



**CITY OF MADISON
INTER-DEPARTMENTAL
CORRESPONDENCE**

TO: Planning Division

Date: February 26, 2014

FROM: Jenny Frese, Real Estate Agent II

Project No.: 10344

SUBJECT: Review of Proposed Certified Survey Map (CSM)

PROPERTY DESCRIPTION:

PARCEL ADDRESS	TAX PARCEL NUMBER
3009 University Avenue	251-0709-212-0302-5
3118 Harvey Street	251-0709-212-0314-0

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

1. OWNER'S CERTIFICATION

Update the owner's certificate to be consistent with the ownership interest reported in the most recent title report. 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.

2. MORTGAGEE/VENDOR CERTIFICATION

Revise the Consent of Corporate Mortgagee to reflect the current mortgagees reported in title and have the certificate executed prior to CSM approval sign-off.

3. CERTIFICATE AND CONSENT REQUIREMENTS

- a. All ownership consents and certifications for the subject lands shall conform to Wis. Stats. 236.21(2) and 236.29 by including the language ...surveyed, divided, mapped and dedicated....
- b. Include a Consent of Lessee for any tenancy in excess of one year and have it executed by all tenants prior to approval sign-off.
- c. **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 _____, 20__, 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 _____, 2014

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

4. REAL ESTATE TAXES

As of February 26, 2014, the 2013 real estate taxes are partially paid for the subject property, with the 2nd installment owed for one of the parcels. Under 236.21(3) Wis. Stats. and 16.23(5)(g)(1) Madison General Ordinances, the property owner shall pay all real estate taxes that are accrued or delinquent for the subject property prior to CSM recording. This includes property tax bills for 2013 that are distributed at the beginning of the year. Receipts are to be provided on or before sign-off and checks are payable to:

City of Madison Treasurer
210 Martin Luther King, Jr. Blvd.
Madison, WI 53701

5. SPECIAL ASSESSMENTS

As of February 26, 2014, there are no special assessments reported. If special assessments are applied to the subject property prior to CSM sign-off, they shall be paid in full per Ordinance Enactment No. ORD-08-00094, ID No. 10847, Enactment Date 8/23/2008.

6. STORM WATER FEES

Prior to CSM approval sign-off, please verify Janet Dailey at City Engineering (261-9688) or Sharon Pounders at the Water Utility (266-4641) that storm water management fees are paid in full.

7. COPY OF RECORDED CSM

The owner shall email the document number of the recorded CSM to Jenny Frese at the City's Office of Real Estate Services at jfrese@cityofmadison.com as soon as the recording information is available.

8. CSM REVISION REQUIREMENTS

- a. Depict, name, and identify by document number the MGE Easement recorded as Doc. No. 4146724
- b. After the 25' wide ingress/egress easement is recorded, insert the Doc. No on Sheets 2 and 3.
- c. For all leases, provide the document number or tenancy description as a Note on the face of the CSM.
- d. Depict and dimension all existing improvements (buildings, drives, parking lots, etc.), encroachments, wells and septic systems associated with the lands described for the proposed CSM. (Well abandonment: ref. NR 141).

- e. Create and record, or show as being dedicated in the proposed CSM, easements for utility and drainage rights of way when the utility or drainage physically exists, but no document for it exists in record title.