



Department of Planning & Community & Economic Development

Planning Division

Katherine Cornwell, Director

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January 25, 2016

Michael Marty
Vierbicher Associates, Inc.
999 Fourier Dr. Ste. 201
Madison, Wisconsin 53717

RE: Certified Survey Map – 1002-1028 East Washington Avenue

Dear Mr. Marty;

Your three-lot certified survey of property located at 1028-1046 East Washington Avenue, Section 13, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned TE (Traditional Employment). The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

Please contact Jeff Quamme of City Engineering-Mapping at 266-4097 if you have questions regarding the following twelve (12) items:

1. The exception parcel of Lot 13 except the Northwest 1 foot appears to have incorrect depths on the northeast and southwest sides. Existing surveys and the split of the block appears that each side should be approximately a foot longer. Check the split of the Block and revise the map, legal description and easement details as necessary.
2. Applicant shall provide for review reciprocal easements and agreements including, but not limited to, access, parking, bicycle parking, utilities, common areas and storm water drainage/management between lots that are necessary to accomplish the development as proposed. The document(s) shall then be executed and recorded and copies provided prior to building permit issuance.
3. Add a note under Lot 3: Subject to Doc. 3853677. See note 10 on Sheet 4.
4. Provide required "recorded as" information per Doc. No. 3853677 for lands acquired by the City of Madison on sheet 1 at the intersection of N. Ingersoll St and E. Washington Ave.
5. The Applicant shall submit to Jeff Quamme, prior to Engineering sign-off of the subject plat, one (1) digital CADD drawing and one (1) signed copy of the final plat/CSM to the Mapping/GIS Section of the Engineering Division either as hard copy or Adobe pdf format. The digital CADD file shall be submitted in the WISDOT County Coordinate System, Dane County Zone datum in either Auto CAD Version compatible with MicroStation Version V8i, MicroStation Version V8i or older or Universal DXF Formats. The digital CADD file(s) shall contain the minimum of the items stated below, each on a separate layer name/level number. All line work shall be void of gaps and overlaps that would cause any parcel, street or easement to not properly close. All line work orientation and geometrics shall match the dimensioning as labeled on the final recorded plat:
 - a. Right-of-Way lines (public and private)

- b. Lot lines
- c. Lot numbers
- d. Lot/Plat dimensions
- e. Street names
- f. Easement lines (i.e. street, sanitary, storm (including wetland & floodplain boundaries) water, pedestrian/bike/walkway, or any public and/or private interest easement except local service for Cable TV, gas, electric and fiber optics).

NOTE: This Transmittal is a separate requirement from the required Engineering Streets Section for design purposes. The Developer/Surveyor shall submit new updated final plat, electronic data and a written notification to Engineering Mapping for any changes to the plat which occur subsequent to any original submittal of data and prior to final sign off.

6. Prior to Engineering final sign-off by main office for Plats or Certified Survey Maps (CSM), the final Plat or CSM must be submitted to Engineering Division Surveyor / Land Records Coordinator for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division sign-off. Electronic mail submittal of the FINAL Plat or CSM in PDF form is preferred. Transmit to [jqumme@cityofmadison.com](mailto:jrqumme@cityofmadison.com).
7. This pending Certified Survey Map application shall be completed and recorded with the Dane County Register of Deeds (ROD) prior to issuance of any building permits for new construction. When the recorded CSM image is available from the ROD, the Assessor's Office can then create the new Address-Parcel-Owner (APO) data in GEO so that the Accela system can upload this data and permit issuance made available for this new land record.
8. Revise the location header at the top sheets 5 and 6 to match sheets 1 through 4.
9. Begin the legal description at the North 1/4 corner of Section 13, and then proceed to the meander corner. Label the point of beginning on sheet 1. Revise the legal description as there are 5 courses, not 4 along Document No. 3853677. Also add the 7.54' long course to the legal description.
10. Revise the 225.47' dimension to 237.47 feet in the detail of the corner of Ingersoll and East Washington.
11. The easement releases per the notes on sheet 4 shall be recorded and the document no's populated on the CSM prior to final sign off.
12. Adjacent street name Curtis Place; add (AKA Curtis Court)

Please contact Brenda Stanley of the City Engineering Division at 261-9127 if you have questions regarding the following three (3) items:

13. All outstanding Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to Engineering sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Mark Moder (608-261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff. (MGO 16.23(9)(d)(4)).
14. The lots within this certified survey map are inter-dependent upon one another for storm water runoff conveyance, and/or a private drainage system exists for the entire site an agreement shall be provided for the rights and responsibilities of all lot owners. Said agreement shall be reviewed and placed on file by the City Engineer, referenced on the certified survey map and recorded at the Dane Co Register of Deeds. (POLICY).

15. A minimum of two (2) working days prior to requesting City Engineering signoff on the plat/csm the applicant shall contact Brenda Stanley at 608-261-9127 (bstanley@cityofmadison.com) to obtain the final stormwater utility charges that are due and payable prior to sub-division of the properties. The stormwater utility charges (as all utility charges) are due for the previous months of service. All charges shall be cleared prior to the land division (and subsequent obsolesces of the existing parcel) (POLICY).

