



Department of Planning & Community & Economic Development

Madison Municipal Building
215 Martin Luther King, Jr. Blvd., Suite LL-100
Madison, WI 53703

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 our 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*
- Seven 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 one acre or more?
 No
 Yes → Attach *Land Disturbing Activity application* and five 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 three 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 & Community & Economic Development in the Madison Municipal Building. A zoning staff person will review your application to see if it's complete. If it's not complete, the staff person will return your plans to you and explain what other items you need to submit. If it is complete, a zoning staff person will accept the application for review.

5 Return to pick up your plans when Zoning calls you – usually within seven days or less. If there are any problems with your plan, a zoning staff person 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.



Department of Planning & Community & Economic Development
 215 Martin Luther King, Jr. Blvd., Ste. LL-100
 Madison, WI 53703
 266-4551 FAX 267-8739

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.

Site Address		
Contact Person	Company	Phone/FAX
Contact Person Address		
Project Type (check one): <input type="checkbox"/> New <input type="checkbox"/> Alteration		

A. These items must be included with an application:

- 1. Scaled plan drawing(s): 1" = 20' or larger: 7 complete sets
- 2. Conditional Use or PUD/SIP approval letter (*if applicable*)
- 3. Driveway Opening Permit application
- 4. Easements for joint driveways or joined parking lots on separate parcels (*if applicable*)
- 5. Land Disturbing Activity Permit Application (*sizes 1 acre or more in size*)
- 6. Erosion Control Plan: 7 copies (*sizes 1 acre or more in size-See Example Plan 2*)
- 7. Landscape Worksheet (*sites with more than 3 parking stalls*)
- 8. 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:

- 9. Project information block on first page of plan
- 10. Property lines
- 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*)
- 15. Proposed driveway radii
- 16. Type of surface on driveway, approach and lot (*grass, concrete, bituminous*)
- 17. Location of existing and proposed impervious surfaces
- 18. Means of separation between parking lot and sidewalk or adjoining property
- 19. Tree islands and protective curbing
- 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:

- 22. Existing structures (*footprints and dimensions*)
- 23. Proposed structures (*footprints and dimensions*)
- 24. Setback distances (*front, rear and sides*)
- 25. Fencing and/or screening (type and location)

OFFICE USE ONLY:

Date/Time Received:	Accepted:
Staff Person	

D. Parking layout information that must be on your drawing(s). See Example Plan W:

- 26. Dimensions of parking stalls and drive aisles
- 27. Location of accessible parking stalls
- 28. Location of accessible parking stall signs
- 29. Location and width of accessibility ramps
- 30. Location of loading facilities
- 31. Bicycle parking rack locations and rack style

