



Department of Planning & Community & Economic Development

Planning Division

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July 29, 2016

James Montgomery
412 S. Baldwin Street
Madison, WI 53703

RE: File No. LNDCSM-2016-00006– Certified Survey Map – 412-414 S. Baldwin St.

Dear Mr. Montgomery:

Your Certified Survey Map (“CSM”) for the consolidation of property generally located at 412-414 S. Baldwin St., including Lots 9 and 10, Block 202 of the Original Plat of Madison, all being a part of the southwest quarter of the northwest quarter of fractional Section 7, Township 7 North, Range 10 East, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned Traditional Shopping Street (TSS) and Traditional Residential-Consistent-4 (TR-C4), respectively. The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

Please contact my office, the Planning Division at 267-8733 if you have any questions regarding the following item:

1. Revise the CSM to meet the requirements pursuant to Section 16.23(7)(a), MGO, including providing a preparation date on the map.

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 sign-off on the CSM the applicant shall contact Brenda Stanley at 608-261-9127 (bstanley@cityofmadison.com) 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) (POLICY).

Please contact Jeff Quamme of the Mapping Section of the City Engineering Division at 266-4097 if you have questions regarding the following eight (8) items.

1. 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 monument condition reports for all monuments, including center of sections of record, used in this survey, to Jeff Quamme, City Engineering

(jrquamme@cityofmadison.com). 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 and shall be attached to a signed and sealed monument condition report. The Applicant shall identify monument types on all PLS corners included on the Plat or CSM. Note: Land tie to two PLS corners required.

2. The Applicant shall submit to Jeff Quamme, prior to Engineering sign-off of the subject plat, one (1) digital CADD drawing and one (1) signed copy of the final plat/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:
 - a. Right-of-Way lines (public and private)
 - b. Lot lines
 - c. Lot numbers
 - d. Lot/Plat dimensions
 - e. Street names
 - f. 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).

NOTE: This Transmittal is a separate requirement from the required Engineering Streets Section for design purposes. The Developer/Surveyor shall submit new updated final plat, 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.

3. Prior to Engineering Division final sign-off for Plats or Certified Survey Maps (CSM), the final Plat or CSM must be submitted to Engineering Division Surveyor / Land Records Coordinator for final technical review and approval. This submittal must occur a minimum of two (2) working days prior to final Engineering Division sign-off. Electronic mail submittal of the FINAL Plat or CSM in PDF form is preferred. Transmit to jrquamme@cityofmadison.com.
4. Add the Lots and Block of the Original plat that are included in the CSM in the page headers. Also include that this survey is located in Government Lot 4 of Section 7 in the headers and legal description.
5. Add the distances to the chiseled cross located in the middle of the lot along South Baldwin Street.
6. The coordinates for the N 1/4 Corner of Section 7-7-10 have been revised to N: 488804.08 E:828747.26 per tie sheet by Carl Sandsnes on January 5, 2016. The tie to the quarter line shall be revised as required.

Please contact Adam Wiederhoeft of the Madison Water Utility at 266-9121 if you have any questions regarding the following item:

1. All operating private wells shall be identified and permitted by the Water Utility in accordance with Section 13.21, MGO.
All unused private wells shall be abandoned in accordance with Section 13.21, MGO.

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

1. OWNER'S CERTIFICATION: Signature block certifications shall be executed by all parties of interest, pursuant to Wis. Stats. 236.21(2)(a). 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.
2. MORTGAGEE/VENDOR CERTIFICATION: A certificate of consent for all mortgagees/vendors shall be included following the Owner's Certificate(s) and executed prior to CSM approval sign-off.
3. REAL ESTATE TAXES: As of April 6, 2016, real estate tax delinquencies are reported for the two parcels within the CSM boundary. Per 236.21(3) Wis. Stats. and Section 16.23(5)(g)(1), MGO, 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
4. SPECIAL ASSESSMENTS: As of April 6, 2016, there are no special assessments reported. If special assessments are levied against the property in the interim, they shall be paid in full pursuant to Ordinance Enactment No. ORD-08-00094, ID No. 10847, Enactment Date 8/23/2008.
5. TITLE REPORT UPDATE: Pursuant to Section 16.23(5)(g)(4), MGO, 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 (2-3-16) submitted with the CSM application and include all associated documents that have been recorded since the initial title report. Surveyor shall update the CSM with the most recent information reported in the title update.
6. CSM REVISION REQUIREMENTS:
 - a. Include the lot, block and plat name in the legal description header on each sheet of the proposed CSM.
 - b. Include a space for the Document No. in the certificate for the Register of Deeds.

- c. Coordinate with the Office of Real Estate Services (ORES) to finalize the Encroachment Agreement, if bike racks in the S. Baldwin Street right-of-way are still desired. Reference: ORES Project #10981.

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 will be before the Common Council on September 6, 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 sign-off. You or your client may then record the Certified Survey Map 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 Main Office final sign-off 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 (2) working days prior to final Engineering Division sign-off. E-mail submittal of the final CSM in PDF file format is preferred. Transmit to jrquamme@cityofmadison.com.

The Owner shall furnish to the Office of Real Estate Services and the survey firm preparing the CSM an updated title report covering the period between the date of the initial title report and the date when final sign-off is requested. 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.**

LNDSCM-2016-00006
412-414 S. Baldwin St.
July 29, 2016
Page 5

If you have any questions or if may be of any further assistance, please do not hesitate to contact my office at 267-8733.

Sincerely,

A handwritten signature in black ink, appearing to be 'J. Vaughn', with a long horizontal flourish extending to the right.

Jessica Vaughn, AICP
Development Project Planner

cc: Brenda Stanley, City Engineering Division
Jeff Quamme, Engineering Mapping Review
Adam Wiederhoeft, Madison Water Utility
Sally Sweeney, City Assessor's Office
Jennifer Frese, Office of Real Estate Services