Please contact Janet Schmidt of the Parks Division, at 261-9688 if you have questions regarding the following item:

16. Park impact fees (comprised of the Park Development Impact Fee per MGO Sec. 20.08(2) and the Parkland Impact Fee in lieu of land dedication per MGO Sec. 16.23(8)(f) and 20.08(6)) will be required for all new residential development. The developer must select a method for payment of park fees before signoff of the rezoning request. This development is within the Tenney, Law, James Madison Impact fee district (SI26). Please reference ID# 15162 when contacting Parks about this project.
17. The following note should be included on the CSM: "LOTS WITHIN THIS SUBDIVISION ARE SUBJECT TO IMPACT FEES THAT ARE DUE AND PAYABLE AT THE TIME BUILDING PERMIT(S) ARE ISSUED.
18. Parks Division shall be required to sign off on this CSM.

Please contact Dennis Cawley of the Water Utility at 266-4651 if you have any questions regarding the following item:

19. All operating private wells shall be identified and permitted by the Water Utility in accordance with MGO 13.21. All unused private wells shall be abandoned in accordance with MGO 13.21.

Please contact Bill Sullivan of the Madison Fire Department at 261-9658 if you have any questions regarding the following item:

20. The Madison Fire Department does not object to this proposal provided the project complies with all applicable fire codes and ordinances.

Please contact Heidi Radlinger of the Office of Real Estate Services at 266-6558 if you have any questions regarding the following six (6) items:

21. Property Description –

PARCEL ADDRESS	TAX PARCEL NUMBER
1002 East Washington Avenue	251-0709-131-1610-3
1028 East Washington Avenue	251-0709-131-1615-3
1031 East Mifflin Street	251-0709-131-1617-9

22. **Real Estate Taxes and Special Assessments** - The 2014 real estate taxes are paid for the subject property. Under 236.21(3) Wis. Stats. and 16.23(5)(g)(1) Madison General Ordinances, the property owner shall pay all real estate taxes that are accrued or delinquent for the subject property prior to CSM recording. This includes property tax bills for the prior year that are distributed at the beginning of the year.

As of the date of this letter there are no special assessments reported. If special assessments are

levied against the property, they shall be paid in full prior to signoff pursuant to Ordinance Enactment No. ORD-08-00094, ID No. 10847, Enactment Date 8/23/2008.

23. **Storm Water Fees** - Please coordinate with Tim Troester (608-267-1995) or Brenda Stanley (608-261-9127) in the City Engineering Division to obtain any outstanding storm water management fees from the City of Madison Water Utility. Receipts for the payment of the prorated fee shall be presented prior to CSM approval sign-off.
24. **Title Report Update** - Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Heidi Radlinger in City's Office of Real Estate Services (hradlinger@cityofmadison.com), as well as the survey firm preparing the proposed CSM. The report shall search the period subsequent to the date of the initial title report (10/5/2015) submitted with the CSM application and include all associated documents that have been recorded since the initial title report. Surveyor shall update the CSM with the most recent information reported in the title update.
25. **Copy of Recorded CSM** - The owner shall email the document number of the recorded CSM to Heidi at the City's Office of Real Estate Services as soon as the recording information is available.
26. **CSM Revision Requirements** -
 - a) Correct two Note #11s on Sheet 4
 - b) Remove "acting" from Plan Commission Secretary Certificate

Specific questions regarding the comments or conditions contained in this letter should be directed to the commenting agency.

A resolution approving the CSM and authorizing the City to sign it and any other documents related to the proposed land division was approved by the Common Council on January 19, 2016.

As soon as the comments and conditions have been satisfied as verified with a completed affidavit form (attached), the original along with the revised Certified Survey Map, with all signatures and approvals from the reviewing agencies, shall be brought to this office for final signoff. You or your client may then record the certified survey at the Dane County Register of Deeds. For information on recording procedures and fees, contact the Register of Deeds at 266-4141.

Prior to City Engineering final sign-off by the main office of the CSM, the final CSM shall be submitted to the Engineering Division Surveyor/ Land Records Coordinator for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division signoff. E-mail submittal of the final CSM in PDF form is preferred. Transmit to jrquamme@cityofmadison.com.

The owner shall furnish to the Office of Real Estate Services and the survey firm preparing the CSM an updated title report covering the period between the date of the initial title report and the date when final signoff is requested. The surveyor shall update the CSM with the most recent information reported in the title update.

Upon acceptance and recording of the Certified Survey Map by the Dane County Register of Deeds, please transfer the recorded volume, document number, and page numbers to the copies and forward a copy to this office for our records. The original survey map with the recording information is permanently kept on file in the Dane County Register of Deeds Office. A copy of the recorded document can be obtained from the Register of Deeds Office, Room 110, City-County Building or the Real Estate Office in the Madison Department of Planning and Development.

Any appeal from this action, including the conditions of approval, must be filed with the Circuit Court within 30 days from the date of this letter. **The approval of this CSM shall be null and void if not recorded in twelve (12) months from the date of the approving resolution or this letter, whichever is later.**

If you have any questions or if may be of any further assistance, please do not hesitate to contact my office at 266-5974.

Sincerely,

Heather Stouder, AICP
Planner

cc: Brenda Stanley, City Engineering Division
Jeff Quamme, City Engineering Division
Jenny Kirchgatter, Assistant Zoning Administrator
Sally Sweeney, City Assessor's Office
Heidi Radlinger, Office of Real Estate Services
Janet Schmidt, Parks Division
Bill Sullivan, Fire Department