E. "Off-property" information that must be shown on your drawing(s):

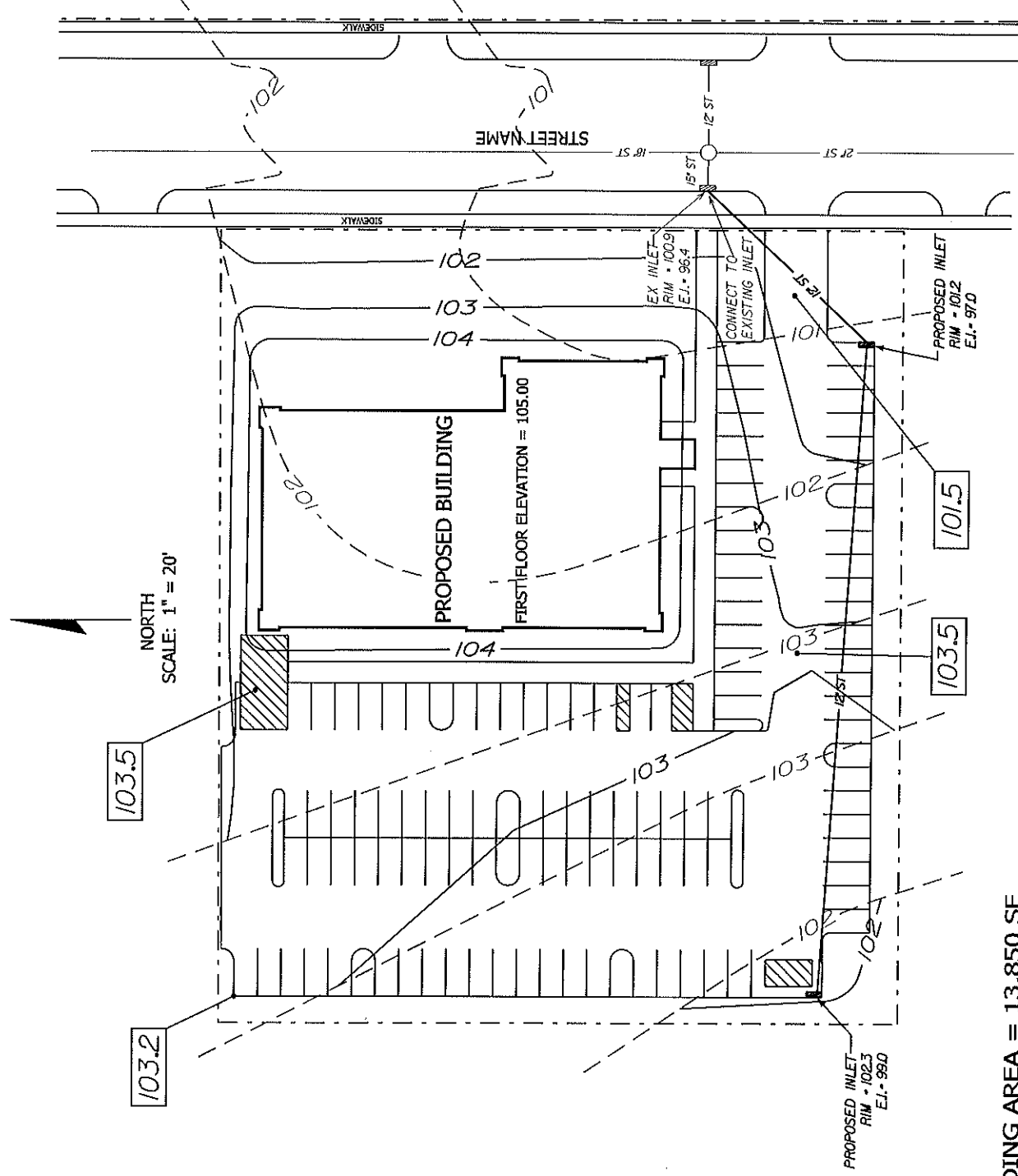
- 32. Trees, poles, signs in the right-of-way (*if applicable*)
- 33. Medians (*if applicable*)
- 34. Driveway openings directly across the street (*if applicable*)
- 35. Distance to nearest intersection
- 36. Fire hydrants within 500 feet of your property line

F. Other information you want staff to know:

G. Questions: Call City Staff for help.

ZONING	Building Use	266-4551
	Setbacks	
	Landscaping	
	Occupancy	
TRAFFIC ENGINEERING	Parking lot geometrics	266-4761
ENGINEERING	Drainage	266-4751
	Land disturbing activity	
	Soil erosion	
FIRE	Fire hydrants / access	266-4484
BUILDING INSPECTION	Parking lot lighting	266-4568

EXAMPLE PLAN Y - DRAINAGE PLAN



BUILDING AREA = 13,850 SF
 PARKING AND SIDEWALK AREA = 37,550 SF
 TOTAL IMPERVIOUS AREA = 51,400 SF

Call City Engineering at 266-4751, with questions regarding this plan.

