

# City of Madison

## Community Development Division

Suite 300, 215 Martin Luther King, Jr. Blvd.  
Madison, WI 53703-3348



## **REQUEST FOR PROPOSALS RFP #2022-11066**

### **General Requirements**

Housing Forward: Financing for Homeownership - Development,  
Programs and Services

Release Date: Monday, August 8, 2022

Due Date: 12:00 p.m., NOON  
Thursday, September 1, 2022

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## RFP SUMMARY

<b>RFP NUMBER</b>	RFP # 2022- 11066
<b>RFP TITLE</b>	Housing Forward: Financing for Homeownership - Development, Programs, and Services
<b>DEADLINE FOR BID SUBMISSIONS</b>	<b>12:00 P.M. (NOON) CST, Thursday, September 1, 2022</b> Late or incomplete applications will not be considered. Please do not wait until the deadline to submit application. No grace period will be granted.
<b>SCOPE</b>	<p>The City of Madison Community Development Division (CDD) is seeking to improve and expand housing choices available to residents in Madison by supporting proposals from qualified developers and service providers that seek to accomplish the following objectives:</p> <ol style="list-style-type: none"> <li>1. <b>Improve Existing Owner-Occupied Housing Stock</b> Preserve, upgrade and make accessibility improvements to the current inventory of affordable, owner-occupied housing units.</li> <li>2. <b>Expand the Supply of Owner-Occupied Housing</b> Increase the number of affordable, owner-occupied housing units through new construction, renovation or conversion.</li> <li>3. <b>Homebuyer Assistance</b> Put stable, affordable homeownership within reach of a broader mix of Madison households.</li> </ol>
<b>FUNDS AVAILABLE:</b>	The CDD anticipates having approximately <b>\$5.65</b> million available from the City's Affordable Housing Funds, City Levy, Federal HOME Investment Partnerships Program (HOME), and Federal Community Development Block Grant (CDBG).
<b>APPLICATION FORM AND GUIDELINES</b>	Available at: <a href="#">Community Development Division Funding Opportunities Website</a>
<b>E-MAIL PROPOSAL TO:</b>	<a href="mailto:CDDapplications@cityofmadison.com">CDDapplications@cityofmadison.com</a> All proposals must be submitted electronically via email in the Word and Excel Workbook documents provided. Please submit <u>one</u> combined PDF of the application materials, if possible. Please put <b>Housing Forward – Homeownership - Development, Programs, and Services</b> in the email subject line.
<b>DIRECT ALL INQUIRIES TO:</b>	<b>Maria Davila-Martinez</b> , Community Development Specialist <a href="mailto:mdavila-martinez@cityofmadison.com">mdavila-martinez@cityofmadison.com</a> 608-266-6557

**RFP  
CALENDAR**

These dates represent the City's desired timeline for providing a commitment of funds to selected agencies. Any revision of the due date for submission of proposals will be made by addendum. All other dates are for planning purposes and may be adjusted without notice, as needs and circumstances dictate.

Date	RFP Activity
August 8 , 2022	RFP Released
August 11, 2022	Application Workshop #1: Development (Zoom) <b>9:00 AM CST</b> <a href="#">Register Here</a>  Application Workshop #2: Programs & Services (Zoom) <b>10:30 AM CST</b> <a href="#">Register Here</a>
September 1, 2022	<b>DEADLINE FOR SUBMISSION OF PROPOSALS</b>
October 13, 2022	Applicant Presentations to CDBG Committee
November 3, 2022	CDBG Committee Finalizes Recommendations
November 28, 2022	Finance Committee Recommendations
December 6, 2022	Common Council Approval
January 2023	Commitment Letter (Notification of Award)
January 1, 2023	Anticipated contract effective date(s) for Housing Assistance
January 2023-2024	Anticipated contract effective date(s)/ Start of Construction for Housing Development

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## SECTION 1: BACKGROUND

### 1. Purpose

The mission of the Community Development Division's CDBG Unit is to help make Madison "a more viable urban community by providing decent housing, a supportive living environment and enhanced economic opportunities for low- and moderate-income households (defined as those whose incomes do not exceed 80% of the area median income)." The unit's goals are to aid and support the efforts of non-profit organizations, businesses, neighborhood groups, funding partners, housing developers, and other governmental entities to plan for, develop and invest in projects, which further the goals and objectives identified in the City's Consolidated Plan. The [Consolidated Plan](#) is a longer-term (5-year) planning document formulated by the City's CDBG Committee, with input from Madison residents, and approved by the Mayor and Common Council. Its content also reflects and reinforces the City's broader goals and objectives articulated within [Imagine Madison](#), the City's Comprehensive Plan, and related neighborhood plans.

### 2. Goal & Objectives

The City of Madison's approved 2020-2024 Consolidated Plan articulates the community development goals on which the City intends to focus its federal entitlement funds (CDBG/HOME) and, along with the City's [Housing Forward](#) ("Housing Forward") initiative, serves as the foundation for this funding process.

The City of Madison Community Development Division (CDD) Action Plan, as adopted by the Common Council, further outlines specific goals and objectives intended to guide the use of CDD-administered financial resources.

This RFP focuses only on the following Goal and Objectives from that Action Plan:

Goal Area 1. Housing Development & Financing: Homeownership

- Housing Rehabilitation & Accessibility Improvements
- Owner-Occupied Housing Development (New Units)
- Homebuyer Assistance (Down Payment)

Along with these primary objectives, the Community Development Division also aims to:

- Implement the Goals, Strategies and Actions outlined in [Imagine Madison](#), the City of Madison's Comprehensive Plan.
- Embrace the City's commitment to energy efficiency, renewable energy and/or sustainable building design techniques that contribute to the [City's goal](#) to achieve 100% renewable energy and zero-net carbon emissions by 2030.
- Support homeownership opportunities for first generational or first time homebuyer households in populations that have historically faced barriers to home ownership.

The City of Madison intends to support proposals that (1) are most responsive to the Goals and Objectives found above and the Requirements and Preferences of each Subsection of this RFP; (2) contain a combination of features and attributes offering the best overall value to the City and its residents. The City will determine the potential best overall value by comparing competing project features and feasibility, and agency or development team attributes, striking the most advantageous balance for achieving the City's goals.

### 3. Funding Availability

The Community Development Division (CDD) anticipates making approximately **\$5.65 Million** available from a combination of funds drawn from City-administered Federal HOME Investment Partnerships (HOME) Program and Community Development Block Grant (CDBG) Program, and the City's Affordable Housing Fund. Total amount of funds available is contingent upon the City receiving expected HOME and CDBG allocations from the U.S. Department of Housing and Urban Development (HUD).

Funding Source	Amount
HOME Funds	Up to <b>\$1,500,000</b>
CDBG Funds	Up to <b>\$1,300,000</b>
City Affordable Housing Funds ("AHF")	Up to <b>\$2,600,000</b>
City Levy	Up to <b>\$250,000</b> (Max: \$50,000 per year / per program)

### 4. Application Workshop

The City will hold two virtual workshops, over Zoom, for applicants interested in responding to this RFP on August 11, 2022, one for each subsection. The workshops will address questions that interested applicants may have regarding the RFP or accompanying application. It will also allow CDD staff to provide technical assistance to agencies that have limited experience with responding to City-issued RFPs. Applicants are strongly encouraged to attend this workshop. **Registration is required.**

- Development Application Workshop on August 11, 2022 at 9:00AM CST ([click here to register](#))
- Programs & Services Application Workshop on August 11, 2022 at 10:30AM CST ([click here to register](#))

### 5. Scope of Work:

Review corresponding Subsection for scope of work, eligibility requirements, process, and scoring criteria:

- [Subsection A: Financing for Homeownership - Development](#)
  - See [Subsection A - Development](#)
- [Subsection B: Financing for Homeownership Programs & Services](#)
  - See [Subsection B - Programs and Services](#)

## SECTION 2: GENERAL CRITERIA AND FEDERAL REQUIREMENTS

### 1. General & Federal Requirements

The CDD will require projects to meet these national, state and local regulatory requirements, where applicable. HOME-funded projects must comply with the regulations at [24 CFR Part 92](#), HOME Investment Partnerships Program, as amended. Projects awarded CDBG funds must comply with the regulations at [24 CFR Part 570](#), Community Development Block Grant, as amended.

- a) Serve households with incomes at or below 80% of the Area Median Income.

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- b) Affirmatively further fair housing, housing diversity, and housing choices.
  - c) Promote affirmative action, non-discrimination and equal opportunity for all citizens.
  - d) Comply with the goals and requirements of the City's Section 3 Program, which seeks to extend employment, training and contracting opportunities to low- and moderate-income people and businesses.
  - e) Take affirmative steps to contract and/or ensure subcontracting with minority, women, and disadvantaged business enterprises (M/W/DBEs) consistent with [2 CFR Part 200.321](#).
  - f) Adhere to the constitutional and regulatory provisions of separation of church and state, and avoidance of public funding of inherently religious activities.
  - g) Comply with Federal Fair Labor Standards (e.g., [Davis-Bacon Prevailing Wages](#)).
  - h) Minimize negative environmental impacts, and comply with environmental review requirements under [24 CFR Part 58](#). Applicants must consult with CDD staff at the time of application to determine if a Phase 1 and Phase 2 Environmental Site Assessment will be required as well as language that must be included in any offer to purchase real property.
  - i) Reduce lead paint hazards using certified inspectors, supervisors, workers and companies, as well as established lead safe work practices when required. All properties built prior to 1978 must undergo lead assessments.
  - j) Reduce hazards caused by asbestos and asbestos-containing materials, and/or remove asbestos and asbestos-containing materials, using certified asbestos abatement supervision and certified asbestos worker.
  - k) Comply with physical accessibility standards.
  - l) Design program operations to safeguard vulnerable populations, including, but not limited to, young children, youth, elderly, and people with disabilities.
  - m) Minimize both the direct and indirect displacement of persons and/or businesses. Where applicable, the CDD will adhere to the State and Uniform Relocation Act procedures consistent with [49 CFR Part 24](#). Applicants must consult with CDD staff about relocation requirements for any occupied properties.
  - n) Housing (after rehab) must meet the [CDD Rehabilitation Standards](#) and all applicable City minimum housing standards and building codes.
  - o) Applicants must comply with [CDD Underwriting Guidelines](#) for all loans provided for purchase of owner-occupied dwellings.
  - p) All prospective homebuyers offered CDD financial assistance must attend a HUD-approved homebuyer education class. Recipients will be required to submit a homebuyer education certificate of completion prior to closing.
  - q) The sale prices of HOME-assisted owner-occupied units must comply with the HOME purchase price or value limits designated by the U.S. Department of Housing and Urban Development (HUD).
  - r) Homeownership dwellings must be transferred to owner-occupied status within nine (9) months of construction completion.
  - s) HOME projects require a minimum of 25% matching funds from non-federal sources. Forms of eligible match are defined under [24 CFR 92.220](#).

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- t) HOME-funded projects will be subject to a Period of Affordability (POA), the length of which is based upon the amount of HOME funds invested in the property and the use of the funds. The POA will be reflected in the Land Use Restriction Agreement (LURA) recorded in first position ahead of the first mortgage.
  - u) **Notice regarding lobbying ordinance:** A person or entity seeking approval of a development with more than 40,000 gross square feet of non-residential space, or a residential development with more than 10 dwelling units, or that is seeking assistance from the City of more than \$10,000 (this includes grants, loans, TIF, or similar assistance), is likely subject to Madison's lobbying ordinance, MGO sec. 2.40. That person or entity is required to register and report lobbying activities involving City officials. Please consult the City Clerk for more information. Failure to comply with the lobbying ordinance may result in fines of \$1,000 to \$5,000. Applicants may find more information on registering on the [City Clerk's website](#).

## SECTION 3: PROPOSAL SUBMISSION REQUIREMENTS

### 1. Response Format

Proposals and all required additional documentation must be submitted electronically to [CDDapplications@cityofmadison.com](mailto:CDDapplications@cityofmadison.com) utilizing the Application Form in Microsoft Word, the budget in the Microsoft Excel workbook and/or PDFs. Please submit one combined PDF of the application materials, if possible. Extraneous spacer pages are not necessary. Please adhere to the space limitations in the application document.

The response to the RFP should be complete and comprehensive but succinct. **Where possible, please limit responses to no more than one ½ page per question**. Attachments or documents not specifically required should not be submitted, and will not be considered.

### 2. Required Information and Content of Proposal

To be considered complete and eligible for consideration, proposals must include the documents listed below, including all additional requested documentation. Please include only the required submittals, submitted and labelled in the following order.

1. Homeownership - **Development** RFP Application Form: Application **A** ; and/or Homeownership - **Programs and Services** RFP Application Form: Application **B**
2. Budget Workbook **A – Development**; and/or Budget Workbook **B – Programs and Services (if applying for multiple programs complete multiple tabs within same workbook)**
3. If applicable, Designation of Proprietary and Confidential Information – **Attachment D**
4. A copy of the most recent agency financial audit reports including the management letter and agency's response to the letter, if agency has annual certified audits completed

OR

Financial statements and a letter signed by the president of the board of directors stating that they approved the financial statement as prepared, if agency does not have annual audits completed

OR

For for-profit entities, a copy of last year's federal tax returns including all schedules, W2s and attachments for the Guarantor of the promissory note.



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## SECTION 4: GENERAL RFP ADMINISTRATIVE INFORMATION

### 1. Point of Contact

The RFP contact identified below is the sole point of contact regarding the RFP from the date of release of the RFP until selection of the successful proposer(s).

