



Madison Plan Commission General Plan Requirements

Include the following information with your **LAND USE APPLICATION** submittal. Also include on each plan submitted the name and address of the project. Typically plans include a dimensioned site/parking lot plans, utility plans, landscaping plans, grading plans, building elevations, floor plans, and lighting plans. If you have questions about these plan submittal requirements, please contact the Zoning Counter at 608.266.4635.

1. **Twelve (12) copies of a Letter of Intent addressed to the Plan Commission, describing this application in detail and the intended use of the property. Include:**
 - The name of the project.
 - Construction schedule.
 - Description of existing conditions.
 - Names of people involved (contractor, architect, landscaper, surveyor, engineer, project coordinator, etc.).
 - Uses of all areas of the building(s) and square footage devoted to each use, i.e., clothing store, beauty salon, auto repair, be specific (existing and proposed).
 - Total gross square footage of building/buildings.
 - Gross square footage of each use devoted to retail, office, clinic, and bank.
 - Number of employees for warehousing, production, processing uses, contractor shops, nursery school, bakery, motor vehicle repair.
 - Capacity, as determined by the State building code for places of assembly, restaurants, taverns.
 - Number of parking and loading spaces (inc. vehicle service bays and number of auto repair employees).
 - Hours of operation.
 - Square footage (acreage) of the site.
 - Number of dwelling units total and the number of units per building if multiple buildings.
 - Number of bedrooms per dwelling unit/total per building/per lot if multiple buildings.
 - An estimate of the potential number of school children generated by the project.
 - Description of trash removal and storage, snow removal and maintenance equipment for project.

2. **Seven (7) copies of a scaled (1 inch = 20 feet) Site Plan AND Seven (7) copies of Reduced Site Plans on 11" x 17". Include:**
 - The above-mentioned plans.
 - Small location sketch.
 - Site acreage (total).
 - Building elevations drawn to one-eighth inch scale of the exterior of proposed buildings (should include all elevations or typical elevations, if available).
 - Dimensioned floor plans of each level.
 - Use of all occupants of the building and square footage of each use, i.e., clothing store, beauty salon, auto repair, be specific.
 - Gross square footage of building/buildings.
 - Gross square footage of each use devoted to retail, office, clinic; number of employees for warehousing, production processing uses; capacity as determined by the state building code for places of assembly, restaurants; number of servicing bays and number of employees for auto repair. (May use parking lot plan site information block).
 - Dwelling unit information (if residential use is included):
 - Total number of units in each building.
 - Number of bedrooms in each unit and total per building.
 - Usable open space: Total required and provided, per unit/and per bedroom. Usable open space on ground level shall be in a compact area of not less than 200 square feet and having

a dimension not less than 10 feet and having no slope/grade greater than 10%. (Dimension all areas used in calculating usable open space).

- Floor area ratio where applicable.
- All property lines and building locations, identify additions and/or changes.
- Loading facilities shall be shown on the plans.
- Bicycle racks on an impervious surface.
- Landscaping Plan should include:
 - Location, size, type and number of all plantings, existing and proposed.
 - Surface details for all outside areas (sod, concrete, grass, etc.)
 - Typical cross section and detail of any walls, fences, trash enclosures, playgrounds or outside recreation areas.
 - Screening of periphery of site, utility, trash areas, outside storage areas or loading docks.
- Parking/site information (provide at a 1"=20' scale); include on-site surface, structure and underground parking. Include entire site with all setbacks, lot lines and buildings.
 - Number of parking stalls required versus stalls provided, including the number of accessible stalls. Accessible stalls, signage and accessible walk to City right-of-way must meet City of Madison geometries and ILHR accessible codes.
 - Dimensioned and scaled drawings showing stall sizes, drive aisles, backup distance.
 - Location of driveway approaches – existing, proposed and adjoining. Include proposed driveway radii.
 - Show all parking lots that are accessible from proposed lot, scaled and dimensioned.
 - Location and copies of all easements, existing and proposed.
 - Type of surface on all areas of lot, driveway, approach, and lot (i.e., grass, concrete, bituminous)
 - Abutting right-of-way, roadways, driveways and terraces shown and dimensioned.
 - Distance to nearest intersection.
 - Proposed routing of motor vehicles entering and leaving.
 - Queuing of vehicles for drive through facilities and car washes.
 - Type and location of traffic control signing on site.
 - Type of separation between parking lot and sidewalk or adjoining property. (i.e., curb stops, curbs, fences)
 - Elevation of top of curb, rate of slope or grade on approaches and driveways.
 - Pedestrian walks connecting buildings. Walks shall be kept separate from drive aisles and driveways and must meet ILHR codes.
 - Steps, handrails, patios, fencing, outdoor areas, playgrounds, balconies.
 - Existing and proposed grades (contour lines at two foot contour interval minimum) and surface drainage. Supplement the contour lines with spot elevations along drainage swales, where necessary. If the project is adjacent to an existing improved street, elevation of the top of curb and sidewalk shall be indicated at 50-foot stations. If the street and/or sidewalk does not exist, proposed elevations shall be shown.
 - Finished basement and building floor elevations.
 - Existing and proposed utility information (water, drainage, transformer location, electricity, gas, telephone) including location and size of laterals.
 - Complete existing and proposed storm sewer and sanitary sewer information, including pipe sizes, invert elevation of manhole, inlets, etc.
 - Location type and size of all existing trees, utility poles, fire hydrants existing and proposed, both on site and in all street terraces adjacent to the site.
 - Storm sewer and drainage pattern.
 - Proposed erosion control and storm water detention plan, in accordance with Chapter 37 of the Madison General Ordinances. Contact the City Engineer's Office for more information.
 - Include provisions related to the collection of solid wastes, snow removal and maintenance.
 - On-site fire hydrants and fire hydrants within 500 feet of the property.

