



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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April 22, 2020

Chris Adams  
Williamson Surveying & Associates, LLC  
104A W Main Street  
Waunakee, Wisconsin 53597

RE: LNDCSM-2020-00013; ID 59701 – Certified Survey Map – 215 S Hamilton Street/ 115 W Doty Street  
(Todd Draper, Dane County)

Dear Mr. Adams;

The one-lot Certified Survey Map of property located at 215 S Hamilton Street and 115 W Doty Street, Section 24, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned PD (Planned Development District). The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

**Please contact Tim Troester of the City Engineering Division at 267-1995 if you have questions regarding the following two (2) items:**

1. Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to City Engineering Division sign-off, unless otherwise collected with a Developer's/ Subdivision Contract. Contact Mark Moder (261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff.
2. A minimum of two (2) working days prior to requesting City Engineering signoff on the CSM, contact either Tim Troester (West) at 261-1995 (ttroester@cityofmadison.com) or Brenda Stanley (East) at 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 and must be cleared prior to the land division (and subsequent obsolesces of the existing parcel).

**Please contact Jeff Quamme of the City Engineering Division–Mapping Section at 266-4097 if you have questions regarding the following thirteen (13) items:**

3. Dimension the 6-foot permitted encroachment for the Electrical Vault per Encroachment Agreement Document No. 2425804.
4. Remove Document Nos. 1244222 and 1567584 from Note 3) A on sheet 4. The site has since been rezoned PD by the City of Madison.

5. Remove Document Nos. 1594882, 1719276, 1820755 and 2001300 from Note 3)B. There has been a new PD recorded over this property for the current building.
6. 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 (with current tie sheet attached) 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)).
7. Prior to Engineering final sign-off by main office for Certified Survey Maps, the final CSM shall be submitted in PDF format by email transmittal to Engineering Land Records Coordinator Jeff Quamme ([jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com)) for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division sign-off.
8. Notes 3) D, E and G shall have the Parcel Numbers removed and a listing of the Lots and portions of the lots inserted. Parcel Numbers are not matters of Title and will be retired upon the recording of this Certified Survey Map. Remove Note 3) F from sheet 4, this site has since been redeveloped.
9. Provide a tie to a new lot corner for the Underground Electric Easement per Document No. 3949875.
10. The header on each sheet and the legal description shall be corrected to list all of the lots included within the boundary of this Certified Survey Map to allow proper indexing at the Register of Deeds to the original lots. Remove the exclusion.
11. The east right of way of S Hamilton Street is shown exactly parallel and 33 feet from the section line. Provide information substantiating there is a full 66 feet of width to Block 68 and Barracuda Condominium along the west right of way of S Hamilton Street.
12. Provide adjoiner information on the southeast side of W Wilson Street and the west side of S Hamilton Street.
13. The legal description shall provide a reference and tie to the location of the true location of West 1/4 of Section 24-7-9.
14. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD), the new parcel data created by the Assessor's Office and the parcel data available to Zoning and Building Inspection staff prior to issuance of building permits for new construction.
15. The applicant shall submit to Jeff Quamme, prior to final Engineering sign-off of the subject CSM, one (1) digital CADD drawing in a format compatible with AutoCAD. The digital CADD file(s) shall be referenced to the Dane County Coordinate System and shall contain, at minimum, the list of items stated below, each on a separate layer/level name. The line work shall be void of gaps and overlaps and match the final recorded CSM: right of way lines (public and private); lot lines; lot numbers; lot/plat dimensions; street names, and; easement lines (including wetland and floodplain boundaries).

\*This transmittal is a separate requirement than the required submittals to 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 submittal.

**Please contact Heidi Radlinger of the Office of Real Estate Services at 266-6558 if you have any questions regarding the following seven (7) items:**

16. Signature block certifications shall be executed by all parties of interest having the legal authority to do so, pursuant to Wis. Stats. 236.21(2)(a). The title of each certificate shall be consistent with the ownership interest reported in the most recent title report. The executed original hard stock recordable CSM shall be presented at the time of sign-off.
17. All ownership consents and certifications for the subject lands shall conform to Wis. Stats. 236.21(2), 236.34(1)(dm) and 236.29 by including the language "...surveyed, divided, mapped and dedicated..."
18. A Consent of Lessee certificate shall be included on the CSM for all tenant interests in excess of one year, recorded or unrecorded, and executed prior to final sign-off.
19. City of Madison Plan Commission Certificate: The Plan Commission Secretary is Matthew Wachter
20. Pursuant to MGO 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](mailto: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 (January 1, 2020) submitted with the CSM application and include all associated documents that have been recorded since the initial title report. A title commitment may be provided, but will be considered only as supplementary information to the title report update. The surveyor shall update the CSM with the most recent information reported in the title update.
21. The owner shall email the document number of the recorded CSM to Heidi Radlinger as soon as the recording information is available.
22. Include a complete and accurate legal description of the lands that are to be included in the proposed CSM. The legal description shall be reconciled with the legal description of said lands in record title.

**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 at its April 21, 2020 meeting.**

**\*\*NEW\*\*** In order to commence the process for obtaining the necessary City signatures on the Certified Survey Map, the applicant shall e-mail the revised CSM, updated title report, and any other materials required by reviewing agencies to the reviewing planner. The reviewing planner will share the updated materials with the relevant commenting City agencies for them to verify that their conditions have been

satisfied and that the secretary or designee may sign the Plan Commission approval certificate. Once the Plan Commission certificate is executed, the Planning Division will transmit the CSM to the City Clerk's Office for execution of the Common Council certificate.

Once all of the necessary City signatures have been affixed to the Certified Survey Map, the instrument will be returned electronically to the applicant by the Planning Division for printing and recording at the Dane County Register of Deeds Office. For information on recording procedures and fees, please contact the Register of Deeds at 266-4141.

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 you may be of any further assistance, please do not hesitate to contact my office at 261-9632.

Sincerely,

*Timothy M Parks*

Timothy M. Parks  
Planner

cc: Tim Troester, City Engineering Division  
Jeff Quamme, City Engineering Division—Mapping Section  
Heidi Radlinger, Office of Real Estate Services