Maria Davila-Martinez, Community Development Specialist  
City of Madison Community Development Division  
Phone: 608-266-6557  
Email: [mdavila-martinez@cityofmadison.com](mailto:mdavila-martinez@cityofmadison.com)

Except as otherwise specified, all communications relating to this RFP must be directed to the designated RFP contact. All bidders, proposers, protestors, or individuals acting on their behalf are hereby prohibited from attempting to persuade or influence any City agents, employees or any member of the review team, for or against a specific cause related to a pending solicitation, unless otherwise directed by the RFP contact.

### 2. Inquiries and Clarification of Specifications

Proposers shall carefully examine the RFP and contract documents, correlate their observations with the RFP specifications and exercise their own judgment as to the nature and scope of the work required. If applicable, visit the Division's website, [CDD Funding Opportunities](#). Consider federal, state and local laws and regulations that may affect cost, progress, performance or furnishing of the work.

Proposers shall immediately notify the RFP contact about any questions, exceptions, clarification of any ambiguity, error, conflict, discrepancy omission or other deficiency or additions they have concerning the RFP document. Failure to do so will be at proposer's own risk.

This RFP will serve as the basis for or will become part of the resulting agreement. No plea of ignorance of conditions or difficulties that exist or may hereafter arise in the execution of the work under this contract as a result of failure to make necessary examinations and investigations, shall be accepted as an excuse for any failure or omission on the part of the bidder to fulfill the requirements of the contract.

### 3. Contracting Agency

The contract resulting from this RFP will be administered by Community Development Division, City of Madison.

### 4. Addenda / Official Communication

During the solicitation process for this RFP, all official communication between the City and proposers will be made via the [Community Development Division Funding Opportunities Website](#). The City will post such notices, which will include, but not be limited to, schedule changes, addenda for any modifications to administrative or performance requirements, clarifications to requirements and the announcement of the apparent winning proposer(s). It shall be the responsibility of the proposers to regularly monitor this website for any such postings. Failure to retrieve such addenda and include their appropriate provisions in your response, may result in your proposal being disqualified.

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## 5. Oral Presentations / Site Visits / Pre-Application or Pre-Award Meetings

Proposers may be required to attend pre-application and/or pre-award meetings, make oral presentations, or make the site and/or properties available for a site visit as part of this request for proposal process, upon request. Such presentations, meetings, or site visits will be at the proposer's expense.

## 6. Acceptance / Rejection of Proposals

1. The City reserves the right to accept or reject any or all proposals submitted, in whole or in part, and to waive any informalities or technicalities, which at the City's discretion is determined to be in the best interests of the City. Further, the City makes no representations that a contract will be awarded to any proposer responding to this request. The City expressly reserves the right to reject any and all proposals responding to this invitation without indicating any reasons for such rejection(s).
2. The City reserves the right to postpone due dates and openings for its own convenience and to withdraw this solicitation at any time without prior notice.

## 7. Incurring Costs

This request for proposals does not commit the City to award a contract, pay any costs incurred in preparation of proposals, or to procure or contract for services or equipment.

## 8. Proposer Qualifications

The City of Madison may make such investigations as it deems necessary to determine the ability of the proposer to perform the work, and the proposer shall furnish to the City all such information and data for this purpose, as the City may request. The City reserves the right to reject any proposal if the evidence submitted by, or investigated of, such proposer fails to satisfy the City that the proposer understands the full scope of work and is properly qualified to carry out the obligations of the contract and to complete the work contemplated herein.

## 9. Proposal Content

The evaluation and selection of a Contractor and the contract will be based on the information submitted in the vendor's proposal plus any additional information required. Additional information may include references, on-site visits, or oral presentations. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response.

Elaborate proposals (e.g. expensive artwork, news stories, or letters of support) beyond information required to present a complete and effective proposal, are not necessary or desired. Information provided by the applicant in addition to the required proposal may not be considered in the evaluation of the proposal.

## 10. Withdrawal or Revision of Proposals

1. A proposer may, without prejudice, withdraw a proposal submitted at any point in the process by requesting such withdrawal in writing (email is sufficient) to the RFP contact.
2. Proposals may not be modified or altered after the deadline without consent from the City of Madison.

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## 11. Designation of Proprietary Information

Proposers are hereby notified that all information submitted in response to this RFP may be accessible to the public through the Community Development Division website and/or made available for public inspection according to public records laws of the State of Wisconsin or other applicable public record laws. Therefore, proposers are encouraged to refrain from submitting information that cannot be open for public inspection. However, if proposers must include information deemed confidential and proprietary by the proposer, proposer must comply with these instructions:

1. All restrictions on the use or inspection of data contained within a proposal shall be requested prior to submission of the proposal itself. Written requests for confidentiality shall be submitted to the RFP contact by the proposer prior to the proposal submission date.
2. Requests shall use the following process:
  - SECTION 1** – Email or phone the RFP contact to discuss your concern.
  - SECTION 2** – Any information to be considered confidential or proprietary must clearly be stated on the attached "Designation of Confidential and Proprietary Information" form (RFP Attachment C).
  - SECTION 3** – Separate any information to be considered confidential or proprietary from the rest of the proposal. Co-mingling of confidential/proprietary and other information is not acceptable.
  - SECTION 4** – Note that applicants may be asked to submit a written request for information to be considered confidential or proprietary. Provide specific information related to the claim for confidential and proprietary information including RFP section, page number, topic and specific concern that supports claim.
3. Funding allocation requests always become public information through the selection committee process. Information usually cannot be kept confidential unless it involves a trade secret as defined in §134.90(1)(c), Wis. Stats. Any information that will be included in any resulting contract cannot be considered confidential. A proposal, in its entirety, will not be considered confidential and/or proprietary.
4. Proprietary information submitted in a proposal, or in response to the RFP, will be handled in accordance with the applicable Wisconsin State Statute(s). However, the City cannot ensure that the information will not be subject to release if a request is made under applicable public records laws. The City will not provide advance notice to a proposer prior to release of any requested record.
5. A Selected Applicant agrees to hold the City harmless for any damages arising out of the release of any material unless they are specifically identified. In the event the designation of confidentiality of this information is challenged, the Selected Applicant also agrees to provide legal counsel or other necessary assistance to defend the designation of confidentiality and, further, agrees to hold the City harmless from any penalties, costs, damages and fees, including attorney's fees, awarded to the requestor and ordered to be paid by the City, in any such legal action.

To the extent permitted by law, it is the intention of the City to withhold the contents of the proposal from public view until such times as competitive or bargaining reasons no longer require non-disclosure, in the opinion of the City. At that time, all proposals will be available for review in accordance with the Wisconsin Open Records Law.

## 12. Sample Loan Agreement and Purchase of Service Contracts

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Proposers are responsible for reviewing this information on the [CDD Funding Process website](#) prior to submission of their bid. The Sample Loan Agreement shall serve as the basis of the contract resulting from this RFP, subject to revision at the City's discretion, following the proposer's demonstration that it has met the contingencies outlined in the authorizing resolution. By submitting a proposal, proposers affirm their willingness to enter into an Agreement containing these terms.

### 13. Proposal Evaluation and Award

#### 1. PRELIMINARY EVALUATION

Submitted proposals will be reviewed for completeness and compliance with RFP guidelines. All incomplete RFP submissions may be determined nonresponsive and removed from further consideration. To be considered complete, RFPs shall include all required submittals and shall be signed and dated. In the event that no submissions meet all of the RFP requirements, the City of Madison reserves the right to continue the evaluation of the proposals that most closely meet the requirements.

#### 2. PROPOSAL EVALUATIONS, INTERVIEWS AND/OR SITE VISITS

The City's designated RFP Selection Committee, also referred to as the staff team, will make the final selection and recommendation following the evaluation of the proposals, which may include presentations, site visits and interviews, if deemed necessary, with some or all of the proposers. However, the City may make preliminary selection(s) based on the original proposals only, without negotiation, interviews and/or site visits with any proposers. If presentations, interviews and/or site visits are conducted, the Selection Committee may choose to assign additional points for these processes or re-evaluate, re-rate and/or re-rank the finalists' proposals based upon the written documents submitted and any clarifications offered in the interviews.

**Final decisions regarding projects to be awarded funds, and the amount of funding awarded, lie with the Madison Common Council, with input from the City's CDBG Committee.**

#### 3. BEST AND FINAL OFFER

The designated Selection Committee may request best and final offers from one or more proposers determined to be reasonably susceptible to being selected for award for the purpose of clarification to assure full understanding of, and responsiveness to, the solicitation requirements. Proposers shall be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, and such revisions may be permitted after submissions and prior to award for the purpose of obtaining best and final offers. If best and final offers are requested, they will be evaluated against the stated criteria, scored and ranked. The City reserves the right to negotiate the terms of the contract, including the award amount, with the selected proposer(s) prior to entering into a contract. If contract negotiations cannot be concluded successfully with the selected proposer(s), the City may negotiate a contract with the next highest scoring proposer.

#### 4. CLARIFICATION OF PROPOSALS

During the evaluation of proposals, the City reserves the right to contact any or all proposers to request additional information for purposes of clarification of RFP responses, reject proposals that contain errors, or at its sole discretion, waive disqualifying errors or gain clarification of errors or information.

#### 5. PRICE AND/OR COST ANALYSIS

The City reserves the right to conduct a price and/or cost analysis to determine if the price is fair and reasonable. If only one responsive proposal is received, a detailed price and/or cost analysis may be

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requested of the single proposer. Proposers shall cooperate as needed with the City's efforts to perform said analyses.

6. NEGOTIATION

The City reserves the right to negotiate final fees and scope of services with the selected Applicant.

7. PROCESS

At any phase, the City reserves the right to terminate, suspend, or modify this selection process; reject any or all submittals; and waive any informalities, irregularities or omissions in submittals, all as deemed in the best interests of the City.

8. COMMUNICATION WITH SELECTION COMMITTEE

Proposers may not contact members of the Selection Committee at any time during the evaluation process, except at the City of Madison CDD's request, or as instructed in Section 4.1 above.

9. RIGHT TO REJECT PROPOSALS AND NEGOTIATE CONTRACT TERMS

The City reserves the right to reject any and all proposals and to negotiate the terms of the contract, including the award amount, with the selected proposer(s) prior to entering into a contract. If contract negotiations cannot be concluded successfully with the selected proposer(s), the City may negotiate a contract with the next preferred proposer.

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ATTACHMENT A:  
**Tenant Selection Plan Best Practices**  
**City of Madison Affordable Housing Initiative**

The City of Madison requires a tenant or resident selection plan and adherence to all state, local and federal fair housing requirements.

Below is a set of best practices that may assist housing developers and property managers in drafting a Tenant Selection Plan (TSP). These best practices serve to align the City's goals with those of the project and to ensure Madison residents have reduced barriers to fair housing choice. They are not intended to be a complete or exhaustive list. In creating your project's Tenant Selection Plan, housing developers and property managers should consult with your attorney to ensure that your plan complies with all applicable laws and regulations, program requirements and the Fair Housing Act.

The TSP should clearly identify the project's criteria regarding the following categories:

- **Income criteria**, including providing clear information on minimum and maximum income requirements of applicants and the processes and criteria used to evaluate applications. Identify the **unit mix**, i.e., the quantity of housing units that are available for rent at each level of income-restriction (e.g. 30% of the Area Median Income, 50% of the Area Median Income, 60% of the Area Median Income). The TSP should also indicate the rent structure that identifies the rental rates of units by bedroom size and income distribution. Applicants should not be denied for not meeting minimum income requirements if applicant can demonstrate paying an approximately equivalent rent to income ratio for 2 years.
- **Occupancy criteria**, including defining the minimum number of persons allowed to occupy each unit in the project, subject to local state, and federal laws. Each unit should be occupied by a minimum of one person per bedroom at the time of occupancy.
- **Credit score and/or report**. The TSP, marketing and application materials should include a section noting whether or not a credit report will be ordered. The housing provider must provide a notice to applicants if adverse action is taken based on information obtained from the credit report.
- Landlord or **housing history**, including eviction judgment.
- **Waitlist process** and waitlist preference criteria, if applicable. The TSP should note that apartments are rented on a first come, first served basis.
- **Notice of denial**, which includes a written explanation of the TSP criteria the applicant failed to meet. The notice of denial should inform applicants how to seek an appeal of the housing provider's decision.
- **Compliance with the Violence Against Women Act (VAWA)**, which provides that an applicant may not be denied admission on the basis that the applicant is or has been a victim of domestic violence, dating violence, sexual assault, or stalking, if the applicant or tenant otherwise qualifies for admission.
- Tenant selection and application **criteria for supportive housing units**.
- **Criminal and felony convictions**, including defining the number of years that will be considered in a criminal background search. A housing provider's TSP should clearly define what information will be collected for the use of screening an applicant's criminal history:
  - It is unlawful for a housing provider to reject applicants solely based on arrest records (without conviction).
  - Housing providers should distinguish between convictions for **criminal conduct that indicates a demonstrable risk to resident safety and/or property** and criminal conduct that does not.
    - Screening policies should take into account the nature and severity of a conviction and the amount of time that has passed since the criminal conduct occurred
    - Housing providers should take into account evidence that the individual has maintained a good tenant history before and/or after the criminal conduct occurred.
- **Preferences**:

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The project should establish preferences that conform to preferences identified in the development's approved LIHTC application submitted to WHEDA, and in the signed Supportive Services Agreement, as applicable. The TSP should identify the **age-restriction**, or lack thereof, of tenancy for the project. Acceptable age-restrictions may include "family" housing for units without an age-restriction; "active-adult" or "senior" housing for units restricted to households with at least one member aged 55 and above; and "elderly" housing for units restricted to households aged 62 and above.

