



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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August 19, 2019

Tim Thorson
Royal Oak & Associates
3678 Kinsman Blvd
Madison, WI 53704

RE: LNDSCM-2019-00031; Legistar ID 56579 – Certified Survey Map – 4501 Vernon Blvd and 202 Price Pl.

Dear Mr. Thorson;

Your one-lot certified survey of property located at 4501 Vernon Boulevard and 202 Price Place, Section 20, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned SE (Suburban Employment 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 four (4) items:

1. 6.2 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. (MGO 16.23(9)(d)(4))
2. 4.15 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) or Brenda Stanley at 608-261-9127 (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)
3. 4.8 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 Co Register of Deeds. (POLICY)
4. 4.9 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."

Please contact Jeff Quamme of the City Engineering Division–Mapping Section at 266-5952 if you have questions regarding the following thirteen (13) items:

5. If the site plan is revised and ultimately approved with a shared driveway, a separate document shall be provided that provides the terms and conditions for the shared driveway easement by all parties subject to the agreement. The easement on the CSM shall state the beneficiaries of the easement and shall have a note to see the separate recorded document for terms and conditions of the easement.
6. The boundary adjustment and shared driveway easement proposed by this CSM does not match the existing boundary and no shared driveway shown on the pending site plan approval. This CSM or the site plan shall be revised so that the proposed redevelopment and the Certified Survey Map completely correlate.
7. There is a monumented center of Section 20-7-9. The ties shall be either modified to acknowledge the center of Section or justification of not using the existing corner to determine the north-south quarter line shall be provided.
8. Correct the range number for the section corner text from 10 East to 9 East.
9. Add a note that Lot 2 of this CSM is subject to Covenants, Conditions and Restrictions per Document No 1045497, 1173317 and an Affidavit per Document No. 1385121.
10. Correct all legal descriptions and headers to include Block 36. Also all sheets must have a header with the location text as required by statute.
11. Change the secretary of plan commission to Nan Fey, Acting Secretary of Plan Commission.
12. Add the document no of 953198 to the text for the existing 10' Utility Easement as Platted. Also add recorded as chord lengths for curve 1-2 and curve 5-7.
13. 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. A draft easement / agreement shall be provided for the rights and responsibilities of all lot owners. Said agreement shall be reviewed prior to CSM sign off and recorded immediately after this proposed CSM has been recorded.
14. 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.
15. The Applicant shall submit to Jeff Quamme, prior to Engineering sign-off of the subject plat, one (1) digital CADD drawing and one (1) signed copy of the final plat/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:

- 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.

16. Prior to Engineering final sign-off by main office for Plats or 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 FINAL Plat or CSM in PDF form is preferred. Transmit to [jrquamme@cityofmadison.com](mailto:jrqumme@cityofmadison.com)
17. 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 Andy Miller of the Office of Real Estate Services at 261-9983 if you have any questions regarding the following twelve (12) items:

18. Signature block certifications shall be executed by all parties of interest having the legal authority to do so, pursuant to Wis. Stats. 236.21(2)(a). Said parties shall provide documentation of legal signing authority to the notary at the time of execution. The title of each certificate shall be consistent with the ownership interest reported in the most recent title report. The executed original hard stock recordable CSM shall be presented at the time of sign-off.
19. 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.
20. 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**."

21. City of Madison Plan Commission Certificate: Pursuant to Madison City Ordinance Section 16.23(7)(d)3 and Wis. Stats. 236.21(2) (a), all CSM's that are subject to the review and approval of the City of Madison shall contain the following certificate of approval:

Approved for recording per the Secretary of the City of Madison Plan Commission.

By: _____ Date: _____
Nan Fey, Secretary of the Plan Commission

22. Register of Deeds Certificate: Please include a space for the Register to hand write the recording info on the date of recording, to appear similar to the following:

Office of the Register of Deeds
Dane County, Wisconsin
Received for **recording** on _____, 20__ at ____ o'clock __ M, and
recorded in Vol. ____ of CSMs on page(s) _____, Document No. _____.

Kristi Chlebowski, Register of Deeds

23. As of August 16, 2019, real estate taxes are paid for the subject property.
24. As of August 16, 2019, there are no special assessments reported. All known special assessments are due and payable prior to CSM approval sign-off. If special assessments are levied against the property during the review period and prior to CSM approval sign-off, they shall be paid in full pursuant to Madison General Ordinance Section 16.23(5)(g)1.
25. Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Andy Miller in City's Office of Real Estate Services (acmiller@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 (6-20-2019) submitted with the CSM application and include all associated documents that have been recorded since the initial title report. A title commitment may be provided, but will be considered only as supplementary information to the title report update. Surveyor shall update the CSM with the most recent information reported in the title update. Office of Real Estate Services reserves the right to impose additional conditions of approval in the event the title update contains changes that warrant revisions to the CSM.
26. Depict, name, and identify by document number all existing easements cited in record title and the updated title report, and include relevant notes from plats or CSMs of record.
27. Add a note that the lands within the CSM are subject to Doc. Nos. 1045497, 1173317 and 1385121.
28. Include a complete and accurate legal description of the lands that are to be included in the proposed CSM. The legal description shall be reconciled with the legal description of said lands in record title.

29. Depict and dimension all existing improvements including, but not limited to: buildings, drives, parking lots, etc. located within the CSM boundary.

Please contact Bill Sullivan of the Fire Department at 261-9658 if you have questions regarding the following one (1) item:

30. Demolition of the existing building shall be complete prior to final lot reconfiguration.

The Zoning Administrator, Traffic Engineering Division, Parks Division, Forestry Division, Water Utility, and Metro Transit reviewed this request and have recommended no conditions of approval.

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 at its September 3, 2019 meeting.

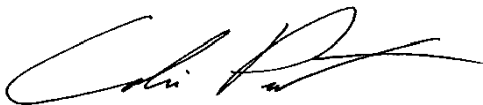
Prior to City Engineering final sign-off by the main office of the CSM, the final CSM shall be submitted to the Engineering Division Surveyor/ Land Records Coordinator for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division signoff. E-mail submittal of the final CSM in PDF form is preferred. Transmit to jrquamme@cityofmadison.com.

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.

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 243-0455.

Sincerely,



Colin Punt
Planner

cc: Tim Troester, City Engineering Division
Jeff Quamme, City Engineering Division—Mapping Section
Andy Miller, Office of Real Estate Services
Bill Sullivan, Fire Department