



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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January 24, 2018

Paul Knudson  
Vierbicher Associates, Inc.  
999 Fourier Drive, Suite 201  
Madison, Wisconsin 53717

RE: ID 49813 | LNDCSM-2017-00057 – Certified Survey Map – 131 S. Fair Oaks Avenue (Inventure Capital, LLC)

Dear Mr. Knudson;

The one-lot Certified Survey Map of property located at 131 S. Fair Oaks Avenue, Section 5, Township 7N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned TE (Traditional 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 Brenda Stanley of the City Engineering Division at 261-9127 if you have questions regarding the following six (6) items:**

1. 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 (261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering Division signoff.
2. Per the Wisconsin Department of Natural Resources (WDNR) closure letter, this property was closed with residual soil and/or groundwater contamination (BRRTS #0313-002675). Proof of coordination with the WDNR shall be submitted to Brynn Bemis (608.267.1986, [bbemis@cityofmadison.com](mailto:bbemis@cityofmadison.com)).
3. Based on historical documents (WDNR records: BRRTS #0313-002675), the property may contain residual contaminated soil. If contaminated soil is encountered as part of this redevelopment, all WDNR and DSPS regulations must be followed for proper handling and disposal.
4. A minimum of two (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).

5. The following note shall be placed on the CSM: No changes in drainage patterns associated with development on any or all lots within this CSM shall be allowed without prior approval of the City Engineer.
6. 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 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 266-4097 if you have questions regarding the following eight (8) items:**

7. All rights and interest in the Spur Easement per Document No. 488295 have been released by the City of Madison per Document No. 5191279. The Title report and Certified Survey Map shall be revised accordingly.
8. Provide dimensions to provide the location of the Easement per Doc's 3185996 and 3193493. Also, it appears the monumented location does fit the easement as described. The northeast line of the property boundary shown on those documents is in error and the north line of the easement description does not make a call to be on that northeast property line.
9. The map shall show the pavement within the adjacent railroad right of way. Place a note that the pavement is to be removed and the lease terminated as listed in Document No. 5123698 - WSOR Project 155793 Audit 179261 Folder 17998.
10. Label Emmet Street lying adjacent to the south side of the Railroad.
11. Prior to final sign off, updated title shall be provided with ownership matching the Owner's Certificate on the Certified Survey Map.
12. 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 Division (jrquamme@cityofmadison.com). If a new tie sheet is not required under A-E 7.08, City 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 is required.
13. 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 the parcel database so that the permitting system can upload this data and permit issuance made available for this new land record.

14. 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. The Developer/Surveyor shall submit new updated CSM, electronic data and a written notification to Engineering Mapping for any changes to the plat that occur subsequent to any original submittal of data and prior to final sign off.

**Please contact Janet Schmidt of the Parks Division at 261-9688 if you have any questions regarding the following two (2) items:**

15. The developer has previously paid for 170 multi-family units as part of this redevelopment project. The developer shall continue to work with Parks Division staff on potential land dedication opportunities and if necessary, a reconciliation of payments will be made as part of the approval of this CSM.
16. Park Impact Fees (comprised of the Park Infrastructure Impact Fee, per MGO Sec. 20.08(2)), and Park-Land Impact Fees, per MGO Sections 16.23(8)(f) and 20.08(2) will be required for all new residential development associated with this project. The Parks Division will be required to sign off on this land division.

**Please contact Jenny Frese of the Office of Real Estate Services at 267-8719 if you have any questions regarding the following seven (7) items:**

17. The name in the owner's certificate does not match the owner of record in title. Please verify ownership prior to execution of the signature block certification. The certification 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.
18. A certificate of consent for all mortgagees shall be included following the Owner's Certificate(s) and executed prior to CSM approval sign-off if a mortgage is recorded against any portion of the lands within the CSM boundary.

19. An Environmental Site Assessment is required for the land to be dedicated to the public.
20. As of January 8, 2018, the 2017 real estate taxes are paid for the subject property. Per 236.21(3) Wis. Stats. and MGO Section 16.23(5)(g)(1), the property owner shall pay all real estate taxes that are accrued or delinquent for the subject property prior to CSM recording. Note that property tax bills for the prior year that are distributed at the beginning of the year shall be paid prior to CSM signoff.
21. As of January 8, 2018, 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 MGO Section 16.23(5)(g)1.
22. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish updated title to Jenny Frese in City's Office of Real Estate Services (jfrese@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 (December 1, 2017) 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.
23. The depiction of the Ameritech easements per Document Nos. 3185996 and 3193493 do not appear to match the exhibits in said documents. Please review and clarify, if needed.

**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 February 6, 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 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 [jqamme@cityofmadison.com](mailto:jrqamme@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.**

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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: Brenda Stanley, City Engineering Division  
Jeff Quamme, City Engineering Division–Mapping Section  
Janet Schmidt, Parks Division  
Sally Sweeney, City Assessor's Office  
Heidi Radlinger, Office of Real Estate Services