



Department of Planning & Community & Economic Development

## Planning Division

Katherine Cornwell, Director

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April 21, 2015

Michelle Burse  
Burse Surveying and Engineering, Inc  
1400 E Washington Avenue, Suite 158  
Madison, WI 53703

RE: Approval of a two-lot Certified Survey Map (CSM) at 5110 High Crossing Boulevard

Dear Ms. Burse:

Your two-lot certified survey of property located at 5110 High Crossing Boulevard, Section 27, Township 8N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned CC (Commercial Center District). Please note, a separate approval letter will be provided to the listed contact person for the Conditional Use application that was submitted concurrently. The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

**Please contact Janet Schmidt, Engineering Division at 261-9688 if you have questions regarding the following 20 items:**

1. There is public sanitary sewer within close proximity to the north and west sides and also crosses the Certified Survey Map at the northwest corner. Provide a public sanitary sewer easement on the face of the Certified Survey Map. The limits of the easement lying within this CSM shall be a minimum of 15 feet from the center of the sanitary sewer improvements. Contact Jeff Quamme ([jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com)) for the easement language required to be placed on the Certified Survey Map.
2. The northern 33 feet of the CSM is subject to an existing sanitary Sewer Easement that was retained upon the discontinuance of Gisholt Road per Document No. 1992622. Per ss 80.32(4). Whenever any public highway or public ground has been vacated or discontinued the easements and rights incidental thereto acquired by or belonging to any county, school district, town, village or city or to any utility or person in any underground or overground structures, improvements or services and all rights of entrance, maintenance, construction and repair of the same shall continue. This easement shall be released by separate document prepared by City Office of Real Estate Services. Applicant must prepare metes and bounds legal description and scale map exhibit for the portion to be released and provide to Engineering Land Records Coordinator Jeff Quamme for review. Upon approval of the exhibits and payment of the required \$500 administration fee (check payable to City of Madison Treasurer) to cover staff time and recording costs, Engineering will create the necessary

Office of Real Estate Services (ORES) Project. ORES staff will then administer the release document(s) and record with the Dane County Register of Deeds prior to recording the proposed CSM.

3. The side of the CSM in the northeast corner having a length of 195.36 feet is incorrect. There is a 1°36' bend in the middle of the line at the location where it crosses the discontinued right of way of Gisholt Road. Revise the CSM boundary accordingly using Document No's 1992622 (discontinuance) and 1992623 (quit claim of lands for road).
4. The intent of the watermain easement per Document No. 2358110 is for a 20' wide easement adjacent to the right of way of the Interstate. Please revise and dimension as such. Provide recorded as information on dimensions.
5. Add a certificate of Consent of Mortgagee for the McFarland State Bank.
6. Provide Recorded As information on the 108.55 and 109.06 long courses on the northwesterly side of the CSM per Document No. 2897424.
7. Remove the "Lands" label in the middle of the CSM. Renumber one of the Lots to be Lot 2.
8. Under the Outlot 1 label south of High Crossing Blvd, add a note "Dedicated by Quit Claim Deed to WISDOT Doc No. 4156955.
9. Add a note: All buildings and outdoor recreational areas shall comply with MGO Chapter 16.23(3)(d) – Highway Noise Land Use Provisions policies and ordinance.
10. Proposed buildings, retaining walls, improvements and grade changes are proposed along the north side of the CSM within the Electric Line Easement per Document No. 1816552 and Gas Easement per 1920386. Proposed plans show the relocation of these electric and gas facilities. Provide recorded copies of the easement release documents, remove the portions from the CSM that are released, and show the location of the new easements with recording information.
11. Surveyor's Certificate: correct spelling of Boulevard to Boulevard.
12. Surveyor's Certificate: add first Point of Beginning text to appropriate line.
13. Survey drawing: add POB to appropriate location.
14. 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 Janet Schmidt (608-261-9688) 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)

16. 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 Janet Schmidt (608-261-9688) 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))
17. Wisconsin Administrative Code A-E 7.08 identifies when Public Land System (PLS) tie sheets must be filed with the Dane County Surveyor's office. The Developer's Surveyor and/or Applicant must submit copies of required tie sheets or monument condition reports for all monuments, including center of sections of record, used in this survey, to Jeff Quamme, City Engineering ([jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com)). If a new tie sheet is not required under A-E 7.08, Engineering requests a copy of the latest tie sheet on record with Dane County Surveyor's office to be attached to the monument condition report. The Applicant shall identify monument types on all PLS corners included on the Plat or CSM. Note: Land tie to two PLS corners required.
18. In accordance with Section s. 236.18(8), Wisconsin Statutes, the Applicant shall reference City of Madison WCCS Dane Zone, 1997 Coordinates on all PLS corners on the Plat or Certified Survey Map in areas where this control exists. The Surveyor shall identify any deviation from City Master Control with recorded and measured designations. City of Madison has established WCCS, Dane Zone Coordinates on all PLS corners within its corporate boundary. Visit the Dane County Surveyor's Office (web address <https://www.countyofdane.com/PLANDEV/records/surveyor.aspx>) for current tie sheets and control data that has been provided by the City of Madison. If a surveyor encounters an area without a published WCCS Dane Zone 1997 value, contact Engineering Division for this information.
19. In accordance with Section s.236.34(1m) (c) which states a CSM shall be prepared in accordance with the plat requirements stated per s.236.20(2) (c) & (f), Wisconsin Statutes, the Applicant must show the type, location and width of any and all easements on the Plat or CSM. Clearly identify the difference between existing easements (cite Register of Deeds recording data) and easements which are being conveyed by the Plat/CSM. Identify the owner and/or benefiting interest of all easements. Include any and all language required to properly and legally create any easement by the Plat or CSM
20. 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 [jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com)

