



Department of Planning & Community & Economic Development

## Planning Division

Katherine Cornwell, Director

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June 15, 2015

Michael S. Marty  
Vierbicher Associates, Inc.  
999 Fourier Drive, Suite 201  
Madison, WI 53717

RE: File No. LD 1511 – Certified Survey Map – 1004-1032 South Park Street (Wingra Point, LLC)

Dear Mr. Marty:

Your one-lot Certified Survey Map of property located at 1004-1032 South Park Street, Section 26, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

**Please contact Janet Schmidt of the City Engineering Division at 261-9688 if you have questions regarding the following 10 items:**

1. Add a common council certificate to the Certified Survey Map to acknowledge and accept easement granted to the public.
2. Add language to note No. 5 on sheet 2 that the document modifies Document No. 4871807.
3. Update street name Lakeside Street to read W. Lakeside Street.
4. Per City Contract No. 2290 for the Wingra Clinic-Bancroft Dairy Redevelopment, the existing owner had acknowledged the future need for right of way dedication on Fish Hatchery Road and Permanent Limited Easement dedication on S. Park Street. The owner chose to defer those requirements until such time as Lots 2 and 3 of CSM 13286 were developed. The Applicant shall be required to dedicate 6ft of right of way on Fish Hatchery Road to allow for an 86ft right of way. The Applicant shall be required to reconstruct the existing sidewalk on both Park Street and Fish Hatchery Road to allow for placement of the sidewalk within the standard locations with respect to the new right of way dedication and the proposed sidewalk permanent limited easement as shown on the CSM.
5. The developer shall enter into a City / Developer agreement for the installation of public improvements required to serve this plat/csm. The developer shall be required to provide deposits to cover City labor and materials and surety to cover the cost of construction. The developer shall meet with the City Engineer to schedule preparation of the plans and the agreement. The City

Engineer will not sign off on this plat/csm without the agreement executed by the developer. (MGO 16.23(9)c)

6. 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.
7. 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."
8. A minimum of two (2) working days prior to requesting City Engineering signoff on the plat/csm the applicant shall contact Janet Schmidt (608-261-9688) 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). (POLICY)
9. 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 Janet Schmidt (608-261-9688) 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))
10. 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:jrquamme@cityofmadison.com)

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

11. This property is not located in a wellhead protection district. All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility. The Water Utility will not need to sign off the final plans, and will not need a copy of the approved plans.

**Please contact Jenny Frese of the Office of Real Estate Services at (608) 267-8719 if you have any questions regarding the following six (6) items:**

12. Prior to requesting approval sign-off, executed signature block certifications shall be included for all parties of interest, pursuant to Wis. Stats. 236.21(2)(a). All signatory parties shall provide documentation that proves said signatories have legal authority to sign the Owner's Certificate. The title of each certificate shall be consistent with the ownership interest reported in the most recent title report.

13. If any mortgages are recorded prior to CSM approval sign-off, an executed Consent of Mortgage Certificate shall be included following the Owner's Certificate.

14. Include the following Plan Commission certificate on the final CSM:

- a. Madison Common Council Certificate: This certificate is required when dedication of land and the conveyance of rights in land are required. For parcels located within the City of Madison, a Madison Common Council Certificate shall appear as follows:

Resolved that this certified survey map located in the City of Madison was hereby approved by Enactment Number \_\_\_\_\_, File ID Number \_\_\_\_\_, adopted on the \_\_\_\_ day of \_\_\_\_\_, 2015, and that said enactment further provided for the acceptance of those lands dedicated and rights conveyed by said Certified Survey Map to the City of Madison for public use.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2015

\_\_\_\_\_  
Maribeth L. Witzel-Behl, City Clerk  
City of Madison, Dane County Wisconsin

- b. Please revise the City of Madison Plan Commission Certificate to include the name of the Interim Director, as seen below:

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

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Natalie Erdman, Interim Secretary of the Plan Commission

15. As of April 17, 2015, the 2014 real estate taxes are paid for the subject property and there are no special assessments levied against the property.

If the 2015 tax bills are distributed prior to CSM approval sign-off, they must be paid in full per 236.21(3) Wis. Stats. and 16.23(5)(g)(1) Madison General Ordinances.

If special assessments are levied against the property prior to CSM approval sign-off, they shall be paid in full pursuant to Ordinance Enactment No. ORD-08-00094, ID No. 10847, Enactment Date 8/23/2008.

16. Prior to final CSM sign-off, please verify with Janet Schmidt of the City Engineering Division (261-9688) or Pam Mousley at the Water Utility (261-9132) that stormwater management fees are paid in full.

17. Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report to the City's Office of Real Estate Services, 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 (3-6-15) 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.

**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 July 7, 2015.**

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).

The owner shall furnish to the Office of Real Estate Services and the survey firm preparing the CSM an updated title report covering the period between the date of the initial title report and the date when final signoff is requested. The 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: Janet Schmidt, City Engineering Division  
Sally Sweeney, City Assessor's Office  
Jenny Frese, Office of Real Estate Services