



Department of Planning & Community & Economic Development

Planning Division

Katherine Cornwell, Director

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****BY E-MAIL ONLY****

December 22, 2014

Jenny Frese
Office of Real Estate Services
Economic Development Division
Madison Municipal Building, Suite 312
215 Martin Luther King, Jr. Boulevard
P.O. Box 2983
Madison, Wisconsin 53701

RE: File No. LD 1446 – Certified Survey Map – 2504 Winnebago Street, Union Corners

Dear Ms. Frese;

Your four-lot certified survey of property located at 2504 Winnebago Street, Section 6, Township 7N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned PD (Planned Development District). 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 nineteen (19) items:

1. Several adjacent street names need to be corrected to N. Seventh Street, N. Sixth Street, S. Sixth Street, S. Fifth Street and Ohio Avenue.
2. The pre-directional for S. Sixth Street also needs to be added to Surveyor's Certificate.
3. Missing L2 and L3 references on the Certified Survey Map (CSM). There are black boxes where the labels need to be placed.
4. The 20-foot wide sanitary sewer easement per Document No. 4288052 shall be released by recorded document prior to final sign-off. Office of Real Estate Services Project 10671 has been created to accomplish this task.
5. The required resolution shall be adopted by the Common Council and a copy recorded at the Register of Deeds for the portion of Winnebago Street to be discontinued/ vacated (see File ID No. 36129) prior to final sign-off.
6. Remove Note 5 from sheets 1 and 3.

7. The area Dedicated to the Public shall have "Winnebago Street" added to the dedication notes on sheets 1 and 3.
8. Add language and a blank space to add the resolution number prior to recording for the pending discontinuance/vacation of the small stub of Winnebago Street. Revisions are needed for the sheet headers and in the preamble of the legal description.
9. The title report does not list any mortgages on this property. Remove the Consent of Mortgagee Certificate on sheet 5.
10. Provide overall distances for the north westerly lot lines of Lots 3 and 4. Also provide an overall distance for the southwest lines of Lots 2 and 3.
11. Bearings and distances vary from record data slightly for L1 and L2. Verify the dimensions and modify the dimensions or provide recorded as data.
12. Office of Real Estate Services staff shall release all easements and restrictions encumbering the property that are no longer applicable to this new project.
13. Curve C10 dimensions vary slightly from the map exhibit provided for the discontinuance of the portion of Winnebago Street. The dimensions shall be modified on the CSM or appropriate recorded as information shall be noted on the map.
14. The developers of the proposed lots in this CSM shall be required to enter into Developer's Agreements for the improvements that are being proposed, which include but are not limited to street improvements on Winnebago Street to enhance the parking, curb and gutter, sidewalk reconstruction, new sidewalk installation on Winnebago Street, closure of unused driveways and utility improvements to serve the developments. The related development agreements will be required as a condition of the individual lot zoning approvals.
15. The lots within this CSM are inter-dependent upon one another for stormwater 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 CSM, and recorded at the Dane County Register of Deeds.
16. The following note shall be added to the CSM: "All lots created by this certified survey map are individually responsible for compliance with Chapter 37 of Madison General Ordinances in regard to stormwater management at the time they develop."
17. A minimum of 2 working days prior to requesting City Engineering signoff on the CSM, the applicant shall contact Janet Schmidt (261-9688) to obtain the final stormwater utility charges that are due and payable prior to subdivision 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).

18. 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 Eric Pederson, 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.
19. In accordance with Section s.236.34(1m)(c), which states a CSM shall be prepared in accordance with the plat requirements stated per s.236.20(2)(c)&(f), Wisconsin Statutes, the applicant must show the type, location and width of any and all easements on the CSM. Clearly identify the difference between existing easements (cite Register of Deeds recording data) and easements which are being conveyed by the CSM. Identify the owner and/or benefiting interest of all easements. Include any and all language required to properly and legally create any easement by the CSM.