The TSP should establish resident preferences that do not diminish or obstruct the Project's fair housing obligations. Both existing tenant preferences and new tenant preferences should be outlined in the TSP. The TSP should identify the populations targeted to lease supportive services units in the Project, if applicable. The Project's waitlist must indicate if certain tenant populations will be given a higher priority for units than others.

The TSP should explicitly state that applicants would not be denied solely due to:

- A lack of housing history;
- A low credit score, provided that the applicant has a cosigner and/or is enrolled in a credit repair program;
- Information on a credit report that is or has been formally disputed, in repayment, or unrelated to a past housing or housing utility obligation;
- The applicant owing money to a prior landlord for rent or damages, or to a utility company, provided the applicant has entered into a payment arrangement with the creditor and is current on the repayment arrangement

### **Security Deposits**

The project should not implement a security deposit that puts an undue financial burden on applicants or creates a financial impediment to accessing housing. Housing providers should consider whether existing security deposit policies create a barrier to entry for low-income households and those requiring supportive services. Security deposits for prospective residents should be reasonable, and the City has a preference for security deposit policies that incorporate some or all of the following:

- A maximum security deposit equal to one-half month's rent, as a standard;
- For tenants with conditional credit, limited rental histories, or other limiting factors: a security deposit equal to one-half month's rent with a cosigner, or a deposit equal to one month's rent;
- A set amount applied equally to all applicants that approximate one-half month's rent and one month's rent for standard and conditionally approved applicants, respectively (e.g. a \$500 standard security deposit and a \$1,000 security deposit for conditionally-approved applications);
- For units and/or tenants with rental payments guaranteed through an operating subsidy (e.g. Housing Choice Vouchers, VASH Vouchers, or Project-Based Vouchers): the lower or standard security deposit amount should be imposed, regardless of credit history

The City of Madison and the U.S. Department of Housing and Urban Development (HUD) stress the importance of applying TSP standards consistently to all applicants.

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## ATTACHMENT B

### Affirmative Marketing Plan Best Practices

The Affordable Housing Fund (AHF), HOME Investment Partnerships Program (HOME) and Community Development Block Grant (CDBG) Loan Agreements require an Affirmative Marketing Plan and adherence to all state, local and federal fair housing requirements.

Below is a set of best practices that may assist housing developers and property managers in drafting an Affirmative Marketing Plan (AMP). These best practices serve to align the City's goals with those of the project and to ensure Madison residents have reduced barriers to fair housing choice. They are not intended to be a complete or exhaustive list. In creating your project's Affirmative Marketing Plan, housing developers and property managers should consult with your attorney to ensure that your plan complies with all applicable laws and regulations, program requirements and the Fair Housing Act.

The AMP should clearly identify the project's criteria regarding the following categories:

- **Applicant and Project Identification**, the plan should specify the approximate start date of marketing activities to groups targeted for special outreach and the expected date of initial occupancy.
- **Targeted Outreach**, the plan should identify the demographic groups that are "least likely to apply" for this housing without special outreach. In determining which groups should be identified, housing providers should consider the rental rate of the housing, the racial/ethnic composition of the neighborhood in which the property is located and the population of the broader housing market area.
  - The plan should describe the marketing efforts anticipated to be used to attract the demographics identified as least likely to apply, as well as all segments of the eligible population. These efforts could include the type of media used to advertise the development (including the names of publications and websites to be used); the duration that the marketing effort will be published in the newspaper or run on the radio; and the identity of the intended audience of each marketing effort.
  - Specific community organizations and contacts should also be identified when describing targeted outreach, with a special emphasis placed on those agencies able to influence populations identified as least likely to apply. City staff can assist housing providers in identifying points of contact and relevant listservs, if necessary. Examples of listservs that should receive housing vacancy listing notifications include: Homeless Services Consortium and the City's Neighborhood Resource Teams.
  - Pursuant to the Loan Agreement, marketing materials will be reviewed by the City of Madison Community Development Division. Any marketing materials that depict graphics or renderings of people should be inclusive, diverse, culturally-sensitive and representative of the demographics of target populations identified in the AMP as well as the supportive service population(s) described in the tenant selection plan, if applicable.
- **Future and Continued Marketing Efforts**, the plan should include a statement or description of how the housing provider will continue affirmative marketing efforts after initial lease-up is complete to maintain occupancy goals. The property must use the Equal Housing Opportunity logo on all notices, lease documents and marketing materials, and the Fair Housing poster must be prominently displayed in the leasing office, including any temporary spaces that may be used during lease up.
- **Staff Experience**, the plan should indicate the experience, training and certification(s), if any, held by staff that will be involved in marketing and lease-up of the property. The AMP should mention that a hard copy of the plan, and any other written materials regarding fair housing laws, should be available on request in the leasing office.

The project should make note of efforts that conform to preferences identified in the development's approved LIHTC application submitted to WHEDA, as applicable. The AMP should identify the **age-restriction**, or lack thereof, of tenancy for the project. Acceptable age-restrictions may include "family" housing for units without an age-restriction; "active-adult" or "senior" housing for units restricted to households with at least one member aged 55 and above; and "elderly" housing for units restricted to households aged 62 and above.

The AMP should describe demographics least likely to apply in a manner that does not diminish or obstruct the Project's fair housing obligations.



ATTACHMENT C

DESIGNATION OF CONFIDENTIAL AND PROPRIETARY INFORMATION

Proposers are hereby notified that all information submitted in response to this RFP may be made available for public inspection according to public records laws of the State of Wisconsin or other applicable public record laws. Therefore, proposers are encouraged to refrain from submitting information that cannot be open for public inspection. However, if proposers must include information deemed confidential and proprietary by the proposer, proposer must comply with these instructions:

- Requests for confidentiality must be submitted prior to the proposal submission date to the City of Madison Purchasing Office.
• Requests for confidentiality must use this designated form. Failure to include this form in the bid/proposal response may mean that all information provided as part of the bid/proposal response will be open to examination and copying. The City considers other markings of confidential in the bid/proposal document to be insufficient.
• Any information to be considered confidential or proprietary must be separated and packaged from the rest of the proposal. Co-mingling of confidential/proprietary and other information is not acceptable.

Prices always become public information when bids/proposals are opened or when negotiations have been completed and the contract has been awarded. Other information usually cannot be kept confidential unless it involves a trade secret as defined in §.134.90(1)(c), Wis. Stats. Any information that will be included in any resulting contract cannot be considered confidential. A proposal, in its entirety, will not be considered confidential and/or proprietary.

Other information cannot be kept confidential unless it is a trade secret. Trade secret is defined in §. 134.90(1)(c), Wis. Stats. as follows: "Trade secret" means information, including a formula, pattern, compilation, program, device, method, technique or process to which all of the following apply:

1. The information derives independent economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons who can obtain economic value from its disclosure or use.
2. The information is the subject of efforts to maintain its secrecy that are reasonable under the circumstances.

In the event the designation of confidentiality of this information is challenged, the undersigned hereby agrees to provide legal counsel or other necessary assistance to defend the designation of confidentiality and agrees to hold the City of Madison harmless for any costs or damages arising out of the City's agreeing to withhold the materials.

The attached material submitted in response to Bid/Proposal # \_\_\_\_\_ includes proprietary and confidential information which qualifies as a trade secret, as provided in §s.19.36(5), Wis. Stats., or is otherwise material that can be kept confidential under the Wisconsin Open Records Law. As such, we ask that certain pages, as indicated below, of this bid/proposal response be treated as confidential material and not be released:

Table with 4 columns: Section, Page No., Topic, Specific law that supports confidentiality of information

Company Name \_\_\_\_\_

Enter Name: \_\_\_\_\_

By entering your initials in the [ ] box, You are electronically signing your name and agreeing to the terms above.

Date: \_\_\_\_\_

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ATTACHMENT D  
LAND USE APPROVAL PROCESS

**Development Assistance Team (DAT).** The DAT is an interagency City staff team that meets with applicants to discuss various technical aspects about developments in order to provide timely preliminary feedback regarding specific proposals. Applicant teams with proposals for new construction or complex rehabilitation are *strongly encouraged* to present their proposed project at a Development Assistance Team (DAT).

Earlier appointments are encouraged. Contact either Christopher Wells ([cwells@cityofmadison.com](mailto:cwells@cityofmadison.com)) or Kevin Firchow ([kfirchow@cityofmadison.com](mailto:kfirchow@cityofmadison.com)) to schedule an appointment. DAT meetings occur on Thursdays at 9:00 a.m. Appointments are reserved on a first-come first-served basis with agendas finalized at noon on the preceding Friday. Applicants are expected to email a PDF of preliminary site plans by noon on the preceding Friday. A follow-up DAT meeting may be recommended before Land Use Application submittal.

Sites Scheduled to be Annexed into the City of Madison

For any proposal involving a property not located within the City of Madison, please note that the attachment/annexation of that property into the City must be completed and approved **before** the City can accept, process and approve land use applications. Please be aware that this may impact Zoning Compliance statements, depending on the approvals that are necessary. The process for attachments/annexations varies, but typically takes at least 6-8 weeks following receipt of a completed petition. For questions related to the attachment/annexation process, please contact Tim Parks (City of Madison Planning Division) at [tparks@cityofmadison.com](mailto:tparks@cityofmadison.com). It is the responsibility of the existing property owner to coordinate necessary attachment/annexation approvals.

Applicants should consult with City staff via the pre-application process to confirm that the parcel(s) will be annexed into an eligible area on the Affordable Housing Targeted Area Map.

**NOTE:** For development proposals under this RFP, pre-development loans are ineligible. After commitment of funds through this RFP process, loan agreement will be available pending land use approval, if necessary.

More information regarding DAT can be found by [clicking here](#).

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## ATTACHMENT E

### RFP RESOURCES

[Community Housing Development Organization \(CHDO\) Application](#) (City Resource): An application for housing developers interested in renewing or applying for status as a certified CHDO with the City of Madison.

[2022 HOME & CDBG Rent & Income Limits](#) (City Resource): This document provides the current rent and income limits for projects seeking HOME or CDBG funds.

[CDBG Target Areas](#): CDBG Target Areas are those census tracts within the City where over 51% of the individuals have incomes of 80% of the median income or less.

[Focus on Energy](#) (Local Resource): Information from Focus on Energy about energy efficiency.

[24 CFR Part 92](#) (Federal Resource): Electronic Code of Federal Regulations for the HOME Investment Partnerships Program

[24 CFR Part 570](#) (Federal Resource): Electronic Code of Federal Regulations for the Community Development Block Grants program.

[2 CFR Part 200.302 \(Financial Management\)](#) (Federal Resource): Part of the Electronic Code of Federal Regulations, it details uniform administrative requirements, cost principles and audit requirements for federal awards.

[2 CFR Part 200.303 \(Internal Controls\)](#) (Federal Resource): Part of the Electronic Code of Federal Regulations, it details uniform administrative requirements, cost principals and audit requirements for federal awards.

[Residential Rehabilitation Standards \(City Resource\)](#): These general guidelines for the rehabilitation of existing residential properties have been developed to provide minimum criteria for Community Development Division funded rehabilitation.

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ATTACHMENT F  
Owl Creek Potential Site Design

See next page.

LIGHT INDUSTRIAL AREAS

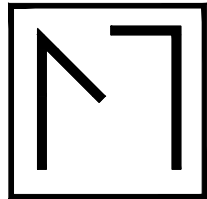
GAS STORAGE

OWL CREEK PARK

GAS STORAGE

HIGHWAY 51

VETERANS MEMORIAL PARK

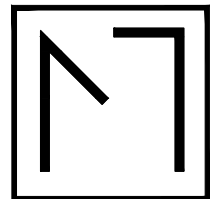
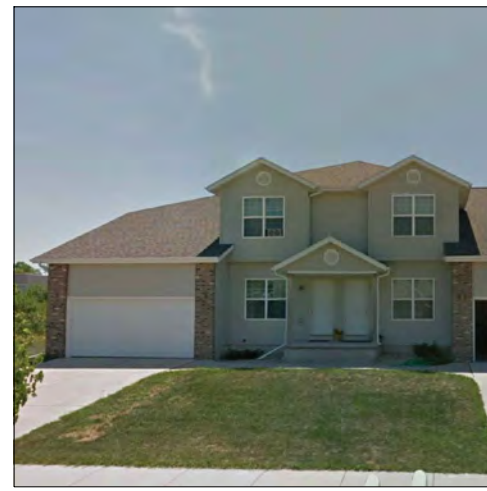


