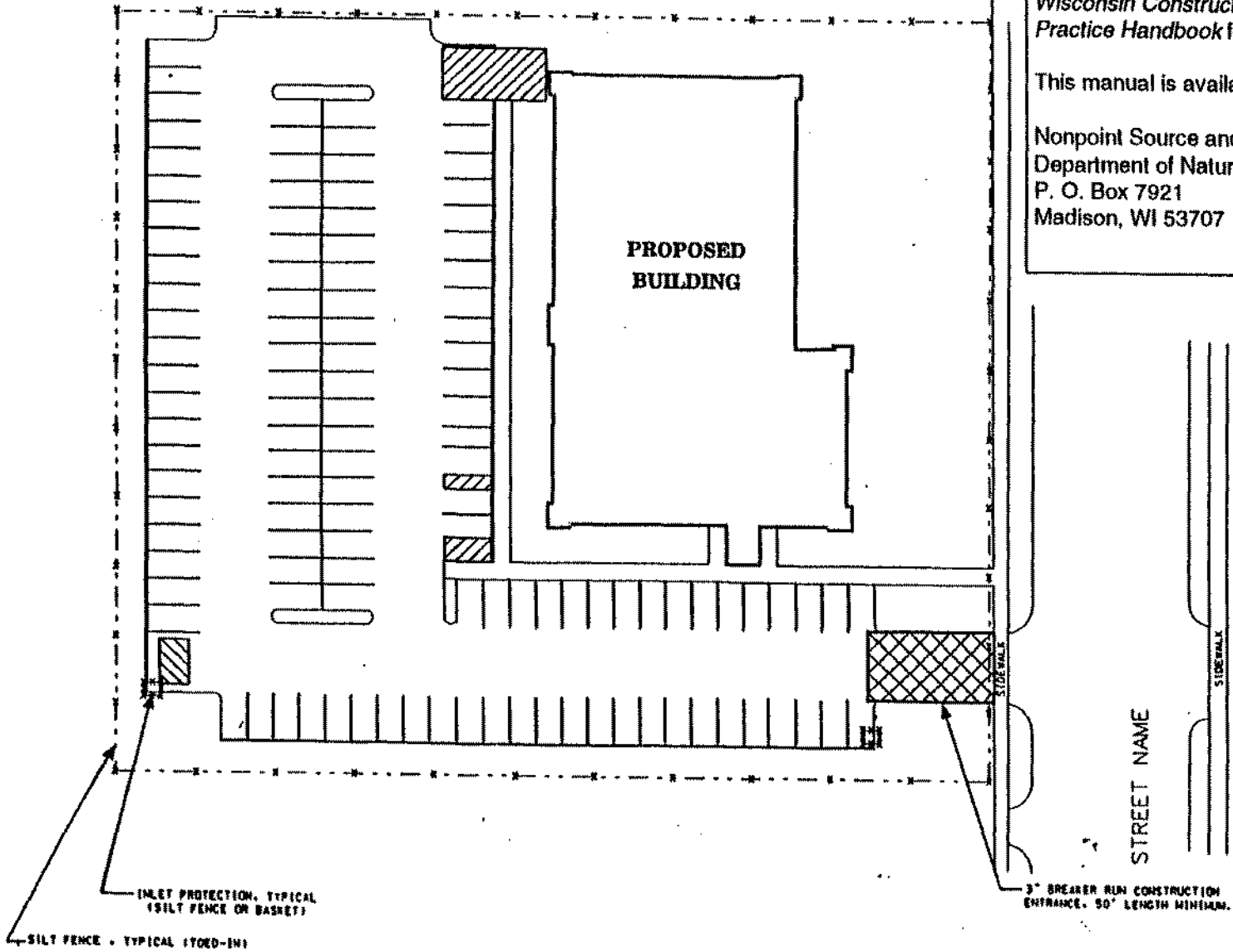
Call City Zoning, 266-5978, with your questions about this type of plan

# Example Plan Y - Drainage Plan



BUILDING AREA = 13850 SF.  
 PARKING AND SIDEWALKS = 37550 SF.  
 TOTAL IMPERVIOUS AREA = 51400 SF.

# Example Plan Z - Erosion Control Plan



This Erosion Control Plan shows the minimum requirements for this site only. Each site should be analyzed with regard to total drainage area, location of the site within the drainage area, topography of the site, and proximity to the receiving body of water. Applicants preparing an Erosion Control Plan should refer to the *Wisconsin Construction Site Best Management Practice Handbook* for guidance.

This manual is available from:

Nonpoint Source and Land Management Section-WR/2  
Department of Natural Resources  
P. O. Box 7921  
Madison, WI 53707

# Who To Call for Help

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As you look over the application and checklist you may be confused about what you need to submit or show on your plans. City staff can advise you. Give them a call before you draw your plans or submit your application.

