



**CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE**

TO: Bradley J. Murphy, AICP
Planning Division Director

Date: November 15, 2012

FROM: Jenny Frese, Real Estate Agent

Project No.: 10041

SUBJECT: Review of the proposed final plat (FP):

The proposed FP is recommended for approval subject to the following conditions:

Parcel Address	Tax Parcel No.
6002 Cottage Grove Road	251-0710-111-0101-2
6117 Kilpatrick Lane	251-0710-111-0109-6
6109 Kilpatrick Lane	251-0710-111-0110-3
6101 Kilpatrick Lane	251-0710-111-0111-1
6102 Big Dipper Drive	251-0710-111-2501-2
6106 Big Dipper Drive	251-0710-111-2502-0
6110 Big Dipper Drive	251-0710-111-2503-8
6006 Kilpatrick Lane	251-0710-111-2516-1
6102 Kilpatrick Lane	251-0710-111-2601-0
6110 Kilpatrick Lane	251-0710-111-2602-8
6105 Big Dipper Drive	251-0710-111-2605-2
6101 Big Dipper Drive	251-0710-111-2606-0
5917 Sharpsburg Drive	251-0710-112-0105-2
5901 Sharpsburg Drive	251-0710-112-0106-0
5939 Sharpsburg Drive	251-0710-112-0107-8
5925 Sharpsburg Drive	251-0710-112-0109-4

1. OWNER'S CERTIFICATION

Prior to approval sign-off, the Owner's Certificate(s) on the FP shall be executed by all parties having an interest in the property, pursuant to Madison City Ordinance Section 16.23(5)(g)4 and Wis. Stats. 236.21(2)(a). Certificates shall be prepared with the ownership interests consistent with the most recent title report:

- MREC VH Madison, LLC
- Grandview Commons Homeowners Association, Inc. *(please update certificate to include full name as it appears in title)*
- Premium Real Estate, LLC
- MREC VH Madison Investors, LLC
- DJK Holdings, Inc.
- City of Madison

2. MORTGAGEE/VENDOR CERTIFICATION

A certificate of consent by the mortgagee/vendor shall be included following the Owner(s) Certificate for each of the mortgagees/vendors listed below:

- First Business Bank, Doc. No. 4930400
- Bank of Sun Prairie, Doc No. 4221566

3. REAL ESTATE TAXES, SPECIAL ASSESSMENTS & STORM WATER FEES

Parcel Address	Tax Parcel No.	Specials Assessment
6002 Cottage Grove Road	251-0710-111-0101-2	\$8.67

As of November 15, 2012, the 2011 real estate tax bills have been paid for all the subject parcels. In addition, there are no outstanding storm water fees.

A special assessment is due for one of the subject parcels. Prior to circulating the proposed plat for real estate sign-off approval and recording, please present a paid receipt for the amount owed and listed above.

4. TITLE REPORT UPDATE

The owner shall furnish to the City's Office of Real Estate Services, as well as the surveyor preparing the plat, an updated title report covering the period between the date of the initial title report (08/14/12) and the date when sign-off approval is requested. The surveyor shall update the plat with the most recent information available in the title report update.

5. PLAT RECORDING INFO

The owner shall email the document number of the recorded plat to Jenny Frese at the Office of Real Estate Services as soon as it is available. jfrese@cityofmadison.com

6. PLAT REVISIONS AND REQUIREMENTS

- a. Include on the FP a complete and accurate legal description of the lands that are to be included in the proposed plat. The legal description shall be reconciled with the legal description of said lands in record title.
- b. Include a Note on the FP that some of the lands within the plat boundary are subject to additional terms of Special Warranty Deeds recorded as Doc. No.'s 4897646, 4897643, 4897649 & 4897639.
- c. Include a Note that some of the lands within the plat boundary are subject to Plans recorded as Doc. No. 4931251.
- d. Extend the 40' setback line through proposed lots 648, 651 & 652 per the plat of Grandview Commons, as well as CSM 12305 & 11058.
- e. Remove Doc. No. 3872555 from Note 2B on Sheet 2, which is shown twice.
- f. Update Note 3 to state "Lots 630-647", if "617" is a typo.
- g. Depict and label the access restricted areas on the FP, per prior plat and CSMs.

- h. Depict the easement shown in Exhibit A of Doc. No. 4362638.
- i. Update the labeling of Outlot 33 to match the description in Note 10 on Sheet 2.
- j. Correct typo in Note 9 on Sheet 2.
- k. Depict and label the easement shown in Exhibit A of Doc. No. 4329450. If this easement has been released, please provide the recording information for the document that does so.
- l. Please research whether or not Doc. No. 1240317 is still applicable for the subject lands and if so, place a Note on the FP that the lands are subject to the reservations contained within this Warranty Deed.
- m. Coordinate with city staff regarding the 10' easement shown in city mapping database (GT Viewer) as Doc. No. 3709551.
- n. Depict and dimension all existing improvements (buildings, drives, parking lots, etc.), encroachments, wells and septic systems associated with the lands described for the FP. (Well abandonment: ref. NR 141).
- o. Record satisfactions or releases for all mortgages, liens, judgments, or other instruments that encumber the title of the subject lands, but where the purpose for such instrument has been satisfied, fulfilled, or resolved.
- p. Create notes that define the purpose of and the ownership (whether public or private) of all outlots. Notes for outlots dedicated to the public shall say: "Dedicated to the public for _____ purposes."