**OWL CREEK DR**

PROJECT: 2106-4  
DATE: 11/25/21

**AREA CONTEXT**

**OC01**



**OWL CREEK DR**

PROJECT: 2106-4  
DATE: 11/25/21

**SITE CONTEXT**

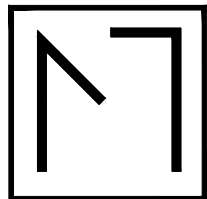
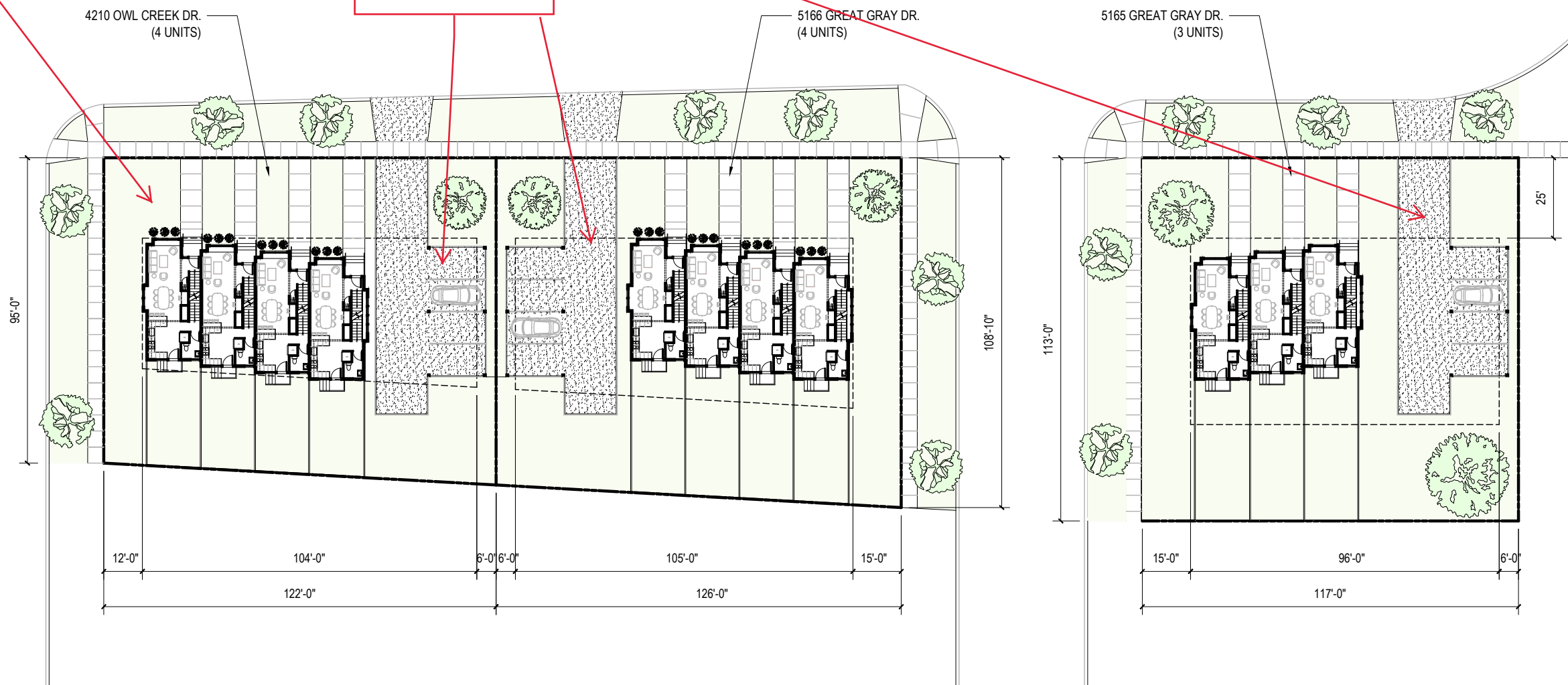
**OC02**

**Theresa Terrace Style Townhomes**

- 1300sf/Residence
- 2 Bedroom
- 1 1/2 Bathrooms
- Full basement
- Carport Parking for 1 car/Residence

Need to discuss notch with Engineering and Mapping to if/ how it can be eliminated and become part of the lot.

If these are fee simple lots, then you won't be able to do parking lots as in this scenario. The parking lots cannot be stand alone on their own lots. This arrangement could work in a condo scenario.



**OWL CREEK DR**

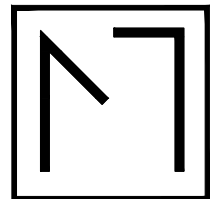
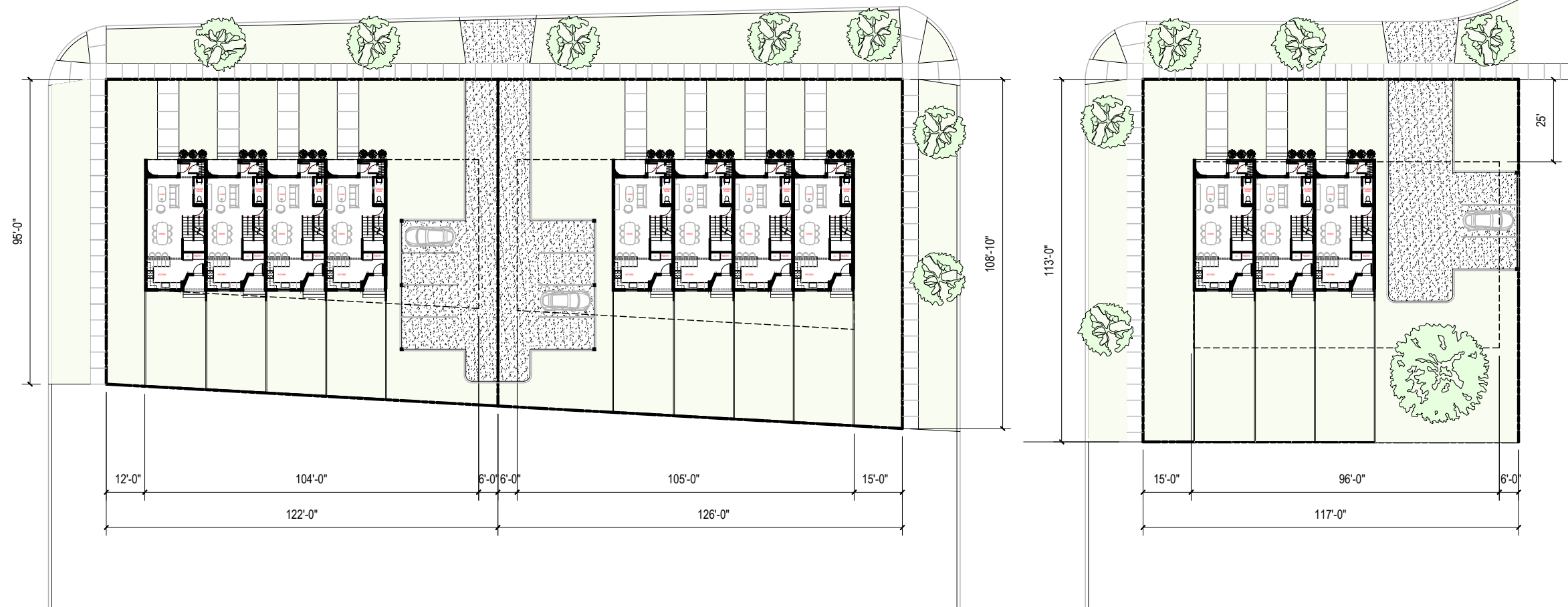
PROJECT: 2106-4  
DATE: 11/25/21



**SITE FIT PLAN**  
**OC04**

Hughes Place Style Townhomes (Scheme 1)

- 1450sf/Residence
- 2 Bedroom
- 2 1/2 Bathrooms
- Office/Extra room
- Full Basement
- Carport Parking (1 stall/unit)



**OWL CREEK DR**

PROJECT: 2106-4  
DATE: 11/25/21



**SITE FIT PLAN**

**OC04**

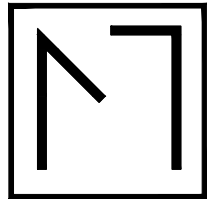
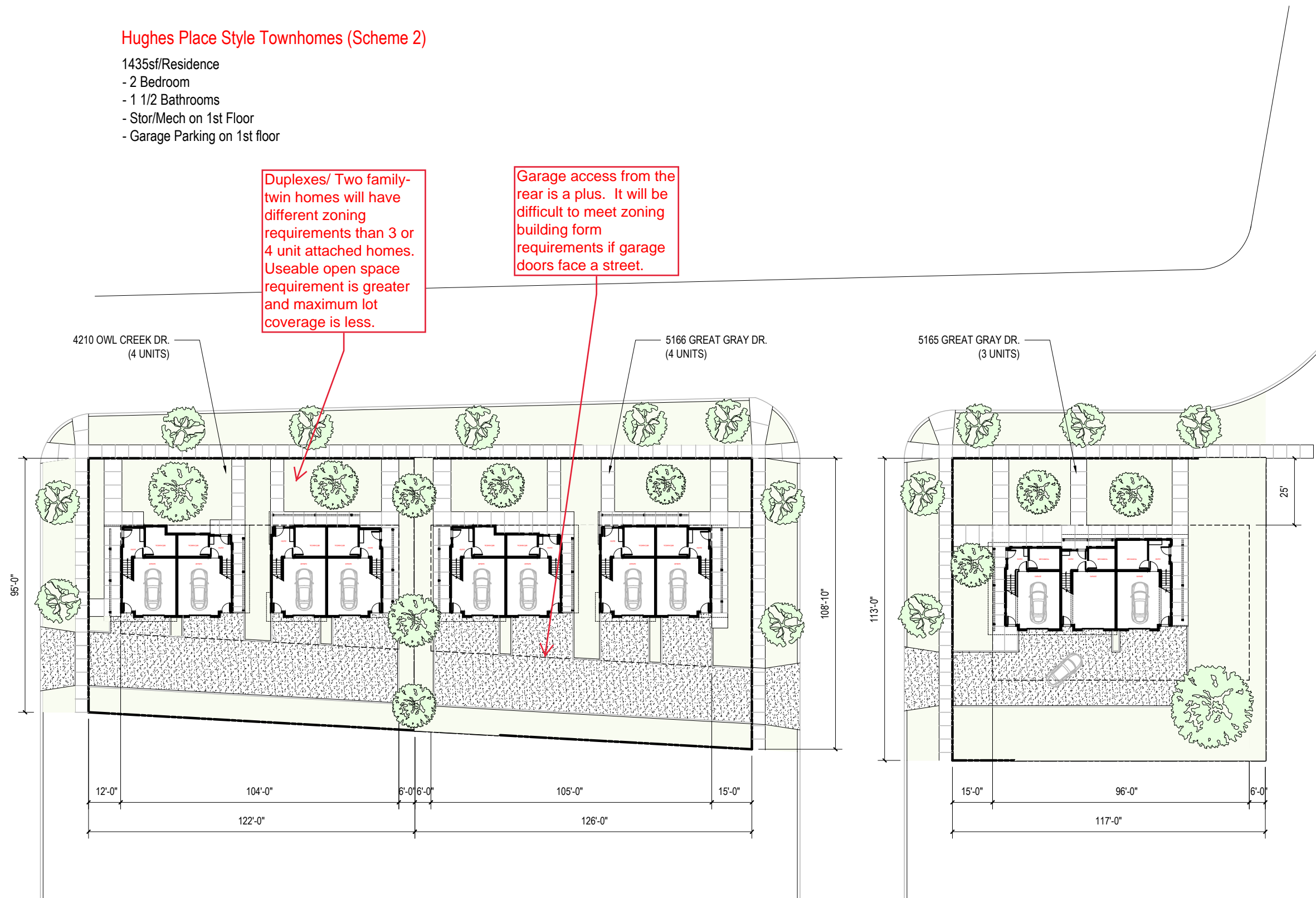


**Hughes Place Style Townhomes (Scheme 2)**

- 1435sf/Residence
- 2 Bedroom
- 1 1/2 Bathrooms
- Stor/Mech on 1st Floor
- Garage Parking on 1st floor

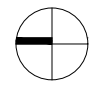
Duplexes/ Two family-twin homes will have different zoning requirements than 3 or 4 unit attached homes. Useable open space requirement is greater and maximum lot coverage is less.

Garage access from the rear is a plus. It will be difficult to meet zoning building form requirements if garage doors face a street.



**OWL CREEK DR**

PROJECT: 2106-4  
DATE: 11/25/21



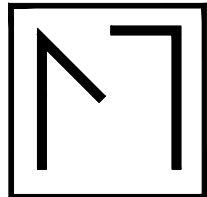
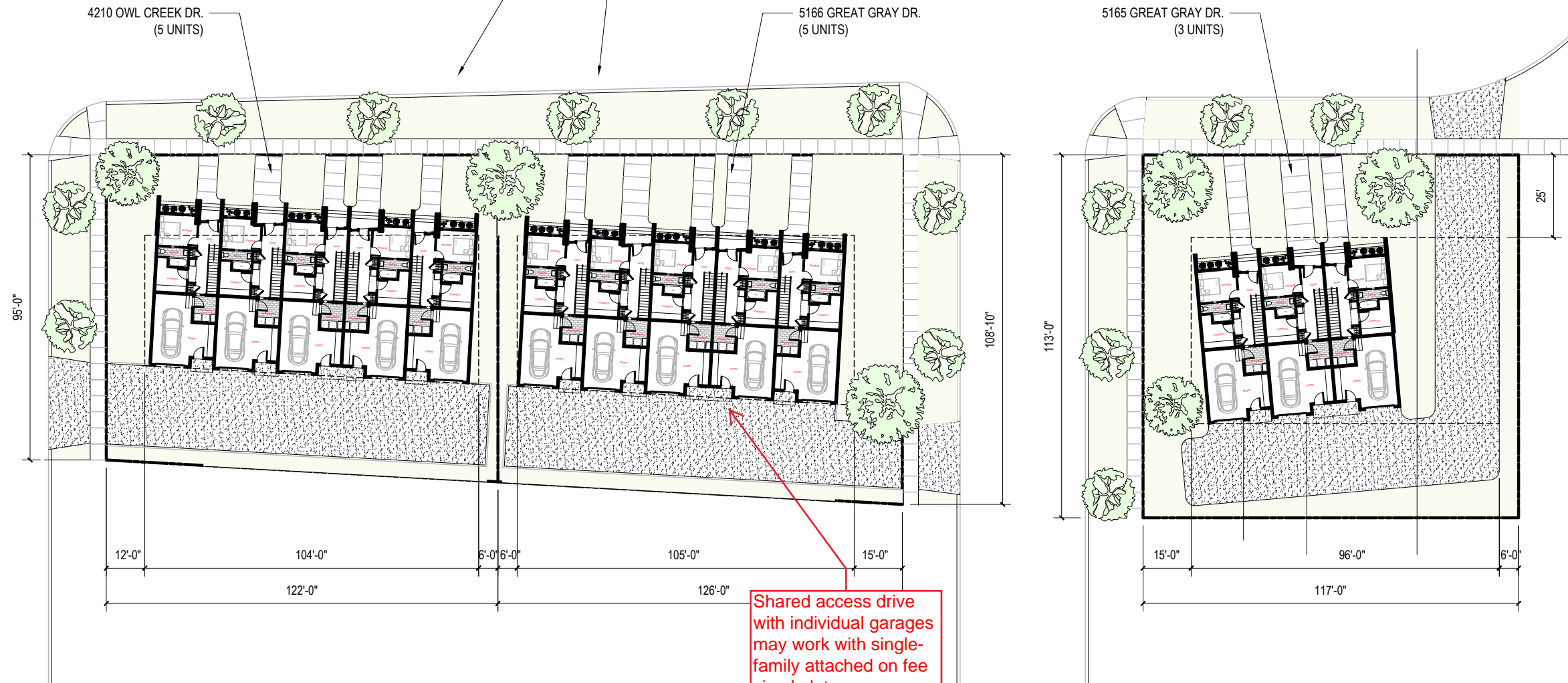
**SITE FIT PLAN**

