



Department of Planning & Community & Economic Development

## Planning Division

Katherine Cornwell, Director

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

March 19, 2013

Re-Issued: April 22, 2014

Michael S. Marty  
Vierbicher Associates, Inc.  
999 Fourier Drive, Suite 201  
Madison, Wisconsin 53717

RE: File No. LD 1306 – Certified Survey Map – 25 W. Main Street (AnchorBank, fsb)

Dear Mr. Marty;

The one-lot certified survey combining your client's property located at 25 W. Main Street, Section 24, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The site is zoned DC (Downtown Core District). The conditions of approval from the reviewing agencies to be satisfied before final approval and recording of the CSM are:

**Please contact Janet Schmidt of the City Engineering Division at 261-9688 if you have questions regarding the following four (4) conditions:**

1. The 1963 License issued by the City to Anchor Bank permitting the existing subterranean private pedestrian tunnel located in S. Carroll Street right of way shall be updated and recorded with the Dane County Register of Deeds. Coordinate the administration of this License amendment with Office of Real Estate Services staff. Private Tunnel – RE Project No. 7299 (Jerry Lund 267-8718) and CSM Review – RE Project No. 10117 (Jenny Frese 267-8719).
2. The developer shall enter into a City/ Developer agreement for the installation of public improvements required to serve this project. The developer shall be required to provide deposits to cover City labor and materials and surety to cover the cost of construction. The developer shall meet with the City Engineer to schedule preparation of the plans and the agreement. The City Engineer will not sign off on this CSM without the agreement executed by the developer
3. 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).

4. 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 my office at 261-9632 if you have any questions regarding the following note:**

5. Parcel 251-0709-242-0616-7, 115 S. Carroll Street (parking lot) is in Tax Increment Finance District (TID) 25; parcel 251-0709-242-0607-6, 25 W. Main Street (building) is not in the TID. For the purposes of maintaining these TID distinctions, the City Assessor's Office will maintain separate parcel numbers following recording of the proposed one-lot CSM.

**Please contact Jennifer Frese of the Office of Real Estate Services at 267-8719 if you have any questions regarding the following five (5) items:**

6. Prior to requesting final approval prior to recording, executed signature block certifications shall be included for all parties of interest, pursuant to MGO Section 16.23(5)(g)4 and Wis. Stats. 236.21(2)(a). All signatory parties shall provide documentation that proves said signatories have legal authority to sign the Owner's Certificate. The title report shows the following parties have an ownership interest in the lands within the CSM and shall be signatories on the Owner's Certificate:

→ Anchor Savings and Loan Association

7. Please include the following certificate:

**Madison Common Council Certificate:** This certificate is required when dedication of land and the conveyance of rights in land are required. For parcels located within the City of Madison, a Madison Common Council Certificate shall appear as follows:

Resolved that this certified survey map located in the City of Madison was hereby approved by Enactment Number RES-14-\_\_\_\_\_, File ID Number \_\_\_\_\_, adopted on the \_\_\_\_\_ day of \_\_\_\_\_, 2014, and that said enactment further provided for the acceptance of those lands dedicated and rights conveyed by said Certified Survey Map to the City of Madison for public use.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2014

\_\_\_\_\_  
Maribeth L. Witzel-Behl, City Clerk  
City of Madison, Dane County Wisconsin

8. The property to be combined into a one-lot CSM is partially located within the TID 25 boundary.

9. The applicant shall verify that stormwater management charges are paid in full by contacting Janet Dailey with City Engineering Division (261-9688) or Sharon Pounders with the Madison Water Utility (266-4641).
10. The following CSM revisions shall be made:
  - a.) Warranty Deeds recorded as Document Nos. 1045766, 1045962 and 1045221 state that some of the lands within the CSM boundary are subject to a party wall agreement, as well as rights of way. Please research these deeds and subsequent conveyances to determine if these agreements still apply to the subject lands. If so, please describe these agreements by document number in a note on the CSM.
  - b.) Although not a condition of CSM approval, please coordinate with Heidi Fischer in the Office of Real Estate Services regarding the need to revise the current unrecorded License for the Pedestrian Tunnel.
  - c.) Satisfactions or releases for all mortgages, liens, judgments, or other instruments that no longer encumber the lands or ownership within the CSM boundary shall be recorded prior to CSM sign-off.

**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 6, 2014.**

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).

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 permanently kept on file in the Dane County Register of Deeds Office. A copy of the recorded document

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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 Schmidt, City Engineering Division  
Maureen Richards, City Assessor's Office  
Heather Stouder, Planning Division  
Anne Zellhoefer, City Attorney's Office  
Jennifer Frese, Office of Real Estate Services  
Dan Everson, Dane County Land Records and Regulations