



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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May 26, 2020

Michelle Burse  
Burse Surveying & Engineering, Inc.  
2801 International Lane #101  
Madison, WI 53704

RE: LNDCSM-2020-00015; Legistar ID 59704 – Certified Survey Map – 701-715 McCormick Ave & 3040-3046 Commercial Ave.

Dear Ms. Burse;

Your two-lot certified survey of property located at 701-715 McCormick Ave & 3040-3046 Commercial Ave, Section 32, Township 08N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is requested to be zoned SR-V2 (Suburban Residential-Varied 2). The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

**Please contact Brenda Stanley of the City Engineering Division at 267-9127 if you have questions regarding the following five (5) items:**

1. Enter into a City / Developer agreement for the required infrastructure improvements. Agreement to be executed prior to sign off. Allow 4-6 weeks to obtain agreement. Contact City Engineering to schedule the development and approval of the plans and the agreement. (MGO 16.23(9)c)
2. Construct sidewalk along McCormick Ave & Commercial Ave to a plan as approved by City Engineer
3. 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))
4. A minimum of two (2) working days prior to requesting City Engineering signoff on the plat/csm contact either Tim Troester (West) at 261-1995 ([ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com)) or Brenda Stanley (East) at 608-261-9127 ([bstanley@cityofmadison.com](mailto: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). (POLICY).

5. Lot 2 is dependent on Lot 1 for overland storm water drainage. A private Storm Drainage Easement/Agreement for Lot 2 drainage over Lot 1 shall be drafted, executed and recorded immediately after the CSM recording and prior to building permit issuance.

**Please contact Jeff Quamme of the City Engineering Division–Mapping Section at 266-4097 if you have questions regarding the following fifteen (15) items:**

6. The existing Public Sanitary Sewer Easement per Doc No. 852775 shall be released by separate document prepared by City Office of Real Estate Services. Contact Jeff Quamme of Engineering Mapping (jrquamme@cityofmadison.com, 608-266-4097) to coordinate the Real Estate project, and associated information and fees required. This release is required immediately prior to recording of this Certified Survey Map.
7. This site will be dependent on the proposed storm sewer under the adjacent properties at 3030 and 3034 Commercial . A private Storm Sewer Easement/Agreement benefitting this development shall be drafted, executed and recorded prior to building permit issuance. This easement agreement shall be reviewed and approved by Jeff Quamme (jrquamme@cityofmadison.com) and shall be recorded against all affected properties at the Dane Co Register of Deeds.
8. Add text to the No Access per CSM No. 1426 that the restriction is also per Doc No. 1090260. Dimension the southern end of the restriction along McCormick Avenue 134.64 feet south of the point of curvature of Curve 1 of this CSM.
9. Show and label a No Access Restriction to Aberg Avenue per Doc No 1085317. The limits of the restriction are between the east and west lines of Outlot 24 of Burke Assessor's Plat No. 1.
10. Show and label a No Access Restriction to Aberg Avenue and East Washington Ave per Doc No 1085318. The limits of the restriction are from the west line of Outlot 25 of Burke Assessor's Plat No. 1, going southeasterly, southerly and southwesterly along the adjacent rights of way to the intersection with the north line of Commercial Avenue.
11. Add a note that Lot 2 and the portion of Lot 1 lying east of the northerly extension of the west line of Lot 2 are subject to Navigation Easements per Document No's 2657941 and 2699820.
12. Add a note that Lot 1 lying west of the west line of Lot 2 and its northerly extension is subject to the landing approach note per CSM 1426. Include the text from CSM 1426 verbatim to the note.
13. Add the planting strip note verbatim to the CSM and reference appropriately to the label on the CSM for the 30' planting strip.
14. Add, label and dimension the 15' wide Utility Easement granted along the east side of existing Lot 3 of CSM 1426.