**OC05**

**Allied Drive Style Townhomes**

- 2230sf/Residence
- 3 Bedroom
- 3 1/2 Bathrooms
- Rear Terrace on 2nd Floor
- Balconies on 2nd and 3rd Floors
- Garage Parking on 1st floor

- Units @4210 Owl Creek Dr & 5166 Great Gray Dr are slightly too big to fit within the zoned setbacks. With slightly different setbacks they could fit, or they could be reconfigured to be slightly smaller units.



**OWL CREEK DR**

PROJECT: 2106-4  
DATE: 11/25/21

⊕

**SITE FIT PLAN**  
**OC06**

**EXHIBIT B**

**MOSAIC RIDGE**  
**ARCHITECTURE & LANDSCAPE GUIDELINES**

These Architectural and Landscape Guidelines (“Regulations”) are made with respect to the “Property” and “Lots” as those terms are described in that certain Declaration of Conditions, Covenants, and Restrictions for Mosaic Ridge in the City of Madison, Dane County, Wisconsin recorded in the office of the Dane County of Deeds (the “Declaration”). The terms and conditions of the Declaration shall govern and take precedence over any contradictory provision contained in these Regulations. Any capitalized term not otherwise defined in these Regulations shall have the definition provided in the Declaration for such term.

Prospective Owner Acknowledgement of Receipt.

The undersigned prospective Lot Owner(s), by signing below, acknowledges receipt of these Regulations.

\_\_\_\_\_  
Print Name:\_\_\_\_\_

\_\_\_\_\_  
Print Name:\_\_\_\_\_

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## **Exhibits**

- Exhibit A – Examples of Home Elevations
- Exhibit B – ARC Forms
- Exhibit C – Grading Plan

# ARCHITECTURAL GUIDELINES

## 1. PURPOSE.

- i. In order to form a harmonious residential community, these Architectural & Landscape Guidelines (“Regulations”) recognize characteristics within the broad range of classical and modern styles of home design. They seek to influence the construction of homes that share the characteristics of environmental sustainability, progressive energy solutions, and architectural design while creating a neighborhood that builds on broad neighborhood planning and community design principals. These Regulations are provided for the mutual benefit of Lot Owners to assist in implementing and maintaining this vision and a high quality of construction for Mosaic Ridge.

## 2. INTRODUCTION & TERMINOLOGY.

- i. These Architectural Guidelines are to be applied in conjunction with the Landscape Guidelines.
- ii. Variances from these Regulations may be granted by the Architectural Review Committee (“ARC”) at its sole discretion on the basis of, among other things, architectural merit or environmental impact.
- iii. Prior to beginning the design process, it is recommended that Lot Owners contact the ARC to verify their interpretation of these design guidelines and regulations. The ARC has the review power to approve or deny elements of the Lot Owners Design included in these guidelines.
- iv. Every home shall be made up of at least one each of the three basic components (see examples of home elevations attached as Exhibit A):

1. A **roof** element.
2. A middle element, **elevation**, composed of a band extending from the roof to the foundation.
3. A base element, **foundation**.

### v. Terminology

1. Architectural Precedent: Any example of architecture that serves as a guide or justification for subsequent situations.
2. Build-to Line: The location on the site that a minimum of 2/3's of the front edge of the building must be aligned.
3. Certified Sustainable: A certification established by a 3<sup>rd</sup> party that recognizes a material or practice as beneficial to indoor air quality and/or the environment and minimizes and efficiently uses energy and water.
4. Deck: A platform that is elevated above the grade of the land
5. Encroachment: To advance beyond established limits of the setback. Elements allowed to encroach chimney, window extension, patio/deck and as ARC determines. See 7ii for further details of dimensions. Chimneys and window extensions are not allowed to be cantilevered due to the lower energy efficiency of that type of construction.
6. Façade: Any side of a building facing a street, exterior wall.
7. Fenestration: The amount and size of openings in the exterior wall, examples; doors and windows.
8. Natural Landscape: The use of predominately native plant materials and elimination of non-native species that may be present on the site; Minimizing lawn areas and using low mow type vegetation to reduce the amount of energy and resources needed to maintain an attractive landscape.
9. Patio: A hard surfaced space level with the ground, used for lounging and dining
10. Proportion: Symmetry, harmony, or balance as it is related to size and shape.
11. Regional in Origin: Utilizing construction materials that are extracted and manufactured within a 500 mile radius of the project site. Priority should be given to

materials that are found within a 250 mile radius or sourced and manufactured in Wisconsin.

12. Ribbon Driveway: A concrete or paver driveway with a central ribbon of vegetation.
  13. Solid Mass: A full plane or group of material, corner to corner. This relates to both architecture and landscape.
  14. Stoop: A small porch, platform, or staircase leading to the entrance of a house
  15. Universally Accessible Design (ADA): Residential design to accommodate individuals with limited mobility and or wheelchairs.
- vi. All exterior colors and materials must be approved by the ARC. (See Exhibit B, Form #3).
  - vii. The architectural and landscape elements of the site design are considered to be integral to the overall Lot design. Regulations defining certain architectural elements of green space are described in the “Yards” section of the Architectural Guidelines and more generally in the Landscape Guidelines.

### **3. WALLS, ROOFS AND FACADES.**

- i. Façade and window Proportions must meet one of the following:
  1. The dimension (width) from the outside corner of the building to the window may not be less than the width of the window
  2. Corner Windows may be placed into the corner of the façade. The corner dimension, or trim board width, may not be more than 8”.
- ii. Each facade of the house shall be made of the same materials and similarly detailed.
- iii. Front Facades on Corner Lots – Homes on Corner lots will have two ‘fronts’. Each façade that addresses a street will be considered a front.
- iv. Fenestration. Walls must have a minimum percentage of window and door openings for architectural design, with a maximum for energy efficiency. The ARC will evaluate each design based on these guidelines.
  1. 20 % Minimum – Maximum 35% for front facades (does not include gable area)
  2. 7 % Minimum for all other walls (does not include gable area)
- v. All window and door openings to have a distinct finish trim with a minimum 3” dimension. Exceptions may be given for ‘modern’ style homes.
- vi. All Band boards and material changes shall occur at inside corners.
- vii. Facades may change their primary material only at a band change. The intent of the code is that facades appear to have heavier materials on the bottom and lighter materials above (i.e., concrete and masonry shall be below wood or stucco). Consideration will be given related to architectural style.
- viii. Facades shall be clad in fiber, cement shingles, wood or fiber cement clapboard, wood or fiber cement board and batten, metal textured panels, architectural concrete finish, stucco, brick, stone or combination of the above. Vinyl siding shall not be allowed. All materials are to be approved by the ARC.
  1. The Submission must specify quality of the materials to be used.
  2. Exterior Materials – The ARC shall have the right to require brick, stone, corner boards, windows, and/ or combination of similar materials which it deems desirable for a particular submission.
- ix. All homes to have a 3 color scheme minimum (e.g., door color, body color, trim color). Desired color schemes shall be submitted to the ARC for approval. Color to be Compatible with architectural style. The commonly seen subdivision beige and putty body colors are not allowed.. The ARC encourages integrating compatible colors into the design.
- x. Brick surfaces shall be predominately a horizontal running bond pattern unless architectural precedent is shown.
- xi. Stone shall be set in an un-coursed pattern with a horizontal orientation unless architectural precedent

is shown.

- xii. No diagonals (sloping lines) other than roof slopes shall be visible on any façade unless architectural precedent is shown.
- xiii. Chimney and Fireplace Venting
  - 1. Thru wall fireplace venting is not allowed on the front elevation or within 5 ft of the front corners of the building.
  - 2. Chimney enclosures may be constructed of a material that coordinates with the style of the home. Fireplaces/chimneys located on exterior walls shall not be cantilevered and must have a full foundation below for energy efficiency.
  - 3. The minimum width of the chimney shall be 48" and may taper to a smaller dimension if architectural precedent is shown and ARC approves. For example a prairie style house would require that the 48" width be maintained.
  - 4. The minimum depth of the chimney shall be 24" and must reflect the architectural style.
- xiv. Roofing may be slate, tile, metal, cedar shakes, recycled content tiles, lightweight concrete tile or asphalt shingles and shall consist of a product that comes with a minimum 25 year warranty. No 3-tab style shingles are allowed. Roof material selection and color shall be reviewed by the ARC as part of the exterior color and material review process.
- xv. Roof design – Roof pitch and design shall be approved through the ARC exterior approval process. Roof pitches and materials must complement the overall architectural design of the house and detached garage if present. Well constructed homes utilize roof pitches and designs to effectively protect and shed water away from the structure below. The energy heal defined as the space from the top of the exterior wall plate to the roof sheathing should equal to the depth of the attic insulation should equal the depth of the insulation to ensure consistent attic R-value over entire attic square footage. The roof pitch of a detached garage is not required to match.
- xvi. Soffit material selected shall be of a high quality, durable, low maintenance variety. The appearance of the soffit shall complement the design of the home,
- xvii. No exterior stairs are allowed to an upper level. Stairs to upper levels must be interior to the home.
- xviii. House Numbers – All homes need house numbers posted clearly on the front façade and on alley garages. House numbers must be a minimum of 3" tall. House numbers may not exceed 6" tall.

#### **4. GARAGES.**

- i. Detached garages are encouraged
- ii. Two garage doors maximum. Two Singles or One Double.
- iii. Person doors are encouraged, however not visible from street.
- iv. It is encouraged that the garage doors not be visible from the street.
- v. No toilet facilities allowed. Water/hose bib allowed.
- vi. No exterior stairs are allowed to upper level. Stairs to upper levels (second floor) must be interior to the garage.
- vii. Window units at garages are encouraged and should be located off of the street facing facades. Garages on corner lots must have a minimum of 4% window openings on the façade facing the street.
- viii. Refer to (7)ii for Building Set-backs and height.
- ix. Driveways must be as wide as the garage for a minimum of 25 ft, from the garage, or to alley. ARC will approve the depth of the driveway to accommodate the parking of one automobile in front of the garage or a parking area adjacent to the garage.

## 5. PORCHES, STOOPS, PATIOS & DECKS.

- i. Porches and exterior spaces are encouraged along with other outdoor spaces to be utilized by the homeowners.
- ii. Front porches are intended to be open and to allow interaction with the street. Glazing is not permitted. Screening is permitted with approval from the ARC
- iii. Front stoops, porches and patios shall be made of low maintenance materials. Material and style shall be complimentary to the home's design. Skirting at all of these elements must be constructed to form an apparently solid mass. Preference shall be given to patios built with pervious materials. Front porches and decks if constructed of wood, are required to be opaquely stained or painted, no exposed treated lumber.
- iv. The use of asphalt for stoops, porches, patios or decks is prohibited.
- v. Porch railings are encouraged to be open and transparent. Material and style to be complimentary to the house.
- vi. Front porches and decks must be a minimum of 6 ft deep.
- vii. Front porches are to be a minimum of 24" above sidewalk grade. The ARC will consider exceptions if the main level of the home follows Universal Design Guidelines for Accessibility.
- viii. Each Home is allowed no more than 400sf of covered porches, decks and screen porches. No single porch/deck/patio area may exceed 200sf other than corner decks/porches.
- ix. Decks may be located only in rear yards. Cascading design encouraged keeping elevation low to the natural grade of the land.
- x. Porches, patios or decks within encroachment areas may never be enclosed with glazing or walls to create a three season porch or year-long living space.