Topic	City Agency	Phone Number
Building use Setbacks Landscaping Occupancy	Zoning	266-5978
Parking lot geometrics	Traffic Engineering	266-4761
Drainage Land disturbing activity Soil erosion	Engineering	266-4751
Fire hydrants/access	Fire	266-4484
Outdoor lighting	Building Inspection	266-4568

## Why the City Needs so much information

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The City of Madison reviews and approves parking lot plans to answer these question:

- Will there be enough spaces for visitors, customers and employees?
- Will drivers of different -sized vehicles be able to get in and out of the spaces safely?
- Will customers and employees with disabilities be able to park and have easy access to the building?
- Can drivers enter and exit the lot safely?
- Will parking lot lighting help keep customers, employees and property safe, while not disturbing adjacent property owner?
- Will the lot's construction and use cause minimal soil erosion and runoff?
- Will the lot drain property?
- Will fire trucks be able to get in and have adequate water supply to put out a fire?
- Will the lot look attractive?

There's a lot to consider but understanding why the city reviews parking lot plans will help you understand the information you need to provide for review and approval of your plans.

# Permit Counter Information

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Submit your plans and applications at the Permit Counter.

Permit Counter  
Madison Municipal Building  
Department of Planning and Development  
215 Martin Luther King Jr. Blvd  
Madison, WI

The Phone Number is:

266-4551  
FAX 267-8739

## Notes

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CITY OF MADISON, WISCONSIN

AN ORDINANCE \_\_\_\_\_

amending Sections 28.04(12)(b)1.b. and (12)(b)2.d. of the Madison General Ordinances to change some landscape requirements for parking lots.

PRESENTED June 3, 2003  
REFERRED Plan Commission, UDC

REFERRERED \_\_\_\_\_

REPORTED BACK JUL 15 2003

Drafted by: Katherine C. Noonan  
Assistant City Attorney

Date: May 23, 2003

Fiscal Note: No expenditure required.

SPONSORS: Plan Commission (Request of  
Aids. Van Rooy, MacCubbin,  
and Konkel)

ADOPTED  POF  
RULES SUSP. \_\_\_\_\_ TABLED \_\_\_\_\_  
PUBLIC HEARING P.C. 6/30/03  
C.C. 7/15/03

MAYOR SIGNED \_\_\_\_\_  
PUBLISHED \_\_\_\_\_

APPROVAL OF FISCAL NOTE IS NEEDED  
BY THE COMPTROLLER'S OFFICE  
Approved By \_\_\_\_\_  
Comptroller's Office

ORDINANCE NUMBER 13377  
ID NUMBER 34123 -

The Common Council of the City of Madison do hereby ordain as follows:

1. Subparagraph b. of Paragraph 1. entitled "Required Trees" of Subdivision (b) entitled "Off-Street Parking And Loading Areas" of Subsection (12) entitled "Screening and Vision Clearance" of Section 28.04 entitled "General Provisions" of the Madison General Ordinances is amended to read as follows:

"b. In those lots containing fifty (50) spaces or more with two (2) or more drive aisles and two (2) or more rows of stalls, at least one half of the required canopy trees shall be planted in interior planting islands, each having a minimum area of seventy (70) square feet with a minimum dimension of five (5) feet face to face. Fractions of a tree shall be rounded up to the next whole tree. Planting islands shall consist of at least seventy-five percent (75%) vegetative cover, including trees, shrubs, ground cover, and/or grass. Up to twenty-five percent (25%) of the island surface may be brick pavers, mulch or other non-vegetative cover. All plant materials in islands shall be protected from vehicles by concrete curbs."

Approved as to form:

*James L. Martin*  
James L. Martin, City Attorney

2. Subparagraph d. of Paragraph 2. entitled "Point System for Landscaping Elements" of Subdivision (b) entitled "Off-Street Parking And Loading Areas" of Subsection (12) entitled "Screening and Vision Clearance" of Section 28.04 entitled "General Provisions" of the Madison General Ordinances is amended to read as follows:

- "d. A credit allowance toward the total points required may be provided for existing landscape elements at the same point value as in b. To be eligible for credit, the landscape element must meet the following criteria:
- i. ~~Canopy trees or small trees, evergreen trees, and earth berms~~ must be within ~~twenty (20)~~ fifty (50) feet of the edge of the parking lot, loading, or storage area.
  - ii. ~~Small trees, evergreen trees, Deciduous and evergreen shrubs, earth berms,~~ walls, or decorative fences must be within ~~fifteen (15)~~ twenty (20) feet of the edge of the parking lot, loading, or storage area.
  - iii. Plant elements must be in good growing condition so as to present a healthy, neat, and orderly appearance. Walls and fences must be sound and well maintained to present a neat and orderly appearance."