



Department of Planning & Community & Economic Development

## Planning Division

Katherine Cornwell, Director

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

August 13, 2013

Re-Approval: March 19, 2014

Chris Adams

Williamson Surveying & Associates, LLC

104A W. Main Street

Wausaukee, Wisconsin 53597

RE: File No. LD 1325 – Certified Survey Map – 5708-5714 Odana Road (Smart Motors, Inc.)

Dear Mr. Adams;

The one-lot certified survey combining your client's property located at 5708-5714 Odana Road, Section 30, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The site is zoned CC-T (Commercial Corridor–Transitional 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 seven (7) conditions:**

1. Remove Note 4 on Page 2 of CSM.
2. There is an existing 20-foot public storm and sanitary easement shown on the CSM that was created by prior CSM 1620. There are no public facilities located within this public easement. The owner may choose to coordinate the release of this easement with City Engineering and Office of Real Estate Services if desired. The release of this easement requires the owner's written request and payment of \$500 administrative fee.
3. A portion of this proposed CSM includes lands that are contained within the declared Odana Park Office Condominium. Wisconsin Statutes Sec. 703.28(1m)(b) states that the condominium shall first be removed from the provisions of this chapter by recording a removal instrument. A concurrent condominium amendment/ removal/termination application by the owner with the Planning Division is required.
4. The following note shall be added to the Certified Survey Map: "All lots created by this Certified Survey Map are individually responsible for compliance with Chapter 37 of the Madison General Ordinances in regard to storm water management at the time they develop."

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. All outstanding Madison Metropolitan Sewerage District (MMSD) and City of Madison sanitary sewer connection charges are due and payable prior to City Engineering sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Janet Dailey (261-9688) to obtain the final MMSD billing a minimum of 2 working days prior to requesting City Engineering signoff.
7. 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:**

8. 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 Jenny Frese of the Office of Real Estate Services at 267-8719 if you have any questions regarding the following six (6) 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. Additional title research is requested, as Lot 2 of CSM 1620 was not included in the title report dated June 10, 2013.
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. Please remove duplicated consent for US Bank National Association, as only one is necessary.
11. Please provide a statement for our file that all leases are or will be expired and not renewed because the buildings are to be razed. The title update shall reflect the removal of their interest in the property within the CSM.
12. Per MGO Section 16.23(5)(g)4, the property owner shall pay all special assessments levied against the subject property prior to CSM recording and provide staff with proof of payment. There are special assessments owed in the amount of \$560.00.

13. 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).
14. The following CSM revisions shall be made:
  - a.) There is a discrepancy between the CSM legal description and the legal description in the title work. Please reconcile.
  - b.) Revise Note #13 to include the entire document name. Also, Doc. No. 1172678 does not appear in title, but it is included in Note #13. Please verify if it is applicable to the lands within the CSM boundary.
  - c.) Please add the 5' dimension to the label and depiction of Doc. No. 1877673.
  - d.) Update the label for the 20-foot storm and sanitary sewer easement to also include the originating document 2059923.
  - e.) Include a Note for #7 in Part A of the title report.
  - f.) If the MGE Easement per Doc. No. 3949887 mentioned in Note #17 needs to be released, please coordinate the recording of said release prior to CSM sign-off.
  - g.) The documents referred to in Note #16 do not appear in title. Please verify if they are applicable to the lands within the CSM boundary.
  - h.) Revise Note #18 to include the entire document name.

**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 August 6, 2013.**

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 [epederson@cityofmadison.com](mailto:epederson@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

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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: Janet Dailey, City Engineering Division  
Maureen Richards, City Assessor's Office  
Dennis Cawley, Madison Water Utility  
Jennifer Frese, Office of Real Estate Services  
Dan Everson, Dane County Land Records and Regulations