## 6. YARDS.

- i. Fence design and location must be approved by the ARC (Exhibit B, Form #4). Fence material shall consist of a low maintenance material. If wood is selected as the material it shall be of a species with outdoor durability characteristics or be made from recycled material or harvested from sustainable sources. Fence designs should integrate with the architecture of the home and the natural landscape. No chain link fence allowed
  1. Front Yard fencing to be a minimum of 60% transparent with a maximum height of 42"
  2. Rear Yard and Side Yard fencing is shall be partially transparent with a maximum height of 8 ft.
- ii. Usable Open Space – All lots to provide a minimum of 400sf useable open space.
- iii. Mailboxes – Mailboxes will be provided with the purchase of the lot. The design will be standardized for the neighborhood. The mailbox may not be altered or replaced with another style.
- iv. Utilities – Gas/electric meters shall not be located on the front elevation (or both elevations on corner lots) or within 10ft of the front corners of the house. A/C condensers may only be located at the back of the home.
- v. Rain barrels located on the front elevation (or both elevations on corner lots or within 10ft of the from corners of the house shall be designed and located in a manner that is complementary to the design of the house.
- vi. Driveways – Driveways must be concrete, pavers, permeable or a similar material. Asphalt will be allowed only at alley drives.
  1. Concrete Ribbon Driveways are permitted.
- vii. The integration of rain barrels, prairie planting, bioswales and rain gardens are encouraged. No direct run-off is allowed onto any adjacent property. Home owner must comply with City approved drainage



plan and shall not change the grades at lot lines.

viii. Refer to Landscape Guidelines for additional information.

## 7. BUILDABLE AREA.

### i. Buildable Footprint of Home

1. The structure footprint may not exceed 1800sf or 45% of the site, whichever is greater. This includes the garage. This does not include Porches, patios or decks.
  - a. 200 sf bonus for Detached Garage or Outbuilding
2. 200 sf bonus for Universal Design (ADA)
3. There is no minimum footprint required.
4. 200 s.f. bonus for living space over the garage.

### ii. Setbacks

1. Front Yard (corner lots to follow front yard setbacks for both streets)
  - a. Main House = 15ft build-to line w/ an 8ft encroachment.
  - b. Encroachments are allowed for porches, patios, chimneys, 2 ft maximum floor extensions and window extensions..
  - c. Non-Alley Attached Garage Structures = 10ft additional set-back from the primary façade of the house (Build-to Line)
2. Side Yard
  - a. Main House = 6ft setback with 2 ft. encroachment and exit window wells allowed unless in drainage easement. An encroachment is allowed only if it does not enter the drainage easement.
  - b. Attached Garage = 6ft setback. An encroachment is allowed only if it does not enter the drainage easement.
  - c. Detached Garage = 2ft or 6ft setback. Refer to Drainage easement for set-back location. All drainage and utility easements must be followed, refer to site plan.
3. Rear Yard
  - a. Main House with Alley Attached Garage – 15ft setback
  - b. Alley Detached Garage – 3ft setback only with dedicated 20 ft x 10 ft parking area adjacent to the garage.
  - c. Main House with Non-Alley Attached Garage – 10ft setback
  - d. Non-Alley Detached Garage – 6ft setback or at edge of utility drainage easement. Refer to drainage easement for set-back location. All drainage and utility easements must be followed, refer to site plan.
  - e. Main House (w/ Detached Garage) – 20ft setback

### iii. Garage.

1. Detached garages may not be more than 1 ½ stories.
2. Detached garage height shall not exceed 14ft to the center of the gable.

### iv. Outbuilding.

1. Outbuildings are allowed only if the total footprint of all structures, including the outbuilding, is less than or equal to 50% of the site or 2200 sf, whichever is greater.

This number does not reflect the footprint bonus for Universally Accessible Design and detached garages.

2. Shall not exceed 80 square feet.
  3. Single story, shall not exceed 8 ft eave heights and/or 10 feet in height to center of gable.
  4. Materials - Roofing, Paint and/or stain to coordinate with main house. No exposed treated lumber or pre-fabricated structures
  5. Quality of construction to meet local building codes.
- v. Regulating plans - See individual lot plans for each lot's buildable area attached as Exhibit C.

## **8. CERTIFICATIONS.**

- i. Each project is required to achieve certification through the Wisconsin Green Built Home Program. Alternative certifications (LEED, Passive House) will be considered on an individual basis.

## **9. ALTERNATIVE ENERGY APPROACH.**

- i. The Property Owner is encouraged to integrate Passive Solar System approaches for energy production and/or conservation.
- ii. Heating Ventilation and Air Conditioning
  1. All HVAC systems shall have a minimum efficiency of 96%. Air Conditioning systems shall have a minimum efficiency of 14 SEER Homes encouraged to be designed with multiple zones HVAC, Energy Recovery Ventilator, etc.
  2. All HVAC systems must use only a non-HCFC refrigerant (e.g. R-410a)
  3. Geo-thermal systems shall be an efficiency of minimum COP of 3.1.
  4. Homes shall meet ASHRAE 62.2 ventilation standards. One acceptable method is installing properly sized bath fans with automatic timers.
- iii. Electrical
  1. Energy Star Qualified light fixtures and LED lighting is encouraged
  2. Solar or LED landscape lighting encouraged (photo-cell required if installed)
  3. All exterior lighting to meet current City of Madison "Dark Sky" guidelines.

## **10. SUSTAINABLE CONSTRUCTION**

- i. Construction waste that is recyclable must be recycled.
- ii. Alternative Construction Techniques – Straw, Insulated Concrete Forms, Super-Insulated Structures and other alternative energy efficient techniques are permitted.
- iii. Green Roof systems – Preference shall be given to durable roofing materials that lasts longer than typical roofs and that contain recycled products.
- iv. Active Solar energy mechanisms allowed such as: Solar Hot Water System or Photovoltaics
- v. Window Performance Requirements
  1. Minimum glazing - dual pane with Low-E glass with Argon
  2. Minimum U value = .350 or less except on West and East facing glazing; those windows shall have a maximum U-value of .32 and a maximum SHGC of .4
  3. Windows shall also have a maximum infiltration rate of .3 cfm/sf
- vi. Material Selections – Priority shall be given to 3<sup>rd</sup> party verified construction materials and finishes that are sourced from renewable sources, harvested in a sustainable manor, exceed standards for indoor air quality related to VOC and other harmful compound content, and contain recycled content.

vii. Water Conservation – All water fixtures shall achieve water conservation levels that are better than code. Water Sense labeled fixtures are encouraged to achieve a guaranteed performance level that is better than code. When installed irrigation systems shall meet WaterSense requirements.

viii. Homes encouraged to meet Universal Accessibility Design Guidelines.

## **LANDSCAPE GUIDELINES**

### **1. GENERAL PHILOSOPHY.**

- i. The goal of the guidelines is to make Mosaic Ridge as sustainable, “green” and attractive as possible. Since the Lots are all contiguous with a natural green space, Owners are required to maintain a landscape that is healthy. Native plants are to be balanced with manicured lawn areas and, where practical, on site storm water management is encouraged by using rain gardens, rain barrels, cisterns, and other natural methods. Initial planting plans, that meet the minimum requirements, are to be reviewed and approved by the ARC. Conceptual landscape planting plans shall be submitted along with the building plans for review and approval by the ARC. All plantings are to be maintained. Home owners are encouraged to provide additional tree, shrubs and groundcover plantings in the future as the property matures and to provide perennial and annual seasonal plantings.

### **2. PLANTINGS.**

- i. TREES: Deciduous and evergreen trees should be planted in front, side and rear yards for shade, seasonal interest and wildlife food and shelter. Tree species should be chosen with ultimate or full-grown plant size in mind, thus avoiding severe pruning. Existing trees are to be saved to the greatest extent possible and properly maintained. Large deciduous trees should be planted a minimum of 6 feet from the eaves of the house. Evergreen trees should be planted a minimum of 8 feet from the eaves.

Minimum Tree planting requirements

- 1. Interior Lots = (1) front yard and (1) rear yard.
- 2. Corner Lots = (2) front yard/street yard trees and (1) rear yard.
- 3. The *minimum* caliper size for deciduous trees shall be 2”. Larger caliper trees are encouraged. Evergreen trees shall be a *minimum* of 6’ height. Taller evergreen trees are encouraged.

Owners shall choose from the following list of species:

<b>EVERGREEN TREES:</b> <i>Common Name</i>	<i>Scientific Name</i>	<i>Cultural Requirements</i>
Arborvitae or White Cedar	<i>Thuja occidentalis</i>	Partial shade
Black Hills Spruce	<i>Picea glauca</i> ‘Densata’	Full sun
Canada Hemlock	<i>Tsuga Canadensis</i>	Shade
Eastern Red Cedar	<i>Juniperus virginiana</i>	Full sun
Fraser Fir	<i>Abies fraseri</i>	Full sun
White Fir	<i>Abies concolor</i>	Full sun
White Pine	<i>Pinus strobus</i>	Full sun
White Spruce	<i>Picea glauca</i> (no blue var.)	Full sun

<b>DECIDUOUS TREES:</b> <i>Common Name</i>	<i>Scientific Name</i>	<i>Cultural Requirements</i>
American Elm ‘Pioneer’, ‘Regal’, ‘New Horizon’	<i>Ulmus americana</i> var.	Adaptable

<b>DECIDUOUS TREES:</b> <i>Common Name</i>	<i>Scientific Name</i>	<i>Cultural Requirements</i>
Eastern Larch or Tamarack	Larix laricina	Full sun
Ginkgo or Maidenhair Tree	Ginkgo biloba	Full sun
Thornless Honey Locust	Gleditsia triacanthos 'Inermis'	Full sun
Katsura Tree	Cercidiphyllum japonicum	Full sun
Kentucky Coffee Tree	Gymnocladus dioica	Full sun
Littleleaf Linden	Tilia cordata	Full sun
Northern Red Oak	Quercus rubra	Full sun
Pin Oak	Quercus palustris	Full sun, Requires acid soil
Autumn Blaze Red Maple	Acer rubrum 'Autumn Blaze'	Adaptable
Redmond Linden	Tilia americana	Full sun
Heritage River Birch	Betula nigra 'Heritage'	Adaptable
Shagbark Hickory	Carya ovata	Full sun
Sugar Maple	Acer saccharum	Full sun
White Oak	Quercus alba	Full sun

<b>MEDIUM TO SMALL TREES:</b> <i>Common Name</i>	<i>Scientific Name</i>	<i>Cultural Requirements</i>
American Hornbeam	Carpinus caroliniana	Partial shade
Blackhaw Viburnum	Viburnum prunifolium	Adaptable
Cockspur Hawthorn (thornless)	Crataegus crus-galli 'Inermis'	Full sun
Cornelian Cherry Dogwood	Cornus mas 'Golden Glory'	Partial shade
Eastern Redbud	Cercis canadensis	Adaptable
Flowering Crabapple	Malus species (Choose cultivars that are disease resistant.)	Full sun
Hop Hornbeam	Ostrya virginiana	Partial shade
Ivory Silk Japanese Tree Lilac	Syringa reticulata 'Ivory Silk'	Full sun
Pagoda Dogwood	Cornus alternifolia	Adaptable
Serviceberry	Amelanchier canadensis	Adaptable
Star Magnolia	Magnolia stellata	Full sun

- ii. SHRUBS: Deciduous and evergreen shrubs with planting beds are required to be planted in the front as horizontal masses along building foundations and walls. Shrubs can be used as accent plants to other planting beds and to complement the architectural lines of the house or garage. Houses with the sides located along perimeter streets shall incorporate plantings that are placed along structures to soften the view from the street and enhance the streetscape. Choose shrub species that will fit the designated space when mature, so severe pruning will be avoided. Soft hedges may be planted for screening and for attracting birds and other wildlife.

Minimum shrub planting requirements

1. Interior Lots = it is required to extend the massing a minimum of 2/3 of the front of the house and along side walls for a minimum of 6ft
2. Corner Lots = it is required to extend the massing a minimum of 2/3 of the front of the house, 2/3 of the street facade and along the interior side wall for a minimum of 6ft

Owners may choose from the following list of shrubs:

<b>EVERGREEN SHRUBS:</b> <i>Common Name</i>	<i>Scientific Name</i>	<i>Cultural Requirements</i>
Japanese Garden Juniper	Juniperus procumbens 'Nana'	Full sun
Blue Star Juniper	Juniperus squamata 'Blue Star'	Full sun
Blue Rug Juniper	Juniperus horizontalis 'Wiltonii'	Full sun
Buffalo Savin Juniper	Juniperus sabina 'Buffalo'	Full sun
Common Creeping Juniper	Juniperus communis 'Repanda'	Full sun
Compact Pfitzer Juniper	Juniperus 'Pfitzeriana Compacta'	Full sun
Siberian Cypress	Microbiota decussata	Adaptable
Taunton Yew	Taxus x media 'Tauntonii'	Shade
Dwarf Japanese Yew	Taxus cuspidata 'Nana'	Shade
Emerald Arborvitae	Thuja occidentalis 'Emerald'	Adaptable
Ware Arborvitae	Thuja occidentalis 'Wareana'	Adaptable

<b>DECIDUOUS SHRUBS:</b> <i>Common Name</i>	<i>Scientific Name</i>	<i>Cultural Requirements</i>
Green Velvet Boxwood	Buxus x 'Green Velvet'	Adaptable
Gray Dogwood	Cornus racemosa	Adaptable
Kelsey Redtwig Dogwood	Cornus sericea 'Kelseyi'	Adaptable
New Jersey Tea	Ceanothus americanus	Adaptable
Hedge Cotoneaster	Cotoneaster lucidus	Adaptable
Dwarf Bush Honeysuckle	Diervilla lonicera	Adaptable
Kalm's St. Johnswort	Hypericum kalmianum	Full sun
Gro-Low Fragrant Sumac	Rhus aromatica 'Gro-Low'	Adaptable
Rugosa Rose cultivars	Rosa rugosa cvs.	Full sun
Dwarf Arctic Willow	Salix purpurea 'Gracilis'	Full sun
Syringa patula 'Miss Kim'	Syringa patula 'Miss Kim'	Full sun
Arrowwood Viburnum	Viburnum dentatum	Shade
Korean Spice Viburnum	Viburnum carlesii	Shade
American Cranberry-bush Viburnum	Viburnum trilobum	Shade

iii. RAIN GARDENS.

