



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

---

126 S. Hamilton Street  
P.O. Box 2985  
Madison, Wisconsin 53701-2985  
Phone: (608) 266-4635  
[www.cityofmadison.com](http://www.cityofmadison.com)

March 8, 2017

Chris Adams  
Williamson Surveying & Associates, LLC  
104A W. Main Street  
Waunakee, Wisconsin 53597

RE: ID 45805 | LNDCSM-2017-00004 – Certified Survey Map – 8033 Excelsior Drive (Wisconsin State, County & Municipal Employees Union Building Corp.)

Dear Mr. Adams;

The one-lot Certified Survey Map of property located at 8033 Excelsior Drive, Section 15, Township 7N, Range 8E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned SEC (Suburban Employment Center 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 five (5) items:**

1. All outstanding Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to City Engineering Division 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 working days prior to requesting City Engineering signoff of the CSM.
2. Each lot shall have a separate sanitary sewer lateral.
3. The lots within this Certified Survey Map are interdependent upon one another for stormwater runoff conveyance, and/or a private drainage system exists for the entire site an agreement shall be provided for the rights and responsibilities of all lot owners. Said agreement shall be reviewed and placed on file by the City Engineer, referenced on the CSM, and recorded at the Dane County Register of Deeds.
4. A minimum of two (2) working days prior to requesting City Engineering signoff on the CSM the applicant shall contact Brenda Stanley at 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).

5. The following note shall be added to the CSM: "All lots created by this Certified Survey Map are individually responsible for compliance with Chapter 37 of Madison General Ordinances in regard to stormwater management at the time they develop."

**Please contact Jeff Quamme of the City Engineering Division–Mapping Section at 266-4097 if you have questions regarding the following eleven (11) items:**

6. The applicant is responsible to review and determine compliance of this proposed land division with the Private Declarations of Covenants, Conditions and Restrictions of Old Sauk Trails Park and any amendments thereof.
7. The CSM shall show, dimension and note the Jogging Trail Easement to the public per Document No. 2103169. The title report shall also be revised to acknowledge this easement.
8. The Access Easement and Parking agreement provided is generally fine in regard to form. Please provide a final document with all exhibits attached. Additionally a comprehensive Declaration of Easement(s) shall be drafted and provided for review addressing all common pedestrian access facilities, storm sewer facilities, storm water management facilities, storm water drainage, sanitary sewer facilities, water main facilities and common open space areas/facilities shall be provided for review. All of these easements/agreements shall be recorded immediately following the recording of the CSM.
9. Curve C1 is considerably out of tangent and the length is different from the record by 0.76 feet. The applicant's surveyor shall review this issue and either correct the issue if there is an error or provide and explanation to support such a significant deviation from record dimensions.
10. 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 ). 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. The Applicant shall identify monument types on all PLS corners included on the Plat or CSM. Note: Land tie to two PLS corners required.
11. In accordance with Section s. 236.18(8), Wisconsin Statutes, the Applicant shall reference City of Madison WCCS Dane Zone, 1997 Coordinates on all PLS corners on the Plat or Certified Survey Map in areas where this control exists. The Surveyor shall identify any deviation from City Master Control with recorded and measured designations. City of Madison has established WCCS, Dane Zone Coordinates on all PLS corners within its corporate boundary. Visit the Dane County Surveyor's Office web site for current tie sheets and control data that has been provided by the City of Madison. If a surveyor encounters an area without a published WCCS Dane Zone 1997 value, contact Engineering Division for this information.
12. The applicant shall submit to Jeff Quamme, prior to Engineering sign-off of the subject CSM, one (1) digital CADD drawing and one (1) signed copy of the final CSM to the Mapping/GIS Section of the Engineering Division either as hard copy or Adobe PDF format. 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: right of way lines (public and private); lot lines; lot numbers; lot/plat dimensions; street names, and; 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).

\*This transmittal is a separate requirement than the required submittals to Engineering Streets Section for design purposes.

\*New electronic final plat transmittals and notification of changes which occur to the final plat during the time the Engineering Division signs off and receives the digital copies of said plat and the recording thereof, are the responsibility of the Developer/Surveyor.

13. This pending CSM 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 the parcel database so that the permitting system can upload this data and permit issuance made available for this new land record.
14. A note shall be added that the 6-foot Utility Easement per Document No. 1918126 has been released by the City of Madison per Document No. 2107005.
15. The drainage arrows and the note per the plat of Old Sauk Trails Park shall be shown and noted on the Certified Survey Map.
16. A note shall be added that this CSM is subject to Declaration of Covenants, Conditions and Restrictions per Document No. 1918427 and amended by Document Nos. 2630945 and 2764523.

**Please contact Eric Halvorson of the Traffic Engineering Division at 266-6527 if you have questions regarding the following item:**

17. Traffic Engineering recommends the removal of the 30-foot wide extension of Lot 2 to the public right-of-way and instead recommends that Lot 2 take access through the use of a cross access agreement with Lot 1. This will decrease the amount of impervious surface and limit the number of access points on Excelsior Drive.

**Please contact Jenny Kirchgatter, Assistant Zoning Administrator, at 266-4429 if you have questions regarding the following two (2) items:**

18. Note: Any future use or development will require approvals from the Madison Water Utility, as the site is located within Wellhead Protection District No. 28.

19. Note: Future development will require appropriate City of Madison reviews and approvals.

**Please contact Adam Wiederhoeft of the Madison Water Utility at 266-9121 if you have questions regarding the following two (2) items:**

20. A separate water service lateral and water meter is 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)).

21. These properties are located within Wellhead Protection District–Zone (WP-28). Hazardous and/or toxic materials are not to be stored on site, and any proposed uses will be required to comply with the City of Madison Wellhead Protection Ordinance. Any future change in use for this property will require review by the Madison Water Utility General Manager or his designated representative.

**Please contact Heidi Radlinger of the Office of Real Estate Services at 266-6558 if you have any questions regarding the following seven (7) items:**

22. A certificate of consent for all mortgagees/vendors shall be included following the Owner's Certificate(s) and executed prior to CSM approval sign-off. 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.

23. All ownership consents and certifications for the subject lands shall conform to Wis. Stats. 236.21(2) and 236.29 by including the language "...surveyed, divided, mapped and dedicated..."

24. A Consent of Lessee shall be included for all tenant interests in excess of one year, recorded or unrecorded, and executed prior to CSM sign-off.

25. There is a special assessment reported for traffic signals. All special assessments shall be paid in full prior to signoff pursuant to MGO Section 16.23(5)(g)1.

26. Pursuant to MGO 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 (June 6, 2016) submitted with the CSM application and include all associated documents that have been recorded since the initial title report. The surveyor shall update the CSM with the most recent information reported in the title update.

27. The owner shall email the document number of the recorded CSM to Heidi Radlinger in the City's Office of Real Estate Services as soon as the recording information is available.

28. The CSM shall be revised prior to final approval as follows:

a. Revise 12-foot utility easement to be Document No. 1918426 instead of 1918126 in legal description as well as CSM depiction.

b. Label platted Lots as Old Sauk Trails s Park

**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 March 7, 2017.**

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).

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 261-9632.

Sincerely,

Timothy M. Parks  
Planner

cc: Tim Troester, City Engineering Division  
Jeff Quamme, City Engineering Division—Mapping Section  
Eric Halvorson, Traffic Engineering Division  
Jenny Kirchgatter, Assistant Zoning Administrator  
Adam Wiederhoeft, Madison Water Utility  
Sally Sweeney, City Assessor's Office  
Heidi Radlinger, Office of Real Estate Services