



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

126 S. Hamilton Street
P.O. Box 2985
Madison, Wisconsin 53701-2985
Phone: (608) 266-4635
www.cityofmadison.com

August 2, 2017

James Grothman
Grothman & Associates, SC
625 E. Slifer Street
Portage, Wisconsin 53901

RE: ID 47758 | LNDCSM-2017-00024 – Certified Survey Map – 1039 E. Washington Avenue (Spirit Master Funding X, LLC)

Dear Mr. Grothman;

The one-lot Certified Survey Map of property located at 1039 E. Washington Avenue, Section 13, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned TE (Traditional Employment 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 item:

1. A minimum of two (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 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 seven (7) items:

2. Add a note to the Certified Survey Map that all improvements placed in the adjacent 50-foot right of way easement are permissive encroachments and are subject to rights, reservations and conditions contained in Document Nos. 341313, 344870, 351304 and 789227.
3. Add a note to the Certified Survey Map that this Certified Survey Map is subject to Soil and Groundwater Use Restrictions per Document No. 3177293.
4. Provide an offset monument/marking at the east corner of this or provide a detail showing ties to the building corners in that corner. Also provide a bearing and distance to the found 3/4" rebar northeast of the east corner of this CSM.

5. In accordance with Section s. 236.18(8), Wisconsin Statutes, the applicant shall reference City of Madison WCCS Dane Zone, 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.
6. "CERTIFIED SURVEY MAP" shall be printed on the second sheet of the CSM and it shall also be noted as Sheet 2 of 2 as per statute.
7. The legal description under the Surveyor's Certificate shall commence at the North Quarter Corner of Section 13 and follow the ties per the map to the point of beginning. Correct the first course of the description's distance to 132.30 feet. Also correct Chapter 75 to 16 for the City of Madison Subdivision Ordinance.
8. 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.

*The Developer/Surveyor shall submit new updated CSM, electronic data and a written notification to Engineering Mapping for any changes to the plat which occur subsequent to any original submittal of data and prior to final sign off.

Please contact Eric Halvorson of the Traffic Engineering Division at 266-6527 if you have questions regarding the following item:

9. No alterations to the CSM shall negatively impact the approved site plan and/or cause the approved site plan to be in non-compliance.

Please contact Jenny Frese of the Office of Real Estate Services at 267-8719 if you have any questions regarding the following ten (10) items:

10. Please obtain accurate corporate structure information from the owner for the signature block, including the correct state (Delaware) for notary. The owner's certificate shall be executed by all parties of interest having the legal authority to do so, pursuant to Wis. Stats. 236.21(2)(a). Said parties shall provide documentation of legal signing authority to the notary at the time of execution.

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.

11. There are no mortgages reported in title; however if the property is encumbered by a mortgage prior to CSM recording, a certificate of consent for all mortgages shall be executed prior to CSM approval sign-off.
12. 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..."
13. A Consent of Lessee certificate shall be included on the CSM for all tenant interests in excess of one year, recorded or unrecorded, and executed prior to CSM sign-off.
14. Include a Register of Deeds certificate for the Register of Deeds to execute.
15. As of July 19, 2017, the last installment for the 2016 real estate taxes is owed for the subject property. Per 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 the prior year that are distributed at the beginning of the year. Receipts from the City of Madison Treasurer are to be provided before or at the time of sign-off. Payment is made to: City of Madison Treasurer; 210 Martin Luther King, Jr. Blvd.; Madison, WI 53701.
16. As of July 19, 2017, there are special assessments reported for the subject property. All known special assessments are due and payable prior to CSM approval sign-off pursuant to Madison General Ordinance Section 16.23(5)(g)1.
17. 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 (May 27, 2017) 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.
18. The owner shall email the document number of the recorded CSM to Jenny Frese in the City's Office of Real Estate Services as soon as the recording information is available.
19. The following revisions shall be made to the CSM prior to final sign-off:
 - a.) Add Document Nos. 341313 and 155195 to the label for the 50-foot right of way depicted on Sheet 1.
 - b.) Add a Note that the lands within the CSM are subject to Soil and Groundwater Use Restriction Deed per Document No. 3177293.

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 August 1, 2017.

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.

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 you 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
Jenny Kirchgatter, Assistant Zoning Administrator
Eric Halvorson, Traffic Engineering Division
Sally Sweeney, City Assessor's Office
Jenny Frese, Office of Real Estate Services