1. Storm water runoff from roofs and other impermeable surfaces, as well as lawns, may be directed to rain gardens and or rain barrels that are sized to handle the runoff. Size depends on several factors: size of the drainage area, soil type, distance from the home, slope of the area, and depth of the rain garden. Most rain gardens are between 100 and 300 square feet. They should be at least 10' away from a dwelling on a slope of less than 12%.
  2. Rain gardens are to be planted with native grasses and forbs. Native prairie plants have deep and extensive root systems that allow the water to infiltrate relatively quickly into the ground. The intent is that all runoff during a normal rainfall will infiltrate into the ground very close to where it falls and not run-off quickly causing flooding, erosion and water pollution. Refer to the University of Wisconsin website for rain garden planning and planting details. It is:
  3. <http://clean-water.uwex.edu/pubs/> (effective as of February, 2009). Or contact UW Extension to request a hard copy.
- iv. **LAWNS:** Lawns should be seeded or sodded, attractive and well maintained. Choose low maintenance fescues and bluegrass varieties to eliminate the need for irrigation, chemical fertilizers, and frequent mowing. No turf grass may be used in any area having a slope greater than 25% (i.e., a slope of 4:1). No synthetic lawns shall be allowed.
- Recommended seed mixes:
- ◆ Dry soil, deep shade, difficult to manage areas
    - Sold as Care-Free lawn seed blend
    - 20% Blue Fescue, 35% Creeping Red Fescue, 25% Chewings Fescue, 20% Hard Fescue
  - ◆ General lawn areas
    - Sold as Madison Parks lawn seed blend
    - 50% Kentucky Bluegrass, 25% Creeping Red Fescue, 25% Perennial Ryegrass
  - ◆ General lawn areas with a mix of sun and shade
    - Sold as Sun and Shade lawn seed blend
    - 30% Kentucky Bluegrass, 20% Creeping Red Fescue, 20% Perennial Ryegrass, 10% Hard Fescue, 20% Chewings Fescue
- v. **GROUND COVERS:** Groundcovers may be used in place of lawns around trees, planting beds, etc. Native species are recommended. Owners who desire to plant ground cover shall choose from the following list of ground cover:

<b>GROUND COVERS</b>		
<i>Common Name</i>	<i>Scientific Name</i>	<i>Cultural Requirements</i>
Bugleweed	Ajuga reptans	Shade
Barren Strawberry	Waldsteinia ternata	Adaptable
Dwarf crested Iris	Iris cristata	Shade
Hosta	Hosta species	Shade
Wild Ginger	Asarum canadense	Shade
Wild Sweet William	Phlox divaricata	Adaptable
Bishop's Hat	Epimedium sp.	Shade
Sweet Woodruff	Galium oderatum	Shade
Daylily	Hemerocallis sp.	Adaptable
Japanese Pachysandra	Pachysandra terminalis	Shade
Sedum species	Sedum sp.	Full sun
Periwinkle	Vinca minor	Adaptable

- vi. **INVASIVE PLANTS:** See the Wisconsin Department of Resources Invasive Plant Species list for plants not allowed. Find it online at: [WDNR Invasive Plant List](#) (effective as of February, 2009).
- vii. Common invasive species such as Amur maple, Purple loosestrife, Tree-of-heaven, Common and Glossy buckthorn, Russian or Autumn olive, Morrow's, Bell's, Japanese or Tartarian honeysuckle, Multiflora rose are some common invasive plants, available commercially, should be avoided.

## **REVIEW PROCESS**

- i. **Function.** To encourage the architectural harmony of the community, the CDA, architect, contractor and all property Lot Owners are bound by regulations defined in the Declaration and these Regulations. To that end, no structure shall be erected or altered until both Municipal and ARC approvals have been obtained.
- ii. **Scope of Authority.** The ARC has the authority as provided in the Declaration and these Regulations to ensure that all construction located within MOSAIC RIDGE are in accord with the Declaration and these Regulations. The ARC will also review all homeowners' alterations and modifications to exterior of the existing structures (including but not limited to walls, painting, windows, doors, decks, patios, landscaping, etc.).
- iii. **Limitation and Release.** The purpose of the ARC is to review the Submission in order to determine compliance with the Declaration and Regulations. The Lot Owner and its agents and employees, and not the ARC, shall have the sole authority and obligation to comply with all applicable codes and laws, to select, review and provide or have provided all appropriate design, engineering and construction services, and to select, review and provide all appropriate materials and methods with respect to the home and Lot (collectively, the "Construction Methods and Materials"). Lot Owner releases and holds the ARC harmless from any and all claims, causes of action, liability, or damages to the extent caused by the Lot Owner's or its employees or agents negligence or intentional acts or omissions in the performance of the Construction Methods and Materials.
- iv. **Submit two copies to the ARC of the required documents for Sketch Design Review as well as Construction Design Review as described below. Contact the ARC to schedule an appointment for each review. Construction may not begin until Construction Design Review is approved.**
- v. **Upon ARC review, the Lot Owner will be notified in accordance with the Declaration. The reasons for approval with stipulation or disapproval will be clarified for the Lot Owner in writing and/or with drawings. The ARC will contact the Lot Owner to meet at the next regularly scheduled ARC meeting. At that meeting, the submittal will be deemed "approved" or "disapproved".**
- vi. **An application for withdrawal may be made without prejudice, provided the request for withdrawal is made in writing to the ARC.**
- vii. **All variance requests pertaining to the ARC approvals must be made in writing to the ARC. Any variance granted or refused shall be considered unique and will not set any precedent for the future decisions.**
- viii. **If an application has been denied, or the approval is subject to conditions which the Lot Owner feels are unacceptable, the Lot Owner may request a hearing before the ARC to justify his/her position. The ARC will consider the arguments and facts presented by the Lot Owner and notify the Lot Owner of its final decision within ten (10) business days of the hearing.**

### **STEP 1 – SKETCH DESIGN REVIEW.**

- i. In addition to verifying the setbacks as indicated on the individual lot buildable area plans (Exhibit C), Sketch Design Review checks the designs for correct interpretation of the Regulations. Required Form: Sketch Review Application (Exhibit B, Form #1). Required Drawings (on 11" x17" sheets) are as follows:
  1. Site Plan (1/16" or 1/8" = 1') w/ north arrow showing:
    - a. Property lines and setback lines with dimensions
    - b. Home and garage footprints with entries, porches and balconies delineated,
    - c. Overhangs as dashed lines.
    - d. Dimensioned drives, walks, gardens, and pools
    - e. Existing tree trunks and canopies with diameter dimensioned
    - f. Elevation of its first floor
    - g. Site contours beginning at the street centerline

- h. Landscape concept.
- 2. Floor Plans (1/8" = 1') showing:
  - a. Room use and dimensions
  - b. All windows and doors with swings shown
  - c. All overhangs of floors and roofs as dashed lines
  - d. Overall dimensions
  - e. Total enclosed square footage
- 3. Elevations (1/8" = 1') showing:
  - a. Porches, balconies, doors and windows
  - b. Principal materials rendered and specified
  - c. Height of each floor, eaves and roof peak dimensioned from the first floor
  - d. Overall height from the ground
  - e. Roof pitch
- 4. Roof Plan (1/8" = 1')

**STEP 2: CONSTRUCTION DESIGN REVIEW.**

- i. This review checks the construction documents for compliance with the Declaration and Regulations only. Form Required: Construction Design Review Application (Exhibit B, Form #2). Required Drawings are as follows:
  - 1. Site Plan (1/16" or 1/8" = 1') with north arrow showing:
    - a. Property lines and setback lines with dimensions
    - b. Home and garage footprints with entries, porches, patios, stoops, decks and balconies delineated, show overhangs as dashed lines.
    - c. Garden walls, fence lines, location, height and material quality of retaining walls.
    - d. Water, electric and sewer service
    - e. Grading plan
    - f. Location, dimensions and materials for walks and drives
    - g. Limits of construction activity and tree protection (no construction, traffic or storage of materials will be permitted beyond these limits)
    - h. Exterior light locations and types
    - i. Location of external equipment (gas and electric meters, a/c compressors), location of recycling, trash and composting waste bins, etc
  - 2. Floor Plans (1/8" = 1') showing:
    - a. Rooms showing amenities, bath fixtures, cabinets, stairs, etc.
    - b. Foundation plan dimensioned
    - c. Wall, window and door openings dimensioned
    - d. All overhangs of floors and roofs as dashed lines
    - e. Overall dimensions
    - f. Total enclosed square footage
  - 3. Elevations & Section:
    - a. Each elevation at 1/4" = 1'-0" with a simple color rendering or colored diagram



depicting material quality of fronting street elevation.

- b. Typical wall detail from ground to ridge at  $\frac{3}{4}$ " = 1' or larger.
- 4. Landscape Plan (Exhibit B, Form #4):
  - a. A landscape plan including planting plan listing plants and their respective locations.
  - b. Planting plan is to be reviewed by the ARC.
- 5. Samples (1 set): Color samples of each key exterior building material, labeled as to specification and location (Exhibit B, Form #3):

**STEP 3: CONSTRUCTION COMMENCEMENT.**

- i. Construction may begin upon receipt of written ARC approval. The Owner is responsible for obtaining all appropriate permits prior to construction from agencies having jurisdiction. The ARC reserves the right to inspect the Lot and home for compliance with the Declaration and the Regulations during any stage of construction. The ARC is empowered to enforce its policy as set forth in the Declaration and these Regulations.

**STEP 4: FINAL INSPECTION.**

- i. A home may be occupied upon owner's receipt of a municipal occupancy permit and a Request for Final Inspection (Exhibit B, Form #5) by ARC. All construction must correspond with submitted, approved drawings.

**STEP 5: MINOR CHANGES.**

- i. It is anticipated that Owners may wish to make improvements or modifications to their home or Lot during the initial construction or at a future date. A change may be executed upon Owner's receipt of written ARC approval of the Application for Change(s) (Exhibit B, Form #6).

**END**

# EXHIBIT A: Examples of Basic Building Components



\* Horizontality of Prairie Style to Conform with the Natural Contour of the Environment. Native prairie grass landscaping.

PHOTO BY: Jon Jallings Photo



\* Modern Interpretation of Scandinavian Style with Simple Plinth Base.

PHOTO BY: Jon Jallings Photo



\* Traditional Bungalow with accentuated gable roof and strong base.

# **EXHIBIT B**

## **REVIEW FORMS**



011 Form #1

SKETCH DESIGN REVIEW APPLICATION

LOT NUMBER/ADDRESS: \_\_\_\_\_

OWNER: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

BUILDER: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

ARCHITECT/DESIGNER: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

LANDSCAPE ARCHITECT/DESIGNER: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Information

1. Are any variances from the Architecture and Landscape Requirements being requested under this application?  
Yes No

If yes, please describe the variance and the reason for it. \_\_\_\_\_

2. Submit 2 sets of the following drawings (please check)

Site Plan (must be at 1/8"=1'-0" scale)

Floor Plans

Roof Plan

Elevations

Sustainable Construction

Alternative Energy Approach

Landscape Concept Plan

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Submit to:

Community Development Authority  
215 Martin Luther King Jr. Room 120  
Madison, WI 53701

Date Received: \_\_\_\_\_

Date Approved: \_\_\_\_\_

For Stamped Approval

011 Form #2

CONSTRUCTION DESIGN REVIEW APPLICATION



LOT NUMBER/ADDRESS: \_\_\_\_\_

OWNER: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

BUILDER: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

ARCHITECT/DESIGNER: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

LANDSCAPE ARCHITECT/DESIGNER: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Submit 2 sets of the following drawings (please check)

Site Plan (must be at 1/8"=1'-0" scale)

Floor Plans

Roof Plan

Elevations & Sections

Rendered Elevation

Landscape Concept Plan

Site Grading Plan/Erosion Control

Alternative Energy Approach

Sustainable Construction

Construction Waste/Recycling Plan

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Submit to:

Community Development Authority  
215 Martin Luther King Jr. Room 120  
Madison, WI 53701

Date Received: \_\_\_\_\_

Date Approved: \_\_\_\_\_

For Stamped Approval



011Form #3

**COLORS/MATERIALS DESIGN REVIEW APPLICATION**

LOT NUMBER/ADDRESS: \_\_\_\_\_

OWNER: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

BUILDER: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

ARCHITECT/DESIGNER: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Please Check:

Materials Submitted

Colored Elevation Submitted

Submit photographs or cut sheets of the following:

	Material	Color/Quantity	Model or Manufacturer
Exterior Doors	_____	_____	_____
Windows	_____	_____	_____
Garage Doors	_____	_____	_____
Roofing	_____	_____	_____
Exterior Siding Materials	_____	_____	_____
	_____	_____	_____

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Submit to:	Date Received: _____	For Stamped Approval
Community Development Authority 215 Martin Luther King Jr. Room 120 Madison, WI 53701	Date Approved: _____	



**Form #4**

**011 LANDSCAPE/OUTBUILDING/FENCE DESIGN REVIEW APPLICATION**

Lot Number/Address: \_\_\_\_\_

**OWNER:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_

**BUILDER:** \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

**LANDSCAPE DESIGNER:** \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Notes:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please check:

Landscape Plan submitted (2 sets of plans)

Fence Plan submit site plan, elevation or picture of fence, height of fence (2 sets of plans)

Outbuilding Plan submit site plan, elevation or picture building, height, materials and color (2 sets of plans)

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_

<p>Submit to: Community Development Authority 215 Martin Luther King Jr. Room 120 Madison, WI 53701</p>	<p>Date Received: _____ Date Approved: _____</p>	<p>For Stamped Approval</p>
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011 **Form #5**

**APPLICATION FOR FINAL INSPECTION**



**Lot Number/Address:** \_\_\_\_\_

**OWNER:** \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

**BUILDER:** \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

**CERTIFICATION:**

I do hereby certify in good faith that the contracted structure on said Lot conforms to the Codes and the Construction Documents as approved by the Architectural Review Committee (ARC). All site work, landscaping, cleaning, removal of temporary utilities, and repair of damage to the right-of-way and common areas has been implemented.

