



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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May 8, 2017

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

RE: ID 46495 | LNDCSM-2017-00013 – Certified Survey Map – 2221 Daniels Street and 4850 Helgesen Drive (Dave Deadman, Chocolate Shoppe Ice Cream Co.)

Dear Mr. Adams;

The two-lot Certified Survey Map of property located at 2221 Daniels Street and 4850 Helgesen Drive, Section 15, Township 7N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned IL (Industrial–Limited 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 four (4) items:**

1. All outstanding 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 (608-261-9250) to obtain the final MMSD billing a minimum of two working days prior to requesting City Engineering signoff of the CSM.
2. 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.”
3. The lots within this Certified Survey Map are interdependent upon one another for stormwater 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 CSM, and recorded at the Dane County Register of Deeds.
4. A minimum of two (2) working days prior to requesting City Engineering signoff on the CSM the applicant shall contact Brenda Stanley at 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. All charges shall 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 twenty-one (21) items:**

5. The developer shall dedicate a 30-foot wide Permanent Limited Easement for a pedestrian/ bicycle along the northern limits of the CSM adjacent to the railroad right of way. Please contact Jeff Quamme for the required easement language at jrquamme@cityofmadison.com.
6. Private Ingress Egress Easements per Document Nos. 4489606 and 5232549 shall be amended to acknowledge the change to the southern boundaries of Lot 2. A portion of said lot is to become part of proposed Lot 1 and that portion no longer needs to be a party to the agreement. Additionally, the parking area for Lot 2 that will remain within a part of proposed Lot 1 shall be addressed by an Easement/Agreement to clarify permitted uses, conditions and restrictions. Or if the pavement is to be removed, it shall be noted on the Certified Survey Map.
7. The Storm Water & Sewer Easement Declaration per Document No. 4489604 shall be amended or a new agreement drafted to include both lots of this proposed CSM in regard to the Storm Water Easement contained in the Document. It shall be recorded immediately after the Certified Survey Map.
8. Add total square footage of survey to Surveyor's Certificate.
9. The Owner's Certificates do not match the Title Report provided, plus one is missing. An updated title report will be required and the Owner's Certificate(s) shall match those in title.
10. Change the Secretary of the Plan Commission to Natalie Erdman.
11. Correct the note numbering on Sheet 4. Remove note 4 on sheet 4 (currently note 6) and have the easement removed from the final Title Report.
12. Show the sign and the water main tee on the map and label the easement areas granted by Document No. 5232549 for the sign and future water lateral connection.
13. Provide ties, bearings and distances along the Centerline of the Private Sanitary Sewer Easement per CSM 12610. Also add a note to note 1 on sheet 4 that the easement is also subject to Document No. 4489604.
14. A 15-foot wide Permanent Limited Easement for Grading and Sloping to the City of Madison and a 12-foot Public Utility Easement shall be granted on the CSM along the portion of proposed Lot 1 adjacent to Daniels Street where no such easements currently exist.
15. Provide a chord for all curves on the map as required by statute.
16. Standard note for Public Utility Easements: Public Utility Easements as herein set forth are for the use by Public Bodies and Private Public Utilities having to right to serve the area.

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 ). 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 and shall be attached to a signed and sealed 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 site 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. The applicant shall submit to Jeff Quamme, prior to Engineering sign-off of the subject CSM, one (1) digital CADD drawing and one (1) signed copy of the final CSM to the Mapping/GIS Section of the Engineering Division either as hard copy or Adobe PDF format. The digital CADD file shall be submitted in the WISDOT County Coordinate System, Dane County Zone datum in either Auto CAD Version compatible with MicroStation Version V8i, MicroStation Version V8i or older or Universal DXF Formats. The digital CADD file(s) shall contain the minimum of the items stated below, each on a separate layer name/level number. All line work shall be void of gaps and overlaps that would cause any parcel, street or easement to not properly close. All line work orientation and geometrics shall match the dimensioning as labeled on the final recorded plat: right of way lines (public and private); lot lines; lot numbers; lot/plat dimensions; street names, and; easement lines (i.e. street, sanitary, storm (including wetland & floodplain boundaries) water, pedestrian/bike/walkway, or any public and/or private interest easement except local service for Cable TV, gas, electric and fiber optics).  
  
\*This transmittal is a separate requirement than the required submittals to Engineering Streets Section for design purposes.  
  
\*New electronic final plat transmittals and notification of changes which occur to the final plat during the time the Engineering Division signs off and receives the digital copies of said plat and the recording thereof, are the responsibility of the Developer/Surveyor.
20. This pending CSM application shall be completed and recorded with the Dane County Register of Deeds (ROD) prior to issuance of any building permits for new construction. When the recorded CSM image is available from the ROD, the Assessor's Office can then create the new Address-Parcel-Owner (APO) data in the parcel database so that the permitting system can upload this data and permit issuance made available for this new land record.

21. Add note 1 from CSM 12610 to the notes on sheet 4.
22. The note from CSM 12610 regarding the ATC overhead transmission line over the northerly side of Lot 2 shall be added to the CSM.
23. Correct the spelling of 'Easement' in note 5 on sheet 4.
24. Identify the adjacent plat of First Addition to Capitol Industrial Park on the map.
25. Note on sheet 1 says curve table is on sheet 2. The curve table is on sheet 4. Revise note accordingly.

