



Department of Planning & Community & Economic Development  
**Planning Division**

Website: [www.cityofmadison.com](http://www.cityofmadison.com)

Madison Municipal Building  
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TDD 608 266-4747  
FAX 608 267-8739  
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May 6, 2008

John Meyer, Architect  
1615 Cypress Trail  
Middleton, WI 53562

RE: Approval of a demolition permit for a single-family residence to allow the construction of a new single-family residence on a lakefront property at 5412 Lake Mendota Drive. A demolition on this property occurred without the required Plan Commission approval.

Dear Mr. Meyer:

The Plan Commission, meeting in regular session on May 5, 2008 determined that the ordinance standards could be met and **approved** your client's demolition request, subject to the conditions below. The Plan Commission's demolition approval includes the conditions approved on February 25, 2008 as part of the conditional use approval for this property. Building plans for the proposed residence are consistent with these previously approved conditional use plans.

The following conditions include those approved on both February 25, 2008 and May 5, 2008.

**Please contact Janet Dailey, City Engineering, at 261-9688 if you have questions regarding the following two (2) items:**

1. The applicant shall submit, prior to plan sign-off, digital CAD files to the Land Records Coordinator in the Engineering Division (Lori Zenchenko) [lzenchenko@cityofmadison.com](mailto:lzenchenko@cityofmadison.com). The digital copies shall be drawn to scale and represent final construction including: building footprints, internal walkway areas, internal site parking areas, lot lines/ numbers/ dimensions, street names, and other miscellaneous impervious areas. Email file transmissions preferred. The digital CAD file shall be to scale and represent final construction. The single CAD file submittal can be either AutoCAD (dwg) Version 2001 or older, MicroStation (dgn) Version J or older, or Universal (dxf) format. Please include the site address in this transmittal.
2. The site plan shall be revised to show all existing public sanitary sewer facilities in the project area as well as the size, invert elevation, and alignment of the proposed service.

**Please contact Scott Strassburg, Madison Fire Department, at 261-9843 if you have questions about the following item:**

3. As required by MGO 10.34 and IFC 505.1, all residential and commercial buildings must have the approved address posted. The address numbers shall be 4 inches in height, numbers shall be in contrast to the background and visible from the street.

**Please contact Patrick Anderson, Assistant Zoning Administrator, at 266-5978 if you have questions regarding the following item.**

4. Show designated flood plain area on the site plan. Any construction within a flood plain shall meet flood proofing protection measures and such design shall be certified by a registered professional engineer or architect per 28.04(20)(b) of the Madison General Ordinances.

**Please contact my office at 267-1150 if you have questions on the following two (2) items.**

5. That the applicant’s final sign-off plans include dimensioned elevation drawings for all sides of the building that label the finished-grade elevations at the building corners.
6. That the applicant’s final plans eliminate labels / references to the existing house, except for existing conditions drawings.

**Please now follow the procedures listed below for obtaining your demolition permit:**

1. Please revise your plans per the above and submit *seven (7) copies* of a complete plan set to the Zoning Administrator for final review and comment. Also be sure to include any additional materials requested by these departments for their approval prior to sign off.
2. A reuse and recycling plan approved by the Recycling Coordinator is required by ordinance prior to the issuance of a wrecking permit.
3. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting demolition and/or building permit approval.
4. No alteration of this proposal shall be permitted unless approved by the Plan Commission, provided, however, the Zoning Administrator may issue permits for minor alterations. This approval shall become null and void one year after the date of the Plan Commission unless the use is commenced, construction is under way, or a valid building permit is issued and construction commenced within six months of the issuance of said building permit. The Plan Commission shall retain jurisdiction over this matter for the purpose of resolving complaints against the approved demolition permit and conditional use permit.

If you have any questions regarding obtaining the demolition approval, please contact the Zoning Administrator at 266-4551. If you have any questions or if may be of any further assistance, please do not hesitate to contact my office at 267-1150.

Sincerely,

Kevin Firchow, AICP  
 Planner

I hereby acknowledge that I understand and will comply with the above conditions of approval for this demolition.

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*Signature of Applicant*

cc: Matt Tucker, Zoning Administrator  
 Scott Strassburg, Madison Fire Department  
 Janet Dailey, Engineering Division  
 George Dreckmann, Recycling Coordinator

For Official Use Only, Re: Final Plan Routing			
<input checked="" type="checkbox"/>	Planning Division (Firchow)	<input checked="" type="checkbox"/>	Recycling Coordinator (R & R)
<input checked="" type="checkbox"/>	Zoning Administrator	<input checked="" type="checkbox"/>	Fire Department
<input checked="" type="checkbox"/>	City Engineering	<input type="checkbox"/>	Urban Design Commission
<input type="checkbox"/>	Traffic Engineering	<input type="checkbox"/>	Other: