



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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June 14, 2018

Michael S. Marty  
Vierbicher Associates, Inc.  
999 Fourier Drive, Ste. 201  
Madison, WI 53717

RE: LNDCSM-2018-00007; ID 50684 – Certified Survey Map – 717-751 E. Johnson Street

Dear Mr. Marty;

The one-lot Certified Survey Map combining the properties located at 717-751 E. Johnson Street, Section 13, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The subject property is zoned NMX (Neighborhood Mixed Use). A resolution approving the CSM and authorizing the City to sign it and any other documents related to the proposed land division is scheduled to be before by the Common Council on June 19, 2018.

The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

**Please contact Brenda Stanley of the City Engineering Division at (608) 261-9127 if you have questions regarding the following eleven (11) items:**

1. Per Chapter 37.09(3)(d)7 MGO This parcel shall match the existing volumetric discharges from the property to other lands not under their control in storm events including the 1, 2, 5, & 10 year storm events.
2. The Applicant shall Construct Sidewalk to a plan approved by the City. The improvements shall include 7' sidewalk and 6' terrace along E. Johnson St
3. This site proposes to discharge to an enclosed depression on other private property. This development shall provide proof of an easement with the owner of the private property. If this cannot be accomplished volumetric discharge matches of stormwater shall be completed in accord with comment 1.
4. All outstanding 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. (MGO16.23(9)(d)(4))

5. An erosion control plan and permit shall be submitted to the Engineering Division for review and approval prior to grading or any other construction activities. The Preconstruction Meeting for Public Improvements shall not be scheduled prior to issuance of this permit. The applicant shall demonstrate compliance with Section 37.07 and 37.08 of the Madison General Ordinances regarding permissible soil loss rates. The erosion control plan shall include Universal Soil Loss Equation (USLE) computations for the construction period. Measures shall be implemented in order to maintain a soil loss rate below 5-tons per acre per year.
6. This site appears to disturb over one (1) acre of land and requires a permit from the WDNR for stormwater management and erosion control. The City of Madison has been required by the WDNR to review projects for compliance with NR216 and NR-151 however a separate permit submittal is still required to the WDNR for this work. The City of Madison cannot issue our permit until concurrence is obtained from the WDNR via their NOI or WRAPP permit process. Contact Eric Rortvedt at 273-5612 of the WDNR to discuss this requirement. Information on this permit application is available on line <http://dnr.wi.gov/Runoff/stormwater/constrformsinfo.htm> (NOTIFICATION)
7. A minimum of two (2) working days prior to requesting City Engineering signoff on the plat/csm the applicant shall contact either Tim Troester at 261-1995 ([ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com)) or Brenda Stanley at 608-261-9127 ([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). (POLICY)
8. 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."
9. The construction of this project will require that the applicant shall enter into a City / Developer agreement for the required infrastructure improvements. The applicant shall contact City Engineering to schedule the development of the plans and the agreement. The City Engineer will not sign off on this project without the agreement executed by the developer. Obtaining a developer's agreement generally takes approximately 4-6 weeks, minimum. (MGO 16.23(9)c)
10. The approval of this zoning approval does not include the approval of the changes to roadways, sidewalks or utilities. The applicant shall obtain separate approval by the Board of Public Works and the Common Council for the restoration of the public right of way including any changes requested by developer. The City Engineer shall complete the final plans for the restoration with input from the developer.. (MGO 16.23(9)(d)(6))
11. The Applicant shall provide the City Engineer with a survey indicating the grade of the existing sidewalk and street. The Applicant shall hire a Professional Engineer to set the grade of the building entrances adjacent to the public right of way. The Applicant shall provide the City Engineer the proposed grade of the building entrances. The City Engineer shall approve the grade of the entrances prior to signing off on this development. (POLICY)

**Please contact Sean Malloy of the Traffic Engineering Division at (608) 266-5987 if you have questions regarding the following item:**

12. The applicant shall either dedicate Right-of-Way or provide an onsite permanent easement to allow for the installation of a six (6) foot terrace, measured from the back of curb, and a seven (7) foot sidewalk.

