



Department of Planning & Community & Economic Development

Planning Division

Meagan Tuttle, Director

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October 3, 2025

Michelle Burse
Burse Surveying and Engineering, Inc.
2801 International Ln #101
Madison, WI 53704

RE: LNDSCM-2025-00030; Legistar ID 89778 – Certified Survey Map – 333-345 W Main St., 110 S Henry St. and 334 W Doty St.

Dear Michelle Burse:

Your one-lot certified survey of property located at 333-345 West Main Street, 110 South Henry Street and 334 West Doty Street, Section 23, Township 07N, Range 09E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned PD-GDP-SIP (Planned Development-General Development Plan-Specific Implementation Plan district). The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

Please contact Kate Kane of the City Engineering Division at 608-266-4098 if you have questions regarding the following two (2) items:

1. 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))
2. A minimum of two (2) working days prior to requesting City Engineering signoff on the plat/csm contact either Kate Kane (West) at 266-4098 (kkane@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)

Please contact Julius Smith of the City Engineering Division–Mapping Section at 608-264-9276 if you have questions regarding the following sixteen (16) items:

3. In accordance with Chapter 236, Wisconsin Statutes, the Applicant must show the type, location and width of any and all easements on a Plat or CSM. Clearly identify the difference between existing easements (cite recording data) and easements which are being conveyed by the land division. Identify the owner and/or benefiting interest of all easements. Include any and all language required to properly and legally create any easement by this land division.
4. There are multiple documents that contain blanket easements. such as Document No. 5681643, 4576943, 4576944, 4576945, 4780808, 5015774, 5056084, 5056085, 5056086, 5056087 and 5201032

that affect all or portions of this parcel. List these documents and depict the portion of the parcel that is affected by each document

5. The Applicant shall Dedicate a 10 foot wide strip of Right of Way along the officially mapped portion of S. Broom Street as shown.
6. Coordinate and request from the utility companies serving this area the easements required to serve this development. Those easements shall be properly shown, dimensioned and labeled on the final plat.
7. Grant a Public Sidewalk Easement(s) to the City on the face of this Certified Survey Map at the North and East corners of the parcel. The easement shall be located 1 foot behind the back of the existing sidewalk as currently located. Additionally Dedicate a 2' Public Sidewalk easement along the W Main Street or as width to be determined and approved by Engineering and Traffic engineering. Contact Jule Smith (Jsmith4@cityofmadison.com) for the final easement language to be included on the face of the map.
8. Add 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.
9. Provide a City of Madison standard 60-year Report of Title as required in M.G.O. Sec. 16.23 and as satisfactory to the Office of Real Estate Services. Per the Note on the submitted subdivision application: Title insurance or a title commitment policy are NOT acceptable. Additionally remove Parcel B from the required report.
10. List all of the SIP documents and its alterations recorded that affect the Parcel.
11. Revise the Quarter / Quarter calls in the caption and legal description to read the Northeast Quarter of the Northeast Quarter and Government Lot 1 located in the Southeast Quarter of the Northeast Quarter.
12. Cite the Document No. for the recording information in the Pichette Plat of Madison Document No. 102, in both the caption at the top of each sheet and in the written legal description.
13. 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 Jule Smith (jsmith4@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.
14. Abbreviate the pre-directional of the street names. S. Henry Street, W. Doty Street, S. Broom Street, W. Main Street
15. List the recorded as bearings N 45 E, S 45 W and S 45 E, N 45 W as listed on the Pichette Plat of Madison.
16. Revise note 3 on sheet 1 to say: Southeasterly building wing located on Lot 1 to be razed, all other buildings will remain.

17. Revise Common Council Certificate with the proper City Clerk information at the time of recording.
18. Submit to Jule Smith, 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, preferably closed polylines for lot lines, 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 Emma Krug of the Parks Division at 608-263-6850 if you have questions regarding the following four (4) items:

19. 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(6)(f) and 20.08(2) will be required for all new residential development associated with this project. This development is within the Central Park-Infrastructure Impact Fee district. The Park Impact Fee ID# for this project is LNDCSM-2025-00030. Visit <https://www.cityofmadison.com/parks/about/impactFees.cfm> for information about Park Impact Fee rates, calculations, and payment process.
20. The following note should be included on the CSM: "LOTS WITHIN THIS SUBDIVISION ARE SUBJECT TO IMPACT FEES THAT ARE DUE AND PAYABLE AT THE TIME BUILDING PERMIT(S) ARE ISSUED."
21. The Parks Division shall be required to sign off on this CSM.
22. Pursuant to MGO 20.08 (2)(c)2.d. the park impact fee may be reduced for multi-family dwelling units that are limited to occupancy by persons fifty-five (55) years of age or older by appropriated recorded restriction for a period of not less than thirty (30) years. For the recorded restriction requirement, a Land Use Restriction Agreement (LURA) with the Parks Division is required. Requests can be emailed to parkimpactfees@cityofmadison.com

Please contact Andy Miller of the Office of Real Estate Services at 608-261-9983 if you have any questions regarding the following twelve (12) items:

23. Prior to approval sign-off by the Office of Real Estate Services ("ORES"), the Owner's Certificate(s) on the CSM 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 or authentication attorney at the time of execution. The title of each certificate shall be consistent with the ownership interest(s) reported in the most recent title report. If any of the land within the CSM boundary is under contract for sale or purchase, and said transfer will be conducted at

the time of CSM recording, an escrow agreement may be necessary. Please discuss closing plans with ORES in advance of CSM signoff. When possible, the executed original hard stock recordable CSM shall be presented at the time of ORES approval sign-off. If not, the City and the Register of Deeds are now accepting electronic signatures. A PDF of the CSM containing electronic signatures shall be provided to ORES to obtain approval sign-off.

24. Prior to CSM approval sign-off, an executed and notarized or authenticated certificate of consent for all mortgagees/vendors shall be included following the Owner's Certificate(s). 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.
25. If any portion of the lands within the CSM boundary are subject to an Option to Purchase or other Option interest, include a Certificate of Consent for the option holder and have it executed prior to CSM sign-off if said ownership interest meets the criteria set forth by Wis. Stats. Sec. 236.34 and Sec. 236.21(2)(a).
26. 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.
27. The Madison Common Council Certificate can be removed. Per MGO 16.23 (4)(f)(6), a common council certificate is not required for those applications that are approved administratively.
28. Update the City of Madison Plan Commission Certificate to be executed by "Matthew Wachter, Secretary of the Plan Commission".
29. The lands within the CSM boundary about TID 45, 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. Please inform Andy Miller in the City's Office of Real Estate Services (acmiller@cityofmadison.com) if a TIF Loan has been authorized for the project."
30. As of September 22, 2025, the lands within the CSM boundary are exempt, and no taxes are owed. In the event of a change in tax status, 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.
31. As of September 22, 2025, 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 Madison General Ordinance Section 16.23(4)(f)(3).
32. Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report via email to Andy Miller in the ORES (acmiller@cityofmadison.com), as well as the survey firm preparing the proposed CSM. The report shall search the period subsequent to the initial title report, dated August 6, 2025, 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. ORES reserves the right to impose

additional conditions of approval in the event the title update contains changes that warrant revisions to the CSM.

33. Depict, dimension, name, note and/or identify by document number all relevant easements, declarations, plans, conditions, agreements, and other documents cited in record title and the updated title report, and include relevant notes from plats or CSMs of record.
34. Depict and show the dimensions of all existing buildings and encroachments within the proposed CSM boundary, and any encroachments within or beyond the CSM boundary. If buildings are going to be demolished, don't include their dimensions and label them "TO BE DEMOLISHED". The following items shall also be depicted, but do not require dimensions, including but not limited to: drives, parking lots, athletic courts, pools, wells, septic systems, etc.

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 will be reviewed by the Common Council at its October 7, 2025 meeting.

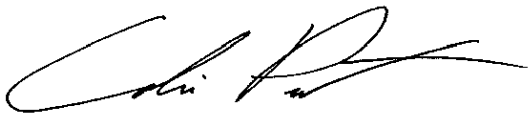
Prior to City Engineering final sign-off by the main office of the CSM, the final CSM shall be submitted to the Engineering Division Surveyor/ Land Records Coordinator for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division signoff. E-mail submittal of the final CSM in PDF form is preferred. Transmit to [jqumme@cityofmadison.com](mailto:jrqumme@cityofmadison.com).

As soon as the comments and conditions have been satisfied, 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.**

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: Kathleen Kane, City Engineering Division
Julius Smith, City Engineering Division–Mapping Section
Emma Krug, Parks Division
Andy Miller, Office of Real Estate Services