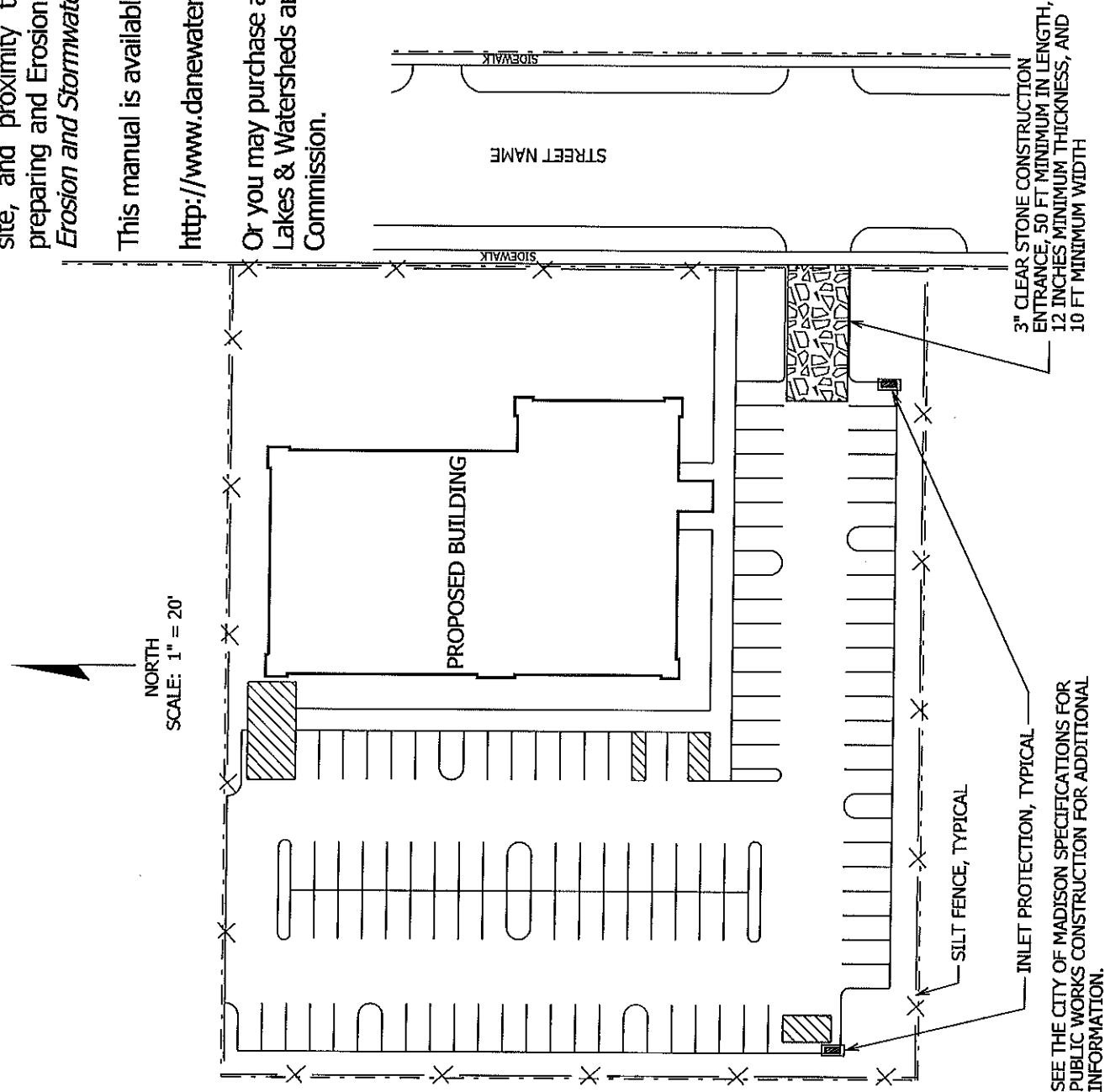
EXAMPLE PLAN Z - EROSION CONTROL PLAN

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 *Dane County Erosion and Stormwater Management Manual* for guidance.

This manual is available on-line at:

http://www.danewaters.com/pdf/manual/ecsm_manual.pdf

Or you may purchase a hardcopy from the Dane County Office of Lakes & Watersheds and the Dane County Lakes and Watershed Commission.



SEE THE CITY OF MADISON SPECIFICATIONS FOR PUBLIC WORKS CONSTRUCTION FOR ADDITIONAL INFORMATION.

Call City Engineering at 266-4751, with questions regarding this plan.

Who To Call for Help

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	266-4551
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

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

- 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 properly?
- 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

Submit your plans and applications at the Permit Counter.

Permit Counter
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The phone number is:

266-4551
FAX 267-8739

Notes
