



PREPARED FOR THE PLAN COMMISSION

**Project Address:** 1224 South Park Street (13<sup>th</sup> Aldermanic District – Ald. Evers)

**Application Type:** Demolition Permit, Conditional Use, and Certified Survey Map

**Legistar File ID #** [62316](#) and [62318](#)

**Prepared By:** Colin Punt, Planning Division  
Report includes comments from other City agencies, as noted.

**Reviewed By:** Kevin Firchow, AICP, Principal Planner

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Staff recommends the following additional condition of approval for the Certified Survey Map, inadvertently not included in the original staff report:

**Office of Real Estate Services** (Contact Heidi Radlinger, 266-6558)

1. Prior to approval sign-off by the Office of Real Estate Services (“ORES”), the Owner’s Certificate on the CSM shall be executed by all parties of interest having the legal authority to do so, pursuant to Wis. Stats. 236.21(2)(a). The title of each certificate shall be consistent with the ownership interests reported in the most recent title report. When possible, the executed original hard stock recordable CSM shall be presented at the time of ORES approval sign-off. If not, the City and the Register of Deeds are now accepting electronic signatures. A PDF of the CSM containing electronic signatures shall be provided to ORES to obtain approval sign-off.
2. All ownership consents and certifications for the subject lands shall conform to Wis. Stats. 236.21(2), 236.34(1)(dm) and 236.29 by including the language ...surveyed, divided, mapped and dedicated....
3. If any portion of the lands within the CSM boundary are subject to an Option to Purchase or other Option interest please include a Certificate of Consent for the option holder and executed prior to CSM sign-off.
4. 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.
5. The lands within the CSM boundary are partially located within TID 42, a Tax Incremental Financing District. Discussions with Joe Gromacki, the City of Madison’s tax increment financing coordinator, may be necessary before recording the CSM if a TIF application is required. Mr. Gromacki can be reached at 608-267-8724 or [jgromacki@cityofmadison.com](mailto:jgromacki@cityofmadison.com).
6. 2019 real estate taxes are 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
7. As of the date of this letter there are no special assessments reported. If special assessments are levied

against the property during the review period prior to CSM approval sign-off they shall be paid in full pursuant to Madison General Ordinance Section 16.23(5)(g)1.

8. Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Heidi Radlinger in City's Office of Real Estate Services (hradlinger@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 (8/18/20) submitted with the CSM application and include all associated documents that have been recorded since the initial title report. A title commitment may be provided, but will be considered only as supplementary information to the title report update. Surveyor shall update the CSM with the most recent information reported in the title update. ORES reserves the right to impose additional conditions of approval in the event the title update contains changes that warrant revisions to the CSM.
9. The owner shall email the document number of the recorded CSM to Heidi Radlinger as soon as the recording information is available..