



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

Madison Municipal Building, Suite 017
215 Martin Luther King, Jr. Blvd
P.O. Box 2985
Madison, Wisconsin 53701-2985
Phone: (608) 266-4635
www.cityofmadison.com

March 31, 2022

Nic Alexander
740 Regent Street Associates
700 Regent Street
Madison, WI 53715

RE: LNDSCM-2022-00007; Legistar ID 69572 – Certified Survey Map – 700-740 Regent Street

Dear Nic Alexander;

Your three-lot certified survey of property located at 700-740 Regent Street, Section 23, Township 07N, Range 09E, 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 six (6) items:

1. Based on 1942 Sanborn maps, this property contained a former railroad yard and adjacent redevelopments (e.g. Hilton Garden Inn) were contaminated by PAHs and heavy metals. Submit proof of coordination with the WDNR to construct on a historic fill site and manage soil contamination generated during construction (Issac Ross, Issac.Ross@wisconsin.gov, 414.750.7140).
2. The sewer lateral for 700 Regent Street (Proposed Lot 1) that is being rerouted around the proposed building on Lot 3 will require a private sanitary sewer easement on across Lot#3 to allow for maintenance of the lateral serving proposed lot #1. Applicant shall provide evidence of a recorded private sanitary sewer easement as a condition for CSM approval.
3. An interlot drainage agreement shall be recorded, as all lots in this CSM share a drainage system. This drainage agreement shall be reviewed and approved by the City Engineer prior to approval of any building permits for sites on any of the lots created by this document. A note shall be added to the face of the CSM noting this requirement.
4. 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)
5. Construct sidewalk/path/terrace to a plan as approved by City Engineer

6. 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) or Brenda Stanley (East) at 608-261-9127 (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). (POLICY)

Please contact Jeff Quamme of the City Engineering Division–Mapping Section at 266-4097 if you have questions regarding the following seventeen (17) items:

7. The location of the Common Drive access between the two Lots is being physically modified by the proposed development and appears necessary to only serve the common access to remain between proposed Lot 1 and Lot 2. Provide the draft amendment to the Driveway Easement per Doc No. 2540854 as necessary. The final document shall be recorded immediately after the pending CSM. Place a note on the CSM as part of the existing easement label that the easement shall be amended by a separately recorded instrument to be recorded subsequent to recording this Certified Survey Map.
8. The new sanitary sewer lateral for Proposed Lot 1 will cross lands to the east and additional easement area will be necessary on proposed Lot 3. Provide for review a comprehensive easements / agreement(s) for the private sanitary sewer lateral that is necessary to accomplish the site development/CSM as proposed. The document(s) shall be executed and recorded immediately subsequent to the pending CSM recording and prior to building permit issuance.
9. Add a note that "this CSM is subject to a Reciprocal Easement and Operating Agreement per Doc No 5511406 and corrected by Doc No 5513517, to be amended by a separately recorded instrument." Provide for review an amendment to the agreement addressing but not limited to, access, fire access, parking, utilities, common areas and storm management that are necessary to accomplish the site development as proposed prior to final sign off. The document shall be executed and recorded immediately subsequent to the CSM recording and prior to building permit issuance.
10. Add text to the note for the 20' wide Public Storm Sewer Easement per West Madison Depot plat: "A portion of this easement to be released by separately recorded instrument as part of future development within Lot 3".
11. Lands within this CSM benefit from a parking lot lease over City lands per Doc No 5535449 (former lease Doc No 4347972 having been terminated by 5535449) along the northerly side of proposed Lot 3. The lease area shall be shown and noted on the CSM. An amendment to the lease, administered by the Madison Office of Real Estate Services (Proj No 7997), shall be drafted and recorded to allow the proposed new development within the lease area. The new lease shall be recorded after the recording of this CSM and before the final site plan approval.
12. Label the portion of the area of the Joint Driveway Easement area per Doc 2540854 lying within CSM 15202 (the western 1/2) is also subject to a Joint Driveway Easement benefitting this CSM per Document No 2540855

13. Add text to the Common Driveway and Sidewalk Easement per CSM 6147 on the east side of this CSM that the easement is also subject to a Declaration of Driveway and Sidewalk Easement per Document No. 2209398.
14. Clearly show the MG&E Easement per Doc 2254764 ends at the west line of Lot 1 along Regent Street.
15. Correctly denote the location of the Utility Easement per Doc 2540856 is only along the south side of Lot 2.
16. Add a note that this lands within this CSM are subject to a driveway and access easement agreement per Document No 2629991. The easement is blanket in nature on access drives.
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 (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)
18. 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) for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division sign-off.
19. All easement text labels shall include the benefitted entity of the easement. Easements shall also be dimensioned to allow retracement of the location of the easements inside of this CSM.
20. Place a note on the CSM for the drainage arrows. The lands within this Certified Survey map are subject to the drainage arrows as shown hereon. Drainage arrows indicated the direction of drainage during grading. Drainage patterns shall be maintained by the lot owner unless modified with the approval of the City Engineer.
21. Ties to the property lines to the buildings shall be provided as required by Ordinance on sheet 3.
22. 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.
23. 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, 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 Bill Sullivan of the Fire Department at 886-4691 if you have any questions regarding the following one (1) item:

24. Include easements for fire access lanes as necessary across adjoining properties.

Please contact Jeff Belshaw of the Water Utility at 261-9835 if you have any questions regarding the following one (1) item:

25. Upon development, a separate water service lateral and water meter will be 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)). A water lateral is not required if the parcel remains undeveloped.

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:

26. 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. 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.

27. 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.

28. If any portion of the lands within the CSM boundary are subject to an Option to Purchase or other Option interest please include a Certificate of Consent for the option holder, to be executed prior to CSM sign-off.

29. 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.

30. Register of Deeds Certificate: Below the signature line should read "Kristi Chlebowski, Register of Deeds".

31. As of February 25, 2022 the 2021 real estate taxes are not 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. Receipts from the City of Madison Treasurer are to be provided before or at the time of sign-off.
32. As of February 25, 2022, there are special assessments reported. 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.
33. Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report 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 date of the initial title report, dated January 5, 2022, 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.
34. 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.
35. Depict and dimension all existing improvements including, but not limited to: buildings, drives, parking lots, encroachments, etc. located within the CSM boundary.
36. 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.

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 March 29, 2022 meeting.

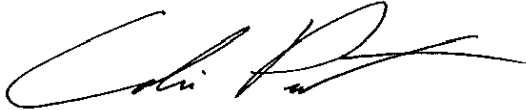
Prior to City Engineering final sign-off by the main office of the CSM, the final CSM shall be submitted to the Engineering Division Surveyor/ Land Records Coordinator for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division 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 you may be of any further assistance, please do not hesitate to contact my office at 243-0455.

Sincerely,

A handwritten signature in black ink, appearing to read 'Colin Punt', with a stylized, flowing script.

Colin Punt
Planner

cc: Tim Troester, City Engineering Division
Jeff Quamme, City Engineering Division—Mapping Section
Bill Sullivan, Fire Department
Jeff Belshaw, Water Utility
Andy Miller, Office of Real Estate Services