



Department of Planning & Community & Economic Development

## Planning Division

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June 1, 2016

Todd Buhr  
JSD Professional Services, Inc.  
161 Horizon Drive, Suite 101  
Verona, Wisconsin 53593

RE: LNDCSM-2016-00011 – Certified Survey Map – 6905 Odana Road (Westland Plaza, LLC)

Dear Mr. Buhr;

The one-lot certified survey of property located at 6905 Odana Road, Section 25, Township 7N, Range 8E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned CC (Commercial 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 item:**

- 1.) A minimum of 2 working days prior to requesting City Engineering signoff on the CSM the applicant shall contact Tim Troester at 261-1995 ([ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com)) or 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).

**Please contact Jeff Quamme of the City Engineering Division–Mapping Section at 266-4097 if you have questions regarding the following nine (9) items:**

- 2.) The portion of the right-of-way between lines L-1 and L-5 is 8 feet further to the north. Additional right of way for that portion of Odana Road has not yet been dedicated.
- 3.) Provide "recorded as" information along the exterior boundary of the CSM as required by statute. An additional column will be required on the line dimension table on sheet 4.
- 4.) Show the widths of Odana Road where the right of ways are parallel. The widths are 88 feet where the 8 right of way has been dedicated and is 80 feet where it has not. The right of way width does vary where it bend going to the west towards W. Platte Drive.
- 5.) Update the fieldwork completed date as appropriate. It is almost 2 years ago.

- 6.) All of the numbered note references are incorrect on sheet 3. All shall be corrected to reference the proper notes on sheet 4.
- 7.) The Underground Telephone Easement per Document No. 1659756 appears to also encumber the west 10 feet of this CSM. It shall be noted as appropriate.
- 8.) Note 8 shall be removed on sheet 4. Note 15 addresses the same document and its amendment.
- 9.) Provide dimensions between the found irons along the southern boundary of the Certified Survey Map.
- 10.) 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.

**Please contact Dennis Cawley of the Madison Water Utility at 261-9243 if you have any questions regarding the following item:**

- 11.) All operating private wells shall be identified and permitted by the Water Utility and all unused private wells shall be abandoned in accordance with MGO Section 13.21.

**Please contact Heidi Radlinger of the Office of Real Estate Services at 266-6558 if you have any questions regarding the following eight (8) items:**

- 12.) The name in the Owner's Certificate does not match the owner of record (CPC Madison, LLC). Coordinate the order of CSM recording in relation to any anticipated conveyances with City staff. Prior to requesting final sign-off, executed signature block certifications shall be included for all parties of interest, consistent with the owners reported in the title update, pursuant to Wis. Stats. 236.21(2)(a). The executed original hard stock recordable CSM shall be presented at the time of sign-off.

- 13.) 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.
- 14.) Remove the word 'Interim' from Plan Commission Certificate.
- 15.) The 2015 real estate taxes are paid for the subject property.
- 16.) As of the date of this letter there are no special assessments reported. All known special assessments are due and payable prior to CSM approval sign-off.
- 17.) Please coordinate with Tim Troester (267-1995) or Brenda Stanley (261-9127) in the City Engineering Division to obtain any outstanding storm water management fees from the City of Madison Water Utility. Receipts for the payment of the prorated fee shall be presented prior to CSM approval sign-off.
- 18.) The owner shall email the document number of the recorded CSM to Heidi Radlinger at the City's Office of Real Estate Services as soon as the recording information is available.
- 19.) The CSM shall be revised prior to sign-off as follows:
  - a.) Revise Note # mentioned in Party Wall Agreement on Sheet 2.
  - b.) Revise all Note #s on Sheet 3 as they don't correspond with Sheet 4.
  - c.) Correct spelling of the word DOCUMENT in the 6' electric and gas main easement depiction on Sheet 3.
  - d.) Accurately depict, name, and identify by document number all existing easements cited in record title and the updated title report.

**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 7, 2016.**

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).

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 (March 25, 2016) 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.

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 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  
Sally Sweeney, City Assessor's Office  
Dennis Cawley, Madison Water Utility  
Bill Sullivan, Madison Fire Department  
Heidi Radlinger, Office of Real Estate Services