



CITY OF FITCHBURG
PLANNING DEPARTMENT
5520 LACY ROAD
FITCHBURG, WI 53711
(608) 270-4256
EMAIL: Lisa.McNabola@fitchburgwi.gov

Building Permit Guide – Terravessa

The following items need to be provided to the Planning & Zoning Department before an Early Start Permit or Building Permit will be issued in Terravessa. These requirements will be in place until public improvements are accepted. Please note that Building Permits cannot be issued until public water is available at the site.

Approved Article 5 Plan Application

The Article 5 Plan Application is required because Terravessa is a SmartCode neighborhood. What is SmartCode? SmartCode is a form based zoning district that focuses on lot and building configuration rather than on use. SmartCode also has architectural standards for single family homes. Each lot is located within a “Transect”. The Transect dictates the use, density, architectural standards, etc. Click on the SmartCode Resources link to find additional information for each Transect.

- Application: <http://www.fitchburgwi.gov/DocumentCenter/View/623/Article-5?bidId=>
- SmartCode Resources: <http://www.fitchburgwi.gov/661/SmartCode-District-Resources>
- Transect Map: Use this map to identify which Transect a lot is located in. Different Zoning requirements apply. See attached.

Early Start Agreement signed by the developer and recorded with Dane County Register of Deeds. Per the agreement the developer must install street signs from Lacy Road to the lot prior to issuance of a permit. See attached for an example of the agreement. Contact Developer.

Letter of Certification from the Subdivider’s Engineer that the top of foundation wall elevation has been assigned. See attached for an example. Contact developer.

Statement from surveyor that lot corner monuments have been installed. See attached for example. Contact Developer.

Affidavit signed by the building owner acknowledging that occupancy shall not occur until all public improvements are accepted. See attached for an example.

Reflective address plate is installed on property.

For Early Start Permits only: Early Start Permit signed by the developer

- Application: <http://www.fitchburgwi.gov/DocumentCenter/View/58/Permit-to-Start>

Prior to vertical construction builders are required to provide a letter stamped by a licensed surveyor or engineer certifying that the top of foundation wall has been constructed in accordance with the approved subdivision plat drainage plan.



200

Feet

Terravessa

- T3, Low Density Residential
- T4, Low-Medium Density Residential
- T5, Mixed-Use, High Density Residential
- T3, T4 or T5 Residential and/or Mixed-Use (Future)
- Open Space / Stormwater Mgmt
- Park - Active
- Park - Green Space
- Open Space
- HOA
- Wetland
- Bicycle Path

CTH MM

OL 11

CONSERVANCY PARK
OL 12

ELEMENTARY SCHOOL

SORREL ROAD

BRASSICA ROAD

SUEI

MIZUNA DRIVE

PLAY-GRND.

OL 10

35

BRASSICA ROAD

OL 13

36

37

38

RADICCHIO DRIVE

OL 15

39

OL 14

OL 16

41

40

44

43

TOWN SQUARE
OL 17

OL 18

45

OL 19

LACY ROAD

OL 8

34

OL 7

OL 9

PRIVATE
OL 6

33

58

57

55

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OL 21

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OL 20

OL 23

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OL 22

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ROMAINE ROAD

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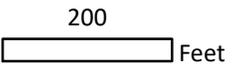


TerraVessa



- T3, Low Density Residential
- T4, Low-Medium Density Residential
- T5, Mixed-Use, High Density Residential
- T3, T4 or T5 Residential and/or Mixed-Use (Future)
- Open Space / Stormwater Mgmt

- Park - Active
- Park - Green Space
- Open Space
- HOA
- Wetland
- Bicycle Path



EARLY START AGREEMENT

Return to:
Tracy Oldenburg
City of Fitchburg
5520 Lacy Road
Fitchburg, WI 53711

Parcel No. _____

THIS EARLY START AGREEMENT (this "Agreement") is made and entered into as of the _____ of _____, 20____ by FITCHBURG LANDS, LLC ("Subdivider") in favor of THE CITY OF FITCHBURG, WISCONSIN ("City").

RECITALS:

- A. Subdivider owns certain real property located in the City of Fitchburg, Dane County, Wisconsin, legally described as Lot _____, Terravessa, recorded as Document No. 5440387 ("Lot _____").
- B. Subdivider desires to sell Lot _____ and the future owner of Lot _____ desires to commence construction of building and site improvements on Lot _____ prior to the completion of all subdivision improvements associated with the project.
- C. The City is willing to issue an early start permit, building permit, and zoning permit for Lot _____ that would allow construction of building and site improvements on Lot _____ prior to the installation and acceptance of public improvements, subject to the terms and conditions of this Agreement and all such conditions placed on approval by the Zoning Administrator.

AGREEMENT:

In consideration of the Recitals and the mutual agreements set forth herein, Subdivider agrees as follows:

- 1) Indemnification. Subdivider hereby indemnifies and saves the City harmless from any and all claims, actions, demands, or judgments for personal injuries or property damages, together with the actual expenses incurred in connection therewith, arising out of or in any way related to the issuance of any building permits for Lot ____, or construction associated with the project any future land owner of Lot ____, including any such claim, action, demand or judgment premised upon the negligence of the City or any of its officers, agents, servants or employees.
- 2) Occupancy. Occupancy of any improvements on Lot ____ shall not occur, nor shall occupancy permits be issued, prior to the completion, inspection and acceptance of those subdivision improvements required under that certain Agreement for Subdivision Improvements associated with the plat of Terravessa.
- 3) Street Signage. Subdivider will manage street signage from the intersection of Lacy Road and County Highway MM to Lot ____ at all times.
- 4) Site Access. Subdivider will manage road access for public safety, including a minimum of road base course, that meets the requirements of the fire department, accommodating the weight, width, and turning radius of the fire apparatus, and is sufficient to permit access by emergency vehicles at all times from the intersection of County Highway MM and Lacy Road to Lot ____.