Signature of Owner: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Builder: \_\_\_\_\_ Date: \_\_\_\_\_

**APPROVAL:**

Architectural Review Committee date of Final inspection: \_\_\_\_\_

ARC Approval Signature: \_\_\_\_\_

Submit to: Community Development Authority 215 Martin Luther King Jr. Room 120 Madison, WI 53701	Date Received: _____	Date Approved: _____	For Stamped Approval
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**011FORM #6**

**APPLICATION FOR CHANGE(S)**

LOT NUMBER/ADDRESS: \_\_\_\_\_

OWNER: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

ARCHITECT/DESIGNER: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

BUILDER: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ E-mail: \_\_\_\_\_

Describe Change: (Attach sketch of proposed change):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Change:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Submitted By: \_\_\_\_\_ Date: \_\_\_\_\_

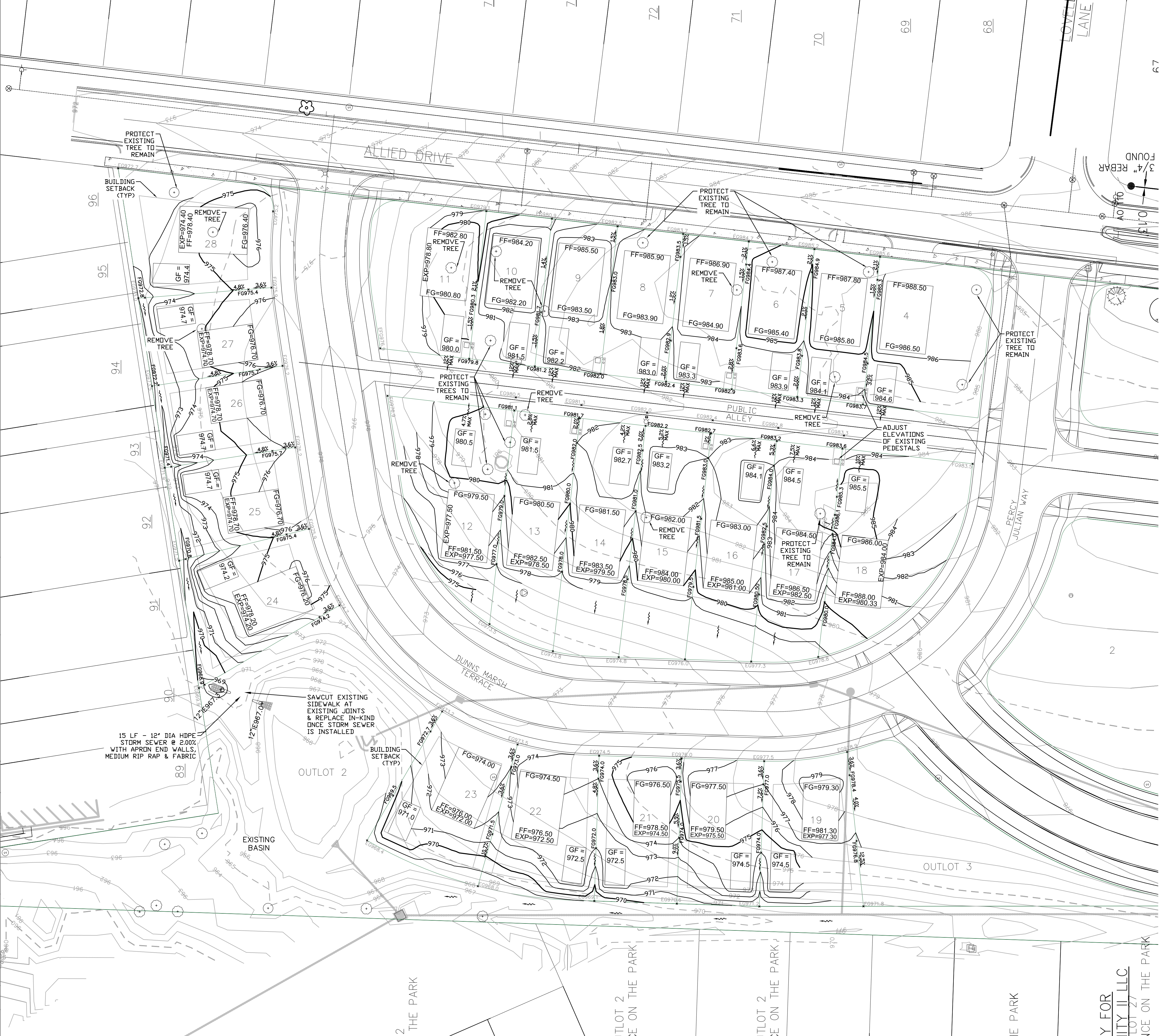
Signature: \_\_\_\_\_

<p>Submit to:  Community Development Authority 215 Martin Luther King Jr. Room 120 Madison, WI 53701</p>	<p>Date Received: _____  Date Approved: _____</p>	<p style="text-align: center;">For Stamped Approval</p>
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# EXHIBIT C

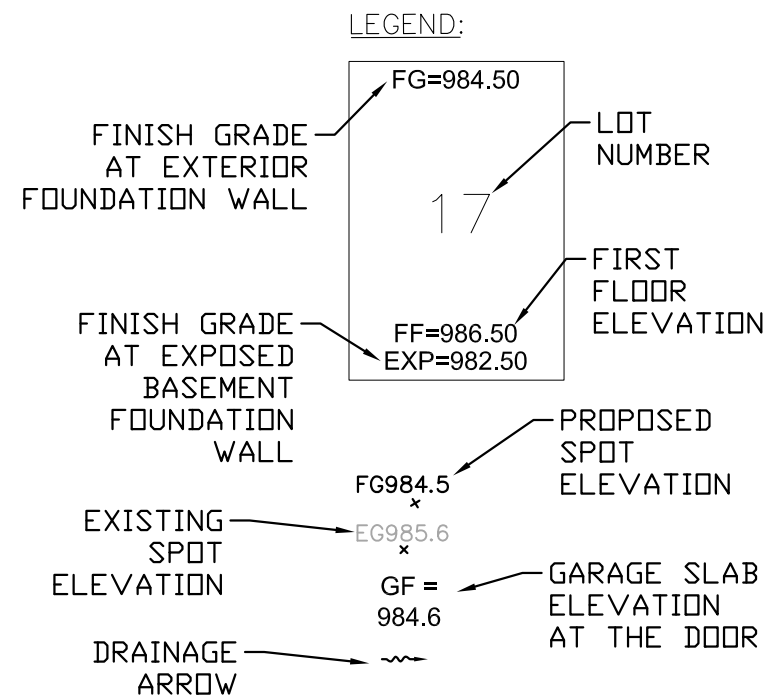
Grading Plan  
See Attached

File: P:\2200\2296\_05-AlliedPH2-DG\CAD\P-SC-2013.dwg Layout: Layout1 User: mfk Plotted: Sep 30, 2013 3:01pm



NOTES:

- THE CONTRACTOR SHALL CONTACT DIGGERS HOTLINE A MINIMUM OF 3 WORKING DAYS PRIOR TO THE START OF CONSTRUCTION.
- CONTRACTOR SHALL STABILIZE FINAL SLOPES STEEPER THAN 4:1 WITH CLASS 1 TYPE A EROSION MATTING STAPLED AT 1 STAPLE PER SQUARE YARD.



EROSION NOTES:

- THE CONTRACTOR SHALL MINIMIZE THE AMOUNT OF DISTURBED AREA.
- THERE ARE A LIMITED NUMBER OF DOWNSTREAM INLETS IN OR ADJACENT TO THE SITE. CONTRACTOR IS TO USE WOOL TYPE D INLET PROTECTION ON EXISTING AND PROPOSED INLETS ONCE THEY ARE CONSTRUCTED.
- SUGGESTED LOCATIONS FOR INSTALLATION OF EROSION CONTROL ITEMS ARE SHOWN IN THE PLANS. FINAL LOCATIONS SHALL BE DETERMINED IN THE FIELD BY THE CONTRACTOR AND APPROVED BY THE ENGINEER. EROSION CONTROL ITEMS SHALL BE IN PLACE PRIOR TO CONSTRUCTION. EROSION CONTROL ITEMS SHALL BE MAINTAINED UNTIL SUCH TIME THAT THE ENGINEER DEEMS THE DEVICES NO LONGER NECESSARY.
- SOIL DISTURBANCE SHALL BE CONDUCTED IN SUCH A MANNER AS TO MINIMIZE EROSION. SOIL STABILIZATION MEASURES SHALL CONSIDER THE TIME OF YEAR, SITE CONDITIONS AND THE USE OF TEMPORARY OR PERMANENT MEASURES. ALL DISTURBED AREAS OF LAWN SHALL BE PATCHED WITH SEED FERTILIZER AND MULCH/MAT
- ALL DISTURBED AREAS SHALL BE STABILIZED WITH SOIL STABILIZER TYPE B IF THERE IS A DELAY OF MORE THAN 7 CALENDAR DAYS BETWEEN INITIAL GRADING AND FINAL TOPSOIL AND SEEDING. SOIL STABILIZER APPLICATION SHALL BE AT THE CONTRACTOR'S EXPENSE.
- ALL DISTURBED AREAS SHALL BE STABILIZED WITH TEMPORARY OR PERMANENT MEASURES WITHIN 7 CALENDAR DAYS OF THE END OF ACTIVE HYDROLOGIC DISTURBANCE, OR RE-DISTURBANCE. THE CONTRACTOR SHALL USE EROSION MATTING ON ALL SLOPES STEEPER THAN 5:1 (20%)
- ALL TEMPORARY EROSION AND SEDIMENT CONTROL MEASURES SHALL BE REMOVED WITHIN 30 DAYS AFTER FINAL SITE STABILIZATION IS ACHIEVED OR AFTER THE TEMPORARY MEASURES ARE NO LONGER NEEDED.
- A TRACKING MAT WILL NOT BE REQUIRED DUE TO THE LIMITED NATURE OF DISTURBANCE FOR THIS SITE. THE EROSION CONTROL MEASURES INDICATED ON THE PLANS ARE THE MINIMUM REQUIREMENTS. ADDITIONAL MEASURES MAY BE REQUIRED AS DIRECTED BY THE ENGINEER OR GOVERNING AGENCY.
- CONSTRUCTION ACCESS TO THE SITE WILL ONLY BE FROM THE EASTERNMOST ENTRY ON W. PIERCE ST. CONTRACTOR SHALL ENSURE THAT ACCESS TO THE SITE AND ADJACENT STREETS ARE CLEANED UP FROM DIRT AND TRACKED MUD AT THE END OF EACH DAY.

ANTICIPATED CONSTRUCTION SCHEDULE:

- INSTALL EROSION CONTROL MEASURES AS PRESCRIBED IN THE CITY EROSION CONTROL PERMIT.
- CLEAR & GRUB EXISTING TREES AS LABELED ON THE PLAN.
- STRIP TOPSOIL AND PERFORM GRADING OPERATIONS..
- CONSTRUCT BUILDINGS IF APPLICABLE.
- INSTALL CULVERT AND REPAIR SIDEWALK AS SHOWN ON THE PLAN.
- REMOVE EROSION CONTROL ITEMS.

\*SEEDING AND STABILIZATION INFORMATION & DEADLINES ARE AS FOLLOWS:

- CONTRACTOR TO USE HWY MIX #20 AT A RATE OF 2.5 LBS/1000 SF
  - CONTRACTOR TO APPLY FERTILIZER AT A RATE OF 2 LBS/1000 SF
- AFTER SEPTEMBER 15TH, A COOL WEATHER SEEDING COVER CROP MUST BE APPLIED (I.E. OATS)
- AFTER OCTOBER 15TH, A DORMANT SEEDING COVER CROP MUST BE APPLIED (I.E. WINTER WHEAT)
- AFTER NOVEMBER 15TH, A DORMANT SEEDING MUST BE APPLIED WITH AN ACCEPTABLE SOIL STABILIZER. (POLYACRYLIMIDE)



Professional Seal

Revision Date

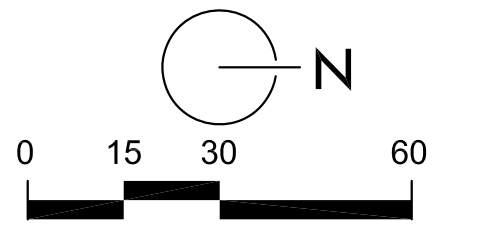
Project Name

MOSAIC RIDGE

CITY OF MADISON, WISCONSIN

Drawn By: MF  
 Checked By: BT  
 File: P-SG  
 Issued For: PRELIMINARY  
 Date: 09/26/2013  
 Project No. 2296.05

Sheet Title  
 LOT GRADING PLAN



Sheet Number

C3.1