**Please contact Kay Rutledge, Parks Division at 266-4714 if you have questions regarding the following three (3) items:**

21. Additional street trees are needed for this project. All street tree planting locations and trees species with the right of way shall be determined by City Forestry. Please submit a site plan (in PDF format) to Dean Kahl – [dkahl@cityofmadison.com](mailto:dkahl@cityofmadison.com) or 266-4816. Approval and permitting of tree planting shall be obtained from the City Forester and/or the Board of Public Works prior to the approval of the site plan. Tree planting specifications can be found in section 209 of City of Madison

Standard Specifications for Public Works Construction -  
<http://www.cityofmadison.com/business/pw/documents/StdSpecs/2013/Part2.pdf>.

22. Please reference ID# 15118 when contacting Parks about this project.
23. Approval of plans for this project does not include any approval to prune, remove or plant trees in the public right-of-way. Permission for such activities must be obtained from the City Forester, 266-4816.

**Please contact Heidi Radlinger, Office of Real Estate Services at 266-6558 if you have questions regarding the following nine (9) items:**

24. Prior to requesting approval sign-off, executed signature block certifications shall be included for all parties of interest, pursuant to Wis. Stats. 236.21(2)(a). All signatory parties shall provide documentation that proves said signatories have legal authority to sign the Owner's Certificate. The title of each certificate shall be consistent with the ownership interest reported in the most recent title report.
25. Include a certificate of consent by McFarland State Bank following the Owner's Certificate(s) and execute prior to CSM approval sign-off. Satisfactions or releases for all mortgages, liens, judgments, or other instruments that no longer encumber the lands or ownership within the CSM boundary shall be recorded prior to CSM approval sign-off.
26. The applicant shall meet the following certificate and consent requirements:
  - a. A Consent of Lessee shall be included for all tenant interests in excess of one year, recorded or unrecorded, and executed prior to CSM sign-off.
  - b. City of Madison Plan Commission Certificate: Pursuant to Madison City Ordinance Section 16.23(5) (e) 4 and Wis. Stats. 236.21(2) (a), all CSM's that are subject to the review and approval of the City of Madison shall contain the following certificate of approval:

Approved for recording per the Secretary of the City of Madison Plan Commission.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Natalie Erdman, Acting Secretary Plan Commission

27. As of March of 2015 there are outstanding taxes 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. Receipts are to be provided on or before sign-off and checks are payable to:

City of Madison Treasurer  
210 Martin Luther King, Jr. Blvd.  
Madison, WI 53701

28. As of this letter there are no special assessments reported. If special assessments are levied against the property prior to approval sign-off, they shall be paid in full pursuant to Ordinance Enactment No. ORD-08-00094, ID No. 10847, Enactment Date 8/23/2008.
29. Prior to CSM approval sign-off, please verify with Janet Schmidt at City Engineering (261-9688) or Sharon Ponders at the Water Utility (266-4641) that storm water management fees are paid in full.
30. Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report to the City's Office of Real Estate Services, 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 (11/21/2014) 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.
31. The owner shall email the document number of the recorded CSM to Heidi Radlinger at the City's Office of Real Estate Services at [hradlinger@cityofmadison.com](mailto:hradlinger@cityofmadison.com) as soon as the recording information is available.
32. The applicant shall revise the CSM per the below requirements:
  - a. Depict and dimension all existing improvements (buildings, drives, parking lots, etc.), encroachments, wells and septic systems associated with the lands described for the proposed CSM.
  - b. Label Lot 2 on sheets one and two.
  - c. Depict/note sanitary sewer easement retained per SS66.1005(2) Doc 1992622.
  - d. Remove depiction of TLE for construction purposes - Doc 2897424 - from sheet 2.

**Please contact Dennis Cawley of the Madison Water Utility at 261-9243 if you have any questions regarding the following two (2) items:**

63. The Utility Plan shall be revised. Each lot of record must have a separate water service lateral connection to a public water main.
64. This property is not in a wellhead protection district. All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility. The Water Utility will not need to sign off the final plans, and will not need a copy of the approved plans.

**Please contact my office at 267-1150 if you have questions regarding the following three (3) items:**

33. The applicant is proposing to create a Planned Multi-Use Site as defined in the City's Zoning Code and Subdivision Regulations. Prior to final staff approval of the CSM for recording, the applicant shall receive approval of the site plans, reciprocal land use agreements, reciprocal access easements and shared parking agreements sufficient to govern the proposed lots. Any new or amended agreement(s) and easement(s) necessary for this land division shall be recorded with the Dane County Register of Deeds following approval by the City Engineer, Traffic Engineer, and Director of the Department of Planning and Community & Economic Development and prior to recording of the CSM.

34. That prior to final sign-off and approval of this CSM the applicant shall provide the required highway noise information and certifications as required by 16.23 Madison General Ordinances.

35. Please the attached exhibit for easements requested by Alliant Energy.

**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 is scheduled for review by the Common Council on May 5, 2015.**

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](mailto: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 267-1150.

Sincerely,

Kevin Firchow, AICP  
Planner

cc: Janet Schmidt, City Engineering Division  
Dennis Cawley, Madison Water Utility  
Eric Halvorson, Traffic Engineering Division  
Kay Rutledge, Parks Division  
Sally Sweeney, City Assessor's Office  
Heidi Radlinger, Office of Real Estate Services  
Dan Everson, Dane County Land Records & Regulations  
Jerry Bourquin, Dimension IV (Via Email Only)