IN WITNESS WHEREOF, Fitchburg Lands, LLC executed this Agreement as of the date first written above.

FITCHBURG LANDS, LLC

By: _____

Its: _____

STATE OF WISCONSIN

COUNTY OF DANE

The forgoing instrument was acknowledged before me on this ____ day of _____, _____, by the above-named _____ to me known to be the person who executed and acknowledged the foregoing instrument, being duly authorized to do so.

Printed name of Notary Public, State of Wisconsin

Signature of Notary Public, State of Wisconsin
My Commission Expires: _____.

11/16/19

Dated

AGREEMENT:

In consideration of the Recitals and the mutual agreements set forth herein, Tim O'Brien Homes of Madison, LLC agrees as follows:

1. Occupancy. Occupancy of any improvements on Lot 5 shall not occur, nor shall occupancy permits be issued, prior to the completion, inspection and acceptance of those subdivision improvements required under that certain Agreement for Subdivision Improvements associated with the plat of Terravessa.

IN WITNESS WHEREOF, Tim O'Brien Homes of Madison, LLC executed this Agreement as of the date first written above.

OWNER

By: [Signature] Daniel Lowery
Division President, Tim O'Brien Homes of Madison, LLC

OWNER

By: _____

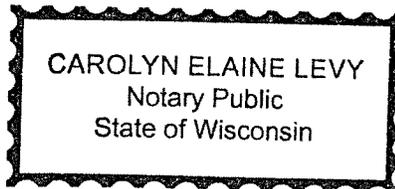
[ACKNOWLEDGMENT TO FOLLOW]

ACKNOWLEDGMENT

STATE OF WISCONSIN)
) ss.
COUNTY OF DANE)

Personally came before me this 6th day of November, 2019, Tim O'Brien Homes of Madison, LLC as Owner of Lot 5 who executed the above instrument and acknowledged the same.

Carolyn Elaine Levy
Name: Carolyn Elaine Levy
Notary Public, State of Wisconsin
My Commission: 03/11/2022 (expires)



November 8, 2019

Sonja Kruesel, AICP.
City Planner & Zoning Administrator
Fitchburg City Hall
5320 Lacy Road
Fitchburg, WI 53711-5318

RE: Early Start Permit, Lot 5, Terravessa

Dear Sonja:

I have reviewed the grading plan for Lot 5 prepared by Birrenkott Surveying and compared it to the elevations for the adjacent improvements both public and private. The First Floor Elevation on the plan has been set to allow for adequate drainage to the street. The lot grading is consistent with the Terravessa grading plan.

Sincerely,

MARS-EOR, Inc.



Deborah J. Hatfield, P.E.

cc: Phil Sveum
Carolyn Levy

Archived: Monday, November 11, 2019 9:08:29 AM
From: [Deborah Hatfield](#)
Sent: Thursday, November 7, 2019 9:34:24 AM
To: [Sonja Kruesel](#); [Tracy Foss](#)
Cc: [Danny Lowery](#); [Phil Sveum](#); [Carolyn Levy](#)
Subject: FW: Terravessa Lot Staking
Importance: High
Attachments:
SKM_C364e19110417140.pdf;

Hi Sonja and Tracy,

Burse Surveying has set the property irons for Lots 1-5 and 151 and 152. See attached map and her email below. Note: because of utility installation she wasn't able to set one of the corners for Lot 1. She marked an offset on the curb and will set it when the area is backfilled.

Deb

Deborah J. Hatfield, PE
MARS-EOR: water | ecology | community
d: 608.839.6205 o: 608.839.4422

[MONTGOMERY ASSOCIATES JOINS EOR!](#)

From: Michelle Burse <mburse@bse-inc.net>
Sent: Monday, November 04, 2019 5:31 PM
To: Deborah Hatfield <dhatfield@eorinc.com>
Cc: Phil Sveum <psveum@cbsuccess.com>
Subject: Terravessa Lot Staking
Importance: High

Hi Deb,

Lots 1-5 and 151 and 152 were staked today.

Lot 1 SE corner can't be set due to a large hole in the corner location, so we set a cross in the curb and gutter at a 13' offset.



Michelle L. Burse P.E., P.L.S.
President

Burse Surveying and Engineering, Inc.
2801 International Lane, Suite 101
Madison, WI 53704

Phone: 608-250-9263
Fax: 608-250-9266
Cell: 608-209-5178

mburse@bse-inc.net
<http://www.bursesurveyengr.com>

What are the stakes? Your time...Your Money...Our Reputation

From: Michelle Burse <mburse@bse-inc.net>

Sent: Monday, November 4, 2019 5:14 PM

To: Michelle Burse <mburse@bse-inc.net>; Peter Fortlage <pfortlage@bse-inc.net>

Subject: Message from KM_C364e

PART OF THE NORTHWEST AND NORTHEAST QUARTERS OF THE SOUTHEAST QUARTER AND PART OF THE NORTHWEST QUARTER OF SECTION 12 AND PART OF THE SOUTHEAST QUARTER OF SECTION 01, ALL

SEE SHEET 2 FOR PLAT CONTINUED