- Outdoor lighting plans: Include location, mounting height, type and manufacturer of luminary, IES designation for light pattern, as well as a point-by-point analysis and hours and method of operation.
- Signage:
 - Identify all permanent signage; include size, location, materials, elevation view and a copy of sign faces. (A separate permit will be required for any signage; submission at this time is for information only and does not constitute an approval.)
 - Building facade/building elevations should include wall sign locations and sizes.
- Car wash, service stations require additional information. See the Zoning Counter for additional information.

3. For applications in the C4 Downtown Commercial District, include:

- Photographs of all surrounding properties (Bring these to the UDC or Plan Commission meeting).
- Dimensioned architectural drawings of the facades that show the materials and vertical and horizontal divisions and openings so the proportions can be seen, including features, such as joint treatments, brick patterns, and material textures.
- Samples of all exterior building materials and colors (bring to UDC/PC meeting).
- A landscape plan, where applicable. (Showing plant list with size and quantity).
- A copy of any deed restrictions, covenants etc. that affect the property.
- A side view showing any canopy, including a feature of how it can be retracted.

4. For any General Development Plan (GDP) submittal, include:

- Conceptual landscape plan.
- Conceptual grading plan.
- Conceptual disposition of sanitary sewer, storm sewer, water main service, solid waste, snow removal, maintenance information, and emergency access for fire and police protection.
- Zoning Text (see attached sample and include the following):
 - Specify the principal use or uses to be allowed, and the nature of each. (Either list the uses allowed as permitted or refer to a conventional zoning district, i.e., uses permitted in the C2 commercial district shall be permitted).
 - Describe the use of any areas to be dedicated to the public and any areas used for recreational space.
 - Include a family definition on all residential properties coinciding with the family definition in Chapter 28.03(2) of the Madison General Ordinances as related to the _____ district.

5. For any application for a Specific Implementation Plan (SIP), Planned Residential Development (PRD), a public building project, or retail, hotel or motel building in excess of 50,000 square feet, submit:

- Site/parking/grading plans (containing all items listed in Part B if pertinent to your project).
- Final 1/8" scale building plans.
- Final 1/8" scale exterior elevations of proposed buildings, including **all** elevations.
- Final detailed landscape plans with plant list detailing species and size.
- Samples of all exterior building materials and colors (bring to UDC/PC meeting).
- Dimensioned architectural drawings of the facades that show the materials and vertical and horizontal divisions and openings so the proportions can be seen, including features, such as joint treatments, brick patterns, and material textures.
- All proposed and existing signage information include colors, materials, and lighting.
- Provide a copy of any deed restrictions affecting the property.
- Zoning Text (if a Planned Unit Development or Planned Community Development) (see attached sample and include the following):
 - Statement of Purpose.
 - List of permitted uses for each development.

- Identify the accessory uses allowable on the property, i.e. home office, home occupation, family day care, etc.
- Identify permitted obstructions that do not require additional approval; i.e. recreational equipment, open terraces not over (3) three feet above the average level of the adjoining ground, overhang on eaves and gutters may be permitted in rear, side, or front yards.
- Provide a family definition on all residential properties specifying how many persons may occupy the units, i.e., for the purpose of occupancy limitations a family shall be defined as in Madison General Ordinances Chapter 28.02(3) for the _____ zoning district.
- Setback and bulk requirement information for any projects that have future individual approvals, i.e., plats of single-family homes each requiring approval for a building permit (front, side, rear yard requirements, usable open space requirements, minimum driveway lengths, etc.). Bulk requirements for other projects will be as shown on approved and recorded plans.
- Parking requirements or restrictions (a minimum driveway length of 18', upon which two vehicles may be parked, a minimum of a two-car garage and a maximum of three-car garage).
- Approval authority and how approval is to be granted.
- Large developments of single family dwellings: No building permit shall be issued by the City of Madison unless building plans and a plot plan have been approved in writing by the Developer, or its successors or assigns, which approval shall appear in writing on the face of the building and plot plan before the same is submitted to the City of Madison for the issuance of a building permit. The Developer, its successors or assigns, may designate and inform the City of Madison in writing of any other parties permitted to approve building and plot plans.
- Describe any treatment of special facilities or other amenities oriented to a particular age or interest group.
- Make provisions and define any limitations for loading and unloading (service deliveries, moving vans, etc.).
- Make provisions for minor adjustments to the approved recorded plans and the procedure to follow to approve such adjustments. (I.e., alterations, which are minor in scope, may be approved with the submittal of a minor alteration to SIP form signed by the alder person of the district, the director of the plan department and the developer/owner or other designated approval authority).
- Who is responsible for installing and maintaining landscaping and the timetable for installing said landscaping?
- Signage, define size, location, design, color and shape of letters and number of signs allowed.

Also, where dedication of lands or easements is anticipated, a final plat or certified survey map meeting the requirements of the Subdivision Regulations, Section 16.23, MGO, may be required as a condition of approval. Subdivision Applications with submittal requirements are available at the Zoning Counter or online at www.cityofmadison.com/planning/plan.html.