**Please contact Jenny Kirchgatter, Assistant Zoning Administrator, at 266-4429 if you have questions regarding the following item:**

26. The proposed Certified Survey Map creates a planned multi-use site. Per Section 28.137(2)(a), a planned multi-use site shall have a plan and reciprocal land use agreement approved by the Traffic Engineer, City Engineer and Director of Planning and Community and Economic Development and recorded in the office of the Dane County Register of Deeds.

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

27. The Madison Fire Department is concerned about the location of address signage for 4850 Helgesen Drive. Ensure that address signage is specifically accounted for in and would be compliant with all city standards

**Please contact Adam Wiederhoeft of the Madison Water Utility at 266-9121 if you have questions regarding the following two (2) items:**

28. Per Document No. 5232549, proposed Lot 1 of this CSM (2221 Daniels Street) granted water service easements for connections to Lot 1-CSM 12610 (4808 Helgesen Drive) and proposed Lot 2 of this CSM (4850 Helgesen Drive). Revise the CSM to show the locations of these water service easements. The water service easement agreement in Document No. 5232549 shall be revised to accommodate proposed lot configuration in this CSM.
29. A separate water service lateral and water meter is required to serve each parcel. The water laterals shall be directly connected to the public water main with the shut-off valve located in the public right-of-way (per PSC 185.52 (2)). Submit a diagram/map to Madison Water Utility indicating the location and route of each water service, including all valves, in relation to the right-of-way line and water main in the street.

**Please contact Jenny Frese of the Office of Real Estate Services at 267-8719 if you have any questions regarding the following ten (10) items:**

30. The title of each certificate shall be consistent with the ownership interest reported in the most recent title report. 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). Said parties shall provide documentation of legal signing authority to the notary at the time of execution. The executed original hard stock recordable CSM shall be presented at the time of sign-off.
31. The mortgages reported in the title report require certificates of consent, which shall be included following the Owner's Certificate(s) and executed prior to CSM approval sign-off. If mortgages of record are satisfied prior to approval sign-off, copies of recorded satisfactions shall be provided to the Office of Real Estate Services.
32. 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.
33. 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, Secretary of the Plan Commission

34. The lands within the CSM boundary are partially located within TID 29, a Tax Incremental Financing District. Discussions with Joe Gromacki, the City of Madison's Tax Increment Financing Coordinator, may be necessary before recording the CSM if a TIF application is required. Mr. Gromacki can be reached at 608-267-8724 or [jgromacki@cityofmadison.com](mailto:jgromacki@cityofmadison.com).
35. As of April 12, 2017, the 2016 real estate taxes are partially paid for the subject property. Per 236.21(3) Wis. Stats. and MGO Section 16.23(5)(g)(1), 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 from the City of Madison Treasurer are to be provided before or at the time of sign-off. Payment is made to: City of Madison Treasurer; 210 Martin Luther King, Jr. Blvd.; Madison, WI 53701.
36. As of April 12, 2017, there are no special assessments reported. 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 MGO Section 16.23(5)(g)1.
37. 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 ([jfrese@cityofmadison.com](mailto:jfrese@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 (June 6, 2016) submitted with the CSM application and include all associated

documents that have been recorded since the initial title report. The surveyor shall update the CSM with the most recent information reported in the title update.

38. The owner shall email the document number of the recorded CSM to Jenny Frese in the City's Office of Real Estate Services as soon as the recording information is available.
39. The CSM shall be revised prior to final approval as follows:
  - a. Remove Note 6 on Sheet 4, as well as the depiction of this easement, as they do not encumber the land within the CSM boundary.
  - b. Revise all references to the Notes on Sheet 4 with the correct numbers.
  - c. Remove the depiction of any easements or structures outside the CSM boundary that do not affect the land or rights within the proposed CSM.
  - d. Carry over all applicable Notes from prior CSM No. 12610.
  - e. Revise Note 3 on Sheet 4 to state "Centerline of a 20' wide private sanitary sewer easement set forth by CSM No. 12610 to serve Lots 1 & 2 of said CSM.
  - f. Revise Note 4 on Sheet 4 to state "...to serve Lots 1 & 2 of CSM No. 12610, as depicted on said CSM, with easement conditions set forth by Document Nos. 4489603 and 5232549.
  - g. Correct the typo in the spelling of easement in Note 7 on Sheet 4.

**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 May 2, 2017.**

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).

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.**

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4850 Helgesen Drive  
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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 261-9632.

Sincerely,

Timothy M. Parks  
Planner

cc: Tim Troester, City Engineering Division  
Brenda Stanley, City Engineering Division  
Jeff Quamme, City Engineering Division—Mapping Section  
Jenny Kirchgatter, Assistant Zoning Administrator  
Adam Wiederhoeft, Madison Water Utility  
Bill Sullivan, Madison Fire Department  
Sally Sweeney, City Assessor's Office  
Jenny Frese, Office of Real Estate Services