



Department of Planning & Community & Economic Development

## Planning Division

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**\*\*BY E-MAIL ONLY\*\***

January 15, 2014

Dan Rodman  
Parks Division, City of Madison  
Room 104, City-County Building  
210 Martin Luther King Jr. Blvd.  
Madison, Wisconsin 53703

RE: File No. LD 1347 – Certified Survey Map – 428-452 State Street et al (Shapiro/ City of Madison)

Dear Mr. Rodman;

The two-lot certified survey of property located at 428-452 State Street and 229 W. Gilman Street, Section 14, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The site is zoned DC (Downtown Core District). The conditions of approval from the reviewing agencies to be satisfied before final approval and recording of the CSM are:

**Please contact Janet Dailey of the City Engineering Division at 261-9688 if you have questions regarding the following six (6) items:**

1. Provide monuments or offset monuments at point numbers 56, 45 and 42. Not setting monuments will require a waiver from the Department of Administration Plat Review section.
2. Provide overall lot dimensions from point 126 to 5 and from 118 to 123, as required by Statute.
3. The owners name in the owner's certificate shall be changed from "506 State LLC" to "506 State Street, LLC".
4. Correct the street name in the legal description from "Gilman Street" to "W. Gilman Street".
5. A minimum of 2 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 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).

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 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.

**Please contact Dennis Cawley of the Madison Water Utility at 261-9243 if you have any questions regarding the following item:**

7. Note: Per MGO Section 13.21, all wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility.

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

8. Per the e-mail from Doran Viste: Upon recording of this CSM, the City of Madison intends to enter into an agreement with the owners of Lots 1-3 to allow emergency egress across Lot 4 until such time as Lots 1-3 are redeveloped. This agreement will satisfy MFD's concerns about the safety of Lots 1-3 in their current state.

**Please contact Jenny Frese of the Office of Real Estate Services at 267-8719 if you have any questions regarding the following seven (7) items:**

9. Prior to requesting approval sign-off of the CSM, executed signature block certifications shall be included for all parties of interest, pursuant to MGO Section 16.23(5)(g)4 and Wis. Stats. Section 236.21(2)(a). All signatory parties shall provide documentation that proves said signatories have legal authority to sign the Owner's Certificate.
10. A certificate of consent by all mortgagees/vendors as shown on the report of title and update shall be included following the Owner(s) Certificate and shall be executed prior to final sign-off.
11. Any tenancy in excess of one year shall sign a Consent of Lessee and the recorded document number, or tenancy description if unrecorded, shall be noted on the face of the CSM.
12. Revise the Madison Common Council Certificate to include the Enactment Number and final action date for File ID #32536, after it is adopted in January 2014.
13. As of January 2, 2014, 2013 real estate taxes are due and shall be paid prior to final sign-off of the CSM. Per Under 236.21(3) Wis. Stats. and MGO Section 16.23(5)(g), the property owner shall pay all real estate taxes and special assessments for the subject property prior to CSM recording. The amounts are noted in the following tables. Please provide staff with proof of payment prior to final signoff and recording of the CSM.

Parcel Address	Tax Parcel No.	2013 Real Estate Taxes
229 W. Gilman Street	251-0709-144-2106-4	\$0
440 State Street	251-0709-144-2111-3	\$13,320.70
432-434 State Street	251-0709-144-2112-1	\$13,612.88
428 State Street	251-0709-144-2113-9	\$10,711.18
<b>Total</b>		<b>\$37,644.76</b>

Parcel Address	Tax Parcel No.	Special Assessments	
		Sewer Lateral	Street Improvements
229 W. Gilman Street	251-0709-144-2106-4	\$0	\$0
440 State Street	251-0709-144-2111-3	\$0	\$0
432-434 State Street	251-0709-144-2112-1	\$1,320.00	\$2,541.33
428 State Street	251-0709-144-2113-9	\$535.52	\$0
Subtotal		\$1,855.52	\$2,541.33
<b>Total</b>		<b>\$4,396.85</b>	

14. Please verify that stormwater management charges are paid in full by contacting Janet Dailey with City Engineering (261-9688) or Sharon Pounders with the Madison Water Utility (266-4641).
15. Disclose any tenancy in excess of one year and provide the document number or tenancy description as a note on the face of the CSM.

**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 7, 2014.**

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 six (6) 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 261-9632.

Sincerely,

Timothy M. Parks  
Planner

cc: Doran Viste, City Attorney's Office  
Janet Dailey, City Engineering Division  
Maureen Richards, City Assessor's Office  
Dennis Cawley, Madison Water Utility  
Bill Sullivan, Madison Fire Department  
Pat Anderson, Assistant Zoning Administrator  
Jennifer Frese, Office of Real Estate Services  
Dan Everson, Dane County Land Records and Regulations