

Administrative Review Checklist

The following approvals are required prior to the issuance of a permit for demolition, regardless of whether the demolition is approved administratively or by the Plan Commission.

Demolition Plan

A site plan or survey of the property submitted to sprapplications@cityofmadison.com showing the existing conditions and noting what will be demolished (principal building such as a house or commercial building, driveways, sidewalks, parking lots, paved areas, accessory buildings such as garage or sheds etc.)

Reuse and Recycling Plan

A [Reuse and Recycling Plan](#) submitted to streets@cityofmadison.com with the following information:

- Location of the project
- Contact information for the project
- Information on the scope of the project, the stated recycling goals to meet the city's requirement that all demolition projects recycle or reuse at least 70% of all demolition debris (as stated in MGO 10.185).
- List of material anticipated to be generated from the demolition.
- Explanation about how the Reuse and Recycling plan you are submitting will be fulfilled at the work site.

For more information, email streets@cityofmadison.com.

Approval from City Forestry

Urban Forestry requires applicants to submit a [Street Tree Report](#) from a certified arborist as part of a demolition application submission. The report is evaluated for street tree protection during construction activities, proposed tree removals, deposits for developers' agreements as part of the approval process.

For more information, email forestry@cityofmadison.com.

Sewer Plug Permit

A [Sewer Plug Permit](#) is required for a temporary or permanent plug of the sanitary sewer lateral.

For more information, email engineering@cityofmadison.com.

Additional Approvals

The following approvals may be required prior to the issuance of a permit for demolition, regardless of whether the demolition is approved administratively or by the Plan Commission.

Erosion Control Permit

An [Erosion Control Permit](#) is needed on any construction project that triggers one or more of the following:

- Disturbing > 4,000 square feet of earth.
- Filling or excavating > 400 cubic yards of material.
- Laying/Repairing/Replacing > 300 linear feet of underground pipe.
- Disturbing > 100 linear feet of road side ditch or drainage channel.
- Constructing a new public or private road or access drive longer than 125 ft.
- Adjacent an environmentally sensitive area.

For more information, email ecpermits@cityofmadison.com

Street Occupancy Permit

A [Street Occupancy Permit](#) is needed when your project requires materials or machinery to be on or over:

- Streets
- Terrace (area between the street-side edge of sidewalk and back of curb)
- Sidewalks
- Alleys
- Public grounds

For more information, email sop@cityofmadison.com.

Street Terrace Permit

A [Street Terrace Permit](#) is needed when a driveway and curb cut is proposed to be removed or any other work is occurring in the public right-of-way.

For more information, email engineering@cityofmadison.com.