15. Applicant shall evaluate the actual need for the 20' wide Private Sanitary Sewer Easement shown on the CSM. It would only serve buildings within the same single proposed lot therefore it is unnecessary.
16. 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))
17. Prior to Engineering final sign-off by main office for Plats or Certified Survey Maps (CSM), the final Plat or CSM in pdf format must be submitted 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.
18. Add recorded information along the boundary of the CSM as required by statutes. Many lines are missing this information.
19. This 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.
20. Submit to Jeff Quamme, prior to Engineering sign-off of the subject plat, 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 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. all shown on the plat including wetland & floodplain boundaries.)

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 for any changes subsequent to any submittal

**Please contact Kate Kane of the Parks Division at 261-9671 if you have questions regarding the following three (3) items:**

21. Park Impact Fees (comprised of the Park Infrastructure Impact Fee, per MGO Sec. 20.08(2)), and Park-Land Impact Fees, per MGO Sec. 16.23(8)(f) and 20.08(2) will be required for all new residential development associated with this project. This development is within the North Park-Infrastructure Impact Fee district. Please reference ID# 20009 when contacting Parks about this project.

22. The following note should be included on the CSM: "LOTS WITHIN THIS CSM ARE SUBJECT TO IMPACT FEES THAT ARE DUE AND PAYABLE AT THE TIME BUILDING PERMIT(S) ARE ISSUED."
23. Prior to sign off on the CSM the applicant shall execute a declaration of conditions and covenants for impact fees.

**Please contact Andy Miller of the Office of Real Estate Services at 261-9983 if you have any questions regarding the following eleven (11) items:**

24. 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.
25. A certificate of consent for all mortgagees/vendors shall be included following the Owner's Certificate(s) and executed prior to CSM approval sign-off.
26. If a mortgage or other financial instrument is reported in record title, but has been satisfied or no longer encumbers the lands or ownership within the CSM boundary, a copy of a recorded satisfaction or release document for said instrument shall be provided prior to CSM approval sign-off.
27. If applicable, 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 CSM sign-off.
28. City of Madison Plan Commission Certificate: Pursuant to Madison City Ordinance Section 16.23(7)(d)3 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: \_\_\_\_\_  
Matthew Wachter,  
Secretary of the Plan Commission

Date: \_\_\_\_\_

29. As of April 10, 2020, the 2019 real estate taxes are paid for the subject property. Per 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.
30. As of April 10, 2020, a special assessment of \$225.65 is due for the parcel addressed as 709 McCormick Ave. All known special assessments are due and payable prior to CSM approval sign-off. If special assessments are levied against the property during the review period and prior to CSM approval sign-off, they shall be paid in full pursuant to Madison General Ordinance Section 16.23(5)(g)1.
31. Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title

report to Andy Miller in City's Office of Real Estate Services (acmiller@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 (01-24-2020) 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. Surveyor shall update the CSM with the most recent information reported in the title update. Office of Real Estate Services reserves the right to impose additional conditions of approval in the event the title update contains changes that warrant revisions to the CSM.

32. Document No. 1416249 does not appear to impact the area within the proposed CSM. Please remove it from the updated title report.
33. Depict and dimension all existing improvements including, but not limited to, drives and parking lots located within the CSM boundary.
34. If all parties of interest agree that certain easements from prior plats or CSM's of record are no longer necessary, the release documents for said easements shall be recorded prior to CSM approval sign-off, with the recording information for the release included as a Note on the proposed CSM.

*The Planning Division, Office of the Zoning Administrator, Traffic Engineering Division, Fire Department, Forestry Division, Water Utility, and Metro Transit reviewed this request and have recommended no conditions of approval.*

**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 reviewed by the Common Council at its May 19, 2020 meeting.**

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).

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.

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.**

701-715 McCormick Ave & 3040-3046 Commercial Ave

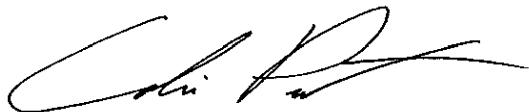
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If you have any questions or if may be of any further assistance, please do not hesitate to contact my office at 243-0455.

Sincerely,



Colin Punt

Planner

cc: Brenda Stanley, City Engineering Division  
Jeff Quamme, City Engineering Division–Mapping Section  
Kate Kane, Parks Division  
Andy Miller, Office of Real Estate Services