



Department of Planning & Community & Economic Development

Planning Division

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June 9, 2016

Gary Brown
University of Wisconsin–Madison
30 N. Mills Street
Madison, Wisconsin 53715

RE: LNDCSM-2016-00012 – Certified Survey Map – 130 E. Gilman Street

Dear Mr. Brown;

The City of Madison Plan Commission, meeting in regular session on May 23, 2016, **conditionally approved** your two-lot Certified Survey Map of property located at at 130 E. Gilman Street, Section 14, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin. The property is zoned DR-1 (Downtown Residential–1 District) and is located in the Mansion Hill Historic 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 two (2) items:

1. The applicant shall determine where the sanitary sewer lateral is located serving the proposed Lot 1. If the lateral crosses proposed Lot 2, the applicant shall dedicate a private sanitary sewer easement on the proposed CSM.
2. A minimum of 2 working days prior to requesting City Engineering signoff on the CSM, the applicant shall contact Brenda Stanley at 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 recording 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 fifteen (15) items:

3. 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 Jeff Quamme (jrquamme@cityofmadison.com), 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 Plat. Note: Land tie to two PLS corners required.

4. The dimensions for the Sanitary Sewer Easement per Document No. 1365657 shall be revised to be to and along the centerline of the easement on the detail Sheet 2 to correlate to the description of record. Also provide dimensions from each end of the easement along the property lines to the right of way of E. Gilman Street.
5. Add to the header of each street and to the legal description that the CSM is within Government Lot 1 of Section 14.
6. Provide the Dane County Coordinates of the two meander corners and also the Southeast corner of Section 14.
7. Provide coordinates of record for any coordinate that is different from those published by the City of Madison.
8. Provide recorded information for any deviation of bearing or distance along the section line ties.
9. The legal description under the Surveyor's Certificate shall begin at the Southeast corner of Section 14 as required by Statute.
10. Add more or less designations for the distances from the meander corners to the water's edge and also for the overall distances of each side of the CSM to the water's edge.
11. The dimensions for the Sanitary License for Public Walkway per Document No. 1608871 shall be revised to be to and along the centerline of the easement on the detail Sheet 2 to correlate to the description of record. Also provide dimensions from each end of the easement along the property lines to the right of way of E. Gilman Street. Per the document, this should be one continuous centerline. Show any deviations from recorded distances.
12. Label the Ordinary High Water Elevation of Lake Mendota of 850.7. Also label the stone breakwater jutting out into Lake Mendota.
13. It is assumed that Lot 2 is the beneficiary of the electric easement, gas easement, water service easement and telephone easement and should be labeled as such. Also, if the utilities are to be underground, that should also be noted.
14. The lots within this certified survey map are inter-dependent upon one another for stormwater runoff conveyance. 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.
15. Add the dimension from Gilman Street to the meander corner along the southwest side of the CSM. Add an adjoiner to the last course of the legal description that it is along the northeasterly line of said Lot 9. Also add a statement at the end of the description to include the lands between the

meander line and the Ordinary High Water Mark lying between the northeasterly and southwesterly lines of the CSM extended northwesterly to the Ordinary High Water Mark.

16. 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.

17. In accordance with Section s. 236.18(8), Wisconsin Statutes, the Applicant shall reference City of Madison WCCS Dane Zone, 1997 Coordinates on all PLS corners on the Certified Survey Map in areas where this control exists. The Surveyor shall identify any deviation from City Master Control with recorded and measured designations. City of Madison has established WCCS, Dane Zone Coordinates on all PLS corners within its corporate boundary. Visit the Dane County Surveyor's Office web address for current tie sheets and control data that has been provided by the City of Madison. If a surveyor encounters an area without a published WCCS Dane Zone 1997 value, contact the City Engineering Division for this information.

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

18. 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 Bill Sullivan of the Madison Fire Department at 261-9658 if you have any questions regarding the following item:

19. Due to the distance from the public street to the UW Life Saving Station, the address shall be posted on a monument, pole or other sign or means in order to locate the structure.

Please contact Jenny Frese of the Office of Real Estate Services at 267-8719 if you have any questions regarding the following eight (8) items:

20. Signature block certifications shall be executed by 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. The executed original hard stock recordable CSM shall be presented at the time of sign-off.
21. A certificate of consent for all mortgagees shall be executed if any mortgagees are obtained prior to CSM approval sign-off.
22. A Consent of Lessee shall be included for all tenant interests in excess of one year, recorded or unrecorded, and executed prior to CSM sign-off.
23. Revise the City of Madison Plan Commission Certificate to include the current Secretary for the City of Madison Plan Commission, Natalie Erdman.
24. Real estate taxes are exempt, but special assessments are reported in the amount of \$608.58. All known special assessments are due and payable prior to CSM approval sign-off.
25. 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.
26. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish an updated title report 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 (April 1, 2016) 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.
27. Revise the CSM prior to final sign-off as follows:
 - a.) Revise Note #5 on Sheet 3 to include the date of most recent title report used for preparation of the CSM.
 - b.) Revise the label for the walkway per Doc. No. 1608871 to License instead of Easement.
 - c.) Satisfactions or releases for all liens, judgments, or other instruments that encumber the lands or ownership within the CSM boundary shall be recorded prior to CSM approval sign-off, particularly item #7 of the title report.
 - d.) Label the gas, electric, water, telephone and driveway easements being created as private.
 - e.) Include a Note on Sheet 3 that designates Lot 2 as the benefitting party to the gas, electric, water, and telephone easements, with assignment rights for the various utility providers.

- f.) A separate recorded document defining terms of the private joint driveway easement is recommended.

The applicant is also required to satisfy the conditions of the Landmarks Commission approval prior to the final staff approval of the CSM. Please contact Amy Scanlon, Preservation Planner, at 266-6552 if you have any questions about those conditions.

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 was approved 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.

Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish an updated title report 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 (February 5, 2016) 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.

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.**

LNDCSM-2016-00012
130 E. Gilman Street
June 9, 2016
Page 6

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
Sally Sweeney, City Assessor’s Office
Amy Scanlon, Preservation Planner–Landmarks Commission
Dennis Cawley, Madison Water Utility
Bill Sullivan, Madison Fire Department
Jenny Frese, Office of Real Estate Services