



Department of Planning & Community & Economic Development  
**Planning Division**

Website: [www.cityofmadison.com](http://www.cityofmadison.com)

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January 6, 2011

Michelle Burse  
Burse Surveying & Engineering, Inc.  
1400 E. Washington Avenue, Suite 700  
Madison, Wisconsin 53703

RE: File No. LD 1027 – Certified survey map – 2508-2544 University Avenue & 516-518 Highland Avenue  
(Mullins Group, LLC)

Dear Ms. Burse:

The one-lot certified survey combining your client's property located at 2508-2544 University Avenue & 516-518 Highland Avenue, Section 21, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The site was rezoned PUD-GDP-SIP by the Common Council on January 4, 2011. The conditions of approval from the reviewing agencies to be satisfied before final approval and recording of the CSM are:

**Please contact Janet Dailey, City Engineering Division, at 261-9688 if you have questions regarding the following fifteen (15) conditions:**

1. Revise the CSM to provide a permanent limited easement and/or a temporary limited easement for the installation of the public storm sewer along the north property line, as determined by the City Engineer.
2. The developer shall coordinate the site improvements with the City's future storm box culvert project located adjacent to the site. The City and developer have met and have come to an agreement that the developer shall provide access to the City and their contractor within and through the site for the storm box construction, which is anticipated to begin in April 2011. The City will require approximately 8 weeks to complete the majority of the storm box construction. The City and developer shall coordinate the access needs to allow the City's contractor on site while developer's work on site is in progress, whenever possible.
3. The applicant shall provide dedicate right of way for Highland Avenue to allow for 5 feet of grassed terrace, 5 feet of sidewalk and 6 inches from the back of sidewalk to the property line.
4. The following note shall be placed on the CSM: "No changes in drainage patterns associated with development on any or all lots within this CSM shall be allowed without prior approval of the City Engineer."
5. Remove drainage arrows, notes and elevations from the CSM.
6. The applicant shall provide a Phase I ESA covering the dedicated land.
7. The bearings found on the map and legal description portions of this CSM do not match. Revise as necessary.
8. The developer shall enter into a City/ Developer agreement for the installation of public improvements required to serve this CSM/ development. The developer shall be required to provide deposits to cover City labor and materials and surety to cover the cost of construction. The developer shall meet with the City Engineer to schedule preparation of the plans and the agreement. The City Engineer will not sign off on this CSM without the agreement executed by the developer.

9. An erosion control plan and land disturbing activity permit shall be submitted to the City Engineering Division for review and approval prior to grading or any other construction activities. The Preconstruction Meeting for Public Improvements shall not be scheduled prior to issuance of this permit. The applicant shall demonstrate compliance with Section 37.07 and 37.08 of the Madison General Ordinances regarding permissible soil loss rates. The erosion control plan shall include Universal Soil Loss Equation (USLE) computations for the construction period. Measures shall be implemented in order to maintain a soil loss rate below 7.5-tons per acre per year.
10. Prior to recording of the CSM, this applicant shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to: detain the 2, 10, & 100-year storm events; control 40% TSS (20 micron particle) off of new paved surfaces, and; provide oil and grease control from the first 1/2" of runoff from parking areas.
11. Effective January 1, 2010, the Department of Commerce's authority to permit commercial sites for stormwater and erosion control has been transferred to the Department of Natural Resources. As this site is greater than 1 acre, the applicant is required by State Statute to obtain a Water Resources Application for Project Permits (WRAPP) from the Department of Natural Resources prior to beginning construction. This permit was previously known as a Notice of Intent Permit (NOI). Please contact Eric Rortvedt of the WDNR at 273-5612 to discuss this requirement.
12. A minimum of two working days prior to requesting City Engineering Division signoff on the CSM, the applicant shall contact Janet Dailey (261-9688) to obtain the final stormwater utility charges that are due and payable prior to subdivision 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).
13. 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 condition reports for all monuments, including center of sections of record, used in this survey, to Eric Pederson, City Engineering Division. 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. The applicant shall identify monument types on all PLS corners included on the plat or CSM. Note: Land tie to two PLS corners required.
14. 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. Electronic mail submittal of the final CSM in PDF form is preferred. Transmit to [epederson@cityofmadison.com](mailto:epederson@cityofmadison.com).
15. City of Madison Environmental Projects Staff have reviewed the subject site and determined that a Phase I ESA will be required of the applicant. The applicant shall provide 1 digital and 2 hard copies of an ASTM Phase I ESA prepared by an environmental professional. Staff review of this Phase I ESA will determine if a further investigative Phase II ESA is also required. Please submit any relevant Phase I and Phase II ESAs to Brynn Bemis (267-1986, [bbemis@cityofmadison.com](mailto:bbemis@cityofmadison.com)) for further review.

**Please contact John Leach, Traffic Engineering Division, at 267-8755 if you have questions about the following item:**

16. The applicant will need to dedicate to the City right-of-way to accommodate a 5-foot grass/tree terrace, 5-foot public sidewalk, and 1 additional foot to the property line on Highland Avenue. The min. 5 foot terrace is also required to modify the driveway approach to accommodate an 8% maximum slope from the public sidewalk to the gutter for vehicle clearance. The applicant will need to revise the site plans and the CSM to show this dedication.

**Please note that the City's Office of Real Estate Services is reviewing the report of title provided with this survey and may have comments. That office will send any comments to you by fax or e-mail. If you have any questions, please contact Jeff Ekola at 267-8719 for more information.**

**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 4, 2011.**

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.

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 two years from the date of this letter.** If you have any questions or if may be of any further assistance, please do not hesitate to contact my office at 261-9632.

Sincerely,

Timothy M. Parks  
Planner

cc: Janet Dailey, City Engineering Division  
John Leach, Traffic Engineering Division  
Jeff Ekola, Office of Real Estate Services  
Dan Everson, Dane County Land Records and Regulations