



Department of Planning & Community & Economic Development
 215 Martin Luther King Jr Blvd, Suite 017
 Madison, WI 53703
 Phone: 266-4551

Email Submittal: sprapplications@cityofmadison.com

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 F*). Once your application is accepted, staff will review your application materials within two weeks.

Site Address:		
Contact Person:	Company:	Phone:
Email:		
Project Type (check one): ☐ Permitted ☐ LNDUSE resubmittal ☐ Alteration to PD ☐ Alteration to CU ☐ Alteration to DC/UMX ☐ Alteration to TR-P ☐ Alteration to Master Plan ☐ Other _____		
Summary of Project:		

A. These items must be included with an application:

- ☐ 1. PDF of scaled plans (1" = 20' or similar) emailed to sprapplications@cityofmadison.com
- ☐ 2. Conditional Use or PD/SIP approval letter (*if applicable*)
- ☐ 3. Easements for joint driveways or joined parking lots on separate parcels (*if applicable*)
- ☐ 4. Erosion Control Application and Plan (*if applicable*)
- ☐ 5. Stormwater Management Permit Application and calculations (*if applicable*)
- ☐ 6. Landscape Plan/Worksheet (*if applicable per Sec. 28.142(2)*)
- ☐ 7. Outdoor Lighting Plan and manufacturers specs (*if applicable*)
- ☐ 8. Building elevations (*if applicable*)
- ☐ 9. Building floor plans (*if applicable*)
- ☐ 10. Bird glass details (*if applicable*)
- ☐ 11. Transportation Demand Management (TDM) Plan (*if applicable*)

B. Information about your property that must be shown on your drawing(s) (See Example Plans):

- ☐ 12. Project information block on first page of plan
- ☐ 13. Property lines
- ☐ 14. Abutting right-of-way, roadways, driveways and terraces shown and dimensioned
- ☐ 15. Elevations of existing and proposed site to City datum
- ☐ 16. Elevation of top of curb
- ☐ 17. Storm sewers or drainage pattern (*See Example Plan 3*)
- ☐ 18. Proposed driveway radii
- ☐ 19. Type of surface on driveway, approach and lot (*grass landscaping, concrete, bituminous paving, mulch, etc.*)
- ☐ 20. Location of existing and proposed impervious surfaces
- ☐ 21. Means of separation between parking lot and sidewalk or adjoining property
- ☐ 22. Tree islands
- ☐ 23. Screening or landscaping (*See Example Landscape Plan*)
- ☐ 24. On-site fire hydrants

C. Information about the structures that must be shown on your drawing (See Example Plans):

- ☐ 25. Existing structures (*footprints and dimensions*)
- ☐ 26. Proposed structures (*footprints and dimensions*)
- ☐ 27. Setbacks and distance to lot lines (*front, rear and sides*)

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

- ☐ 28. Dimensions of parking stalls and drive aisles
- ☐ 29. Location of accessible parking stalls
- ☐ 30. Location of accessible parking stall signs
- ☐ 31. Location and width of accessibility ramps
- ☐ 32. Location of loading facilities
- ☐ 33. Bicycle parking rack locations, spaces, and rack detail
- ☐ 34. Electric Vehicle charging stalls (*if applicable*)

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

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

F. 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	266-4551