**Please contact Jeff Quamme of the Engineering Division–Mapping Section at (608) 266-4097 if you have questions regarding the following twelve (12) items:**

13. This Certified Survey shall dedicate the required right of way along E. Johnson Street as required by Engineering and Traffic Engineering to accommodate the required terrace and sidewalk improvements in conjunction with the planned development for this site.
14. The parcel at 751 E Johnson Street is no longer part of this pending Certified Survey Map. A copy of the recorded access easement over 751 E Johnson Street shall be provided for review and recorded prior immediately after this CSM and prior to the final site plan signoff.
15. The parcel at 751 E Johnson Street is no longer part of this pending Certified Survey Map, but is part of the proposed development plan. The Owner of 751 E Johnson St shall dedicate right of way along E Johnson Street as required by Engineering and Traffic Engineering to accommodate the required terrace and sidewalk improvements for this development. A separate City of Madison Real Estate Project will be required. Coordinate the dedication with Jeff Quamme of Engineering Mapping. ([jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com))
16. Remove the old R/W line shown southwest of this CSM. Also correct the overall right of way width at that location to be 68.5 feet.
17. On sheet 2 denote the buildings to be razed, to remain and to be moved from the site.
18. There are existing utilities along the southeast side of this CSM that serve the properties to the southeast. A Public Utility easement shall be provided for those utilities that are to remain.
19. 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](mailto: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.
20. 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.
21. A note shall be added under all of the street names labeled and to be dedicated on the CSM, "Dedicated to the Public" as required by 236.20(4)(b).

22. The Applicant shall submit to Jeff Quamme, prior to Engineering sign-off of the subject CSM, one (1) digital CADD drawing to the Mapping/GIS Section of the Engineering Division. 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:
- 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. 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).

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 and a written notification to Engineering Mapping for any changes to the plat which occur subsequent to any original submittal of data and prior to final sign off.

23. Prior to Engineering final sign-off by main office for Certified Survey Maps (CSM), the final Plat or CSM must be submitted to 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 sign-off. Electronic mail submittal of the CSM in PDF form is preferred. Transmit to [jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com)
24. This pending Certified Survey Map 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 GEO so that the Accela system can upload this data and permit issuance made available for this new land record.

**Please contact Kathleen Kane of the Parks Division at (608) 261-9671 if you have any questions regarding the following two (2) items:**

25. The following note should be included on the CSM: "LOTS WITHIN THIS CSM ARE SUBJECT TO IMPACT FEES THAT ARE DUE AND PAYABLE AT THE TIME BUILDING PERMIT(S) ARE ISSUED."

**Please contact Heidi Radlinger of the Office of Real Estate Services at (608) 266-6558 if you have any questions regarding the following four (4) items:**

26. 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. 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

There are special assessments reported on the subject properties. All special assessments are due and payable prior to CSM approval sign-off pursuant to MGO Section 16.23(5)(g)1.

27. Pursuant to Madison City Ordinance 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 ([hradlinger@cityofmadison.com](mailto:hradlinger@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 (xx-xx-xx) submitted with the CSM application and include all associated documents that have been recorded since the initial title report. Surveyor shall update the CSM with the most recent information reported in the title update.

28. The owner shall email the document number of the recorded CSM to Heidi Radlinger as soon as the recording information is available.

29. Mortgage to National Mutual Benefit has been satisfied but still shows on title. Work with title company to have this cleared.

**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 on June 19, 2018.**

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 (608) 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.**

If you have any questions or if may be of any further assistance, please do not hesitate to contact my office at 243-0554.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sydney Prusak', written in a cursive style.

Sydney Prusak  
Planner

cc: Brenda Stanley, Engineering Division  
Sean Malloy, Traffic Engineering Division  
Jeff Quamme, Engineering Division–Mapping Section  
Kathleen Kane, Parks Division  
Heidi Radlinger, Office of Real Estate Services