



Department of Planning & Community & Economic Development  
**Planning Division**

Website: [www.cityofmadison.com](http://www.cityofmadison.com)

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November 13, 2008  
Revised: December 3, 2008

Al Kaukl  
Badger Surveying & Mapping Service, LLC  
3602 Atwood Avenue  
Madison, Wisconsin 53714

RE: File No. LD 0832 – Certified survey map – 4850 Helgesen Drive (Sweet Investments, LP)

Dear Mr. Kaukl:

The two-lot certified survey of your client's property generally located at 4850 Helgesen Drive, Section 15, Township 8N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The site is zoned M1 (Limited Manufacturing 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, City Engineering, at 261-9688 if you have questions regarding the following twelve conditions:**

1. Lot corner elevations and drainage arrows must be shown on Page 1 of 3.
2. Correct minor typographical error in East ¼ Corner note on Page 1 of 3.
3. Clarify the 900-foot dimension along the north line of proposed Lot 1 adjacent to the Union Pacific railroad on Page 1 of 3, which appears to be a dimension defining the termination of the existing water main easement.
4. The CSM proposes that the existing sanitary sewer shall serve both proposed Lots 1 and 2. Prior to approval, provide agreement for ownership and maintenance of private sewer for approval [by the City Engineering Division].
5. The applicant shall dedicate a 15-foot wide Permanent Limited Easement for grading and sloping along Helgesen Drive.
6. The applicant shall execute a waiver of their right to notice and hearings on the assessments for the installation of sidewalk along Helgesen Drive in accordance with Section 66.0703(7)(b) of Wisconsin Statutes and Section 4.09 of the Madison General Ordinances.
7. Arrows shall be added to the certified survey map indicating the direction of drainage for each property line not fronting on a public street. In addition, the certified survey map shall include lot corner elevations, for all lot corners, to the nearest 0.25-foot. The following notes shall be added to the certified survey map:
  - a.) Arrows indicate the direction of surface drainage swale at individual property lines. Said drainage swale shall be graded with the construction of each principal structure and

maintained by the lot owner unless modified with the approval of the City Engineer. Elevations given are for property corners at ground level and shall be maintained by the lot owner.

- b.) All lots within this survey are subject to a public easement for drainage purposes which shall be a minimum of 6-feet in width measured from the property line to the interior of each lot except that the easement shall be 12-feet in width on the perimeter of the certified survey map. Easements shall not be required on property lines shared with green ways or public streets. No structures may be constructed within said easement and no other obstructions to drainage, including landscaping are permitted without the prior written approval of the City Engineer.

Note: In the event of the City of Madison Plan Commission and/or Common Council approve re-division of a previously subdivided property, the underlying public easements for drainage purposes are released and replaced by those required and created by the current approved subdivision.

8. If the lots within this certified survey map are inter-dependent upon one another for storm water 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 certified survey map and recorded at the Dane County Register of Deeds.
9. A minimum of two working days prior to requesting City Engineering 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).
10. All outstanding Madison Metropolitan Sewerage District (MMSD) and City of Madison sanitary sewer connection charges are due and payable prior to 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 two working days prior to requesting City Engineering signoff.
11. 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. 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 CSM. Note: Land tie to two PLS corners required.
12. Prior to Engineering final sign-off by main office for Certified Survey Maps (CSM), the final CSM must 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 sign-off. Electronic mail submittal of the **final** CSM in PDF format is preferred and should be transmitted to [epederson@cityofmadison.com](mailto:epederson@cityofmadison.com).

**Please contact Dennis Cawley, Madison Water Utility, at 266-4651 if you have any questions regarding the following item:**

13. If the water service lateral to Lot 2 crosses Lot 1, then a private water service lateral easement shall be dedicated across Lot 1. Lot 1 will require a separate water service lateral connected to the public water main. The Water Utility will not need to sign off the final plans, but will need a copy of the approved plans.

**Please contact Patrick Anderson, Assistant Zoning Administrator, at 266-5978 if you have any questions regarding the following two items:**

14. The parking lot/site plan previously approved for this property was not completed as per the approved plans. A new site plan approval is required prior to the final approval of this CSM for recording. The applicants shall submit a scaled site plan for the entire subject site at 1" = 20' that includes the following: items in the terrace as existing (e.g., signs and street light poles), type of surfaces, existing and proposed property lines, all easements, all pavement markings, building placement, parking stalls, the location of open vehicle storage (with dimensions from proposed lot lines), adjacent driveway approaches, signage, percent of slope, vehicle routes, dimensions of radii, aisles, driveways, stalls including the two feet overhang. The site plan shall be reviewed for conformance with City ordinances and the applicant shall indicate his intent to comply prior to final approval of this CSM.

Please submit *six (6) copies* of the above plan set to the Zoning Administrator for the review and approval required above.

15. On the final site plans submitted for approval, provide 5 bike parking stalls in a safe and convenient location on an impervious surface. Note: A bike-parking stall is two feet by six feet with a five-foot access area. Structures that require a user-supplied locking device shall be designed to accommodate U-shaped locking devices.

**Please contact my office at 261-9632 if you have questions regarding the following items, including the added condition of December 3, 2008, which was omitted by error:**

16. Madison Gas & Electric and AT&T request that a 12-foot utility easement be dedicated along the southern property lines of Lots 1 and 2 adjacent to Helgesen Drive and along the southern property line of Lot 2 to connect to the exist 12-foot easement south of the parking lot, as shown on the attached map. The utilities also request that the overhead utility easement adjacent to the railroad be revised to identify American Transmission Corporation in the description.
17. **A planned commercial site created after October 6, 1998 shall have a plan and reciprocal land use agreement approved by the Traffic Engineer, City Engineer and Director of Planning and Community and Economic Development recorded in the office of the Dane County Register of Deeds. The applicant shall submit the reciprocal land use agreement and easement documents proposed to govern this three-lot land division for review to the above listed agencies and have the documents approved prior to final signoff of this CSM for recording. The approved and executed reciprocal land use agreement and easements shall be recorded concurrent with the proposed CSM.**

**Please note that the City Office of Real Estate Services is reviewing the report of title provided with this survey and may have comments. That office will send any comments to you by fax or e-mail. If you have any questions, please contact Jeff Ekola at 267-8719 for more information.**

**A resolution authorizing the City to sign the CSM and any other documents related to the proposed land division was approved by the Common Council on November 18, 2008.**

As soon as the comments and conditions have been satisfied as verified with a completed affidavit form (enclosed), 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.

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 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 thirty (30) days from the date of this letter. The approval of this CSM shall be null and void if not recorded in **two years** from the date of the approving resolution. 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  
Dennis Cawley, Madison Water Utility  
Pat Anderson, Assistant Zoning Administrator  
Jeff Ekola, Office of Real Estate Services  
Norb Scribner, Dane County Land Records and Regulations

| For Official Use Only, Re: Site Plan Routing Per #14 |                           |                                     |                         |
|--|---------------------------|-------------------------------------|-------------------------|
| <input type="checkbox"/>                             | Planning Division (Parks) | <input type="checkbox"/>            | Parks Division          |
| <input checked="" type="checkbox"/>                  | Zoning Administrator      | <input checked="" type="checkbox"/> | Fire Department         |
| <input checked="" type="checkbox"/>                  | City Engineering          | <input type="checkbox"/>            | Urban Design Commission |
| <input checked="" type="checkbox"/>                  | Traffic Engineering       | <input type="checkbox"/>            | Other:                  |