Please contact Eric Halvorson of the Traffic Engineering Division at 266-6527 if you have any questions regarding the following two (2) items:

20. The City Of Madison retains 10-foot wide temporary public easements centered upon and over the existing public streetlight conduit facilities located within the portion of Winnebago Street to be vacated and discontinued. These easements shall terminate without notice upon the abandonment and/or relocation of the streetlight conduit facilities outside of the vacated and discontinued right of way.
21. The developer shall execute and return the attached declaration of conditions and covenants for streetlights and traffic signals prior to sign off. The developer will need to provide a deposit for their reasonable and proportionate share of traffic signal costs.

Please contact Dennis Cawley of the Madison Water Utility at 261-9243 if you have any questions regarding the following two (2) items:

22. Proposed Lot 4 will require a new water service lateral connected to a public water main.
23. Note: All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility per MGO Sec. 13.21.

Please contact my office at 261-9632 if you have questions about the following item:

24. The following note shall be added to the CSM: "Lots/ buildings within this subdivision / development are subject to impact fees that are due and payable at the time building permit(s) are issued."

Please contact the Office of Real Estate Services if you have any questions regarding the following five (5) items:

25. Prior to requesting final sign-off, executed signature block certifications shall be included for all parties of interest, pursuant to Wis. Stats. 236.21(2)(a). Remove the word "corporate" from the

Owner's Certificate and include the proper signature block for the City of Madison, which can be obtained from the Office of Real Estate Services.

26. Remove the Consent of Mortgagee, as there are no mortgages of record in the title report.
27. Remove the City Treasurer certificate.
28. Prior to final CSM sign-off, please verify with Janet Schmidt of the City Engineering Division (261-9688) or Sharon Pounders at the Water Utility (266-4641) that stormwater management fees are paid in full.
29. Please revise the CSM prior to final sign-off as follows:
 - a.) Revise the label for underlying CSM 11835 to Lot 1 within the CSM boundary.
 - b.) Replace RES-06-00854 with Document No. 4253834 in the label for that portion of vacated Milwaukee Street, as well as in the legal description headers and legal description on Sheet 4.
 - c.) Replace RES-06-00599 with Document No. 4228878 in the label for that portion of vacated Florence, Sullivan and Winnebago Streets, as well as in the legal description headers, labels on Sheet 2, and legal description on Sheet 4.
 - d.) Include the document number for the Sign Site Lease.
 - e.) Remove Note 5 from Sheet 1 and all notes from Sheet 3.
 - f.) For clarity, move the text "See Detail A Sheet 3" inside the detail box, as shown for the Detail B box.
 - g.) Once recorded, add a label and document number for the Vacation Resolution on Sheet 3 in Detail B for Winnebago Street.
 - h.) Real Estate Project 10671 has been created for the release of Sanitary and Storm Sewer Easement created by Document No. 4288052, with said release document to be recorded prior to final CSM sign-off.
 - i.) The CSM shall create a Public Utility Easement, to be shown on Sheet 1 and in Detail A on Sheet 3, that runs adjacent to Winnebago Street, commencing at the northeastern corner of proposed Lot 3 and terminating at Milwaukee Street, to accommodate existing gas and electric facilities.
 - j.) A note shall be added to Sheet 1 of the CSM to memorialize rights retained in vacated Milwaukee Street, per Document No. 4253834, to accommodate an existing telephone line.
 - k.) The development team and the City shall coordinate the timing of the release and/or amendment of the Land Use Restriction and two DCCR's per Document Nos. 4281346 and 4281347.

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 is scheduled for review by the Common Council on January 6, 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 [jqumme@cityofmadison.com](mailto:jrqumme@cityofmadison.com).

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
Dennis Cawley, Madison Water Utility
Eric Halvorson, Traffic Engineering Division
Bill Sullivan, Madison Fire Department
Kay Rutledge, Parks Division
Sally Sweeney, City Assessor's Office
Dan Everson, Dane County Land Records and Regulations