



Department of Planning & Community & Economic Development

## Planning Division

Katherine Cornwell, Director

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March 17, 2016

Anthony Kasper  
Birrenkott Surveying, Inc.  
1677 N. Bristol Street  
Sun Prairie, Wisconsin 53590

RE: LNDCSM-2016-00002 – Certified Survey Map – 4802-4824 Tradewinds Parkway (Beltline Hotel Partners)

Dear Mr. Kasper;

The one-lot certified survey of property located at 4802-4824 Tradewinds Parkway, Section 27, Township 7N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. An ordinance rezoning the property to the SE (Suburban Employment) district was approved by the Common Council on March 15, 2016. 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 266-9127 if you have questions regarding the following two (2) items:**

- 1.) This lot has a Private Drainage Easement currently recorded on the PL. This easement shall be released and a new easement recorded in the location of the new proposed stormwater management facilities.
- 2.) A minimum of two (2) working days prior to requesting City Engineering signoff on the CSM, the applicant shall contact Brenda Stanley at 608-261-9127 ([bstanley@cityofmadison.com](mailto: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).
- 3.) The following note shall be added to the Certified Survey Map: "The lot created by this certified survey map is individually responsible for compliance with Chapter 37 of the Madison General Ordinances in regard to storm water management (detention, sediment control, infiltration) at the time it develops."

**Please contact Jeff Quamme of the City Engineering Division–Mapping Section at 266-4097 if you have questions regarding the following eighteen (18) items:**

- 4.) Both lots being combined by this CSM are subject to the Declaration of Conditions, Covenants and Restrictions per Document No. 3632744. Both lots also are benefitted by a 40' Wide Private drainage easement bisecting the proposed CSM. Considering the consolidation of these two lots removes the necessity of the Declaration and the proposed building crosses the Easement, both the covenants and the easement shall be released by recorded separate document and references removed from the CSM prior to final recording. The site shall still be responsible to comply with Chapter 37 for Storm water management with an approved storm water plan and recorded maintenance agreement for this development proposal.
- 5.) Document Nos. 1068145, 1089289, 1089808, 1093722 and 1184162 do not encumber this CSM. All references shall be removed when the title work is updated prior to final approval.
- 6.) The declaration of Conditions, Covenants and Restrictions per Document No. 3632744 for these 2 existing lots has been released by Document No. 5178667. All references shall be removed when the title work is updated prior to final approval.
- 7.) Add a note that this CSM is subject to Declaration of Covenants, conditions and Restrictions per Document Nos. 3867652 and 3867653.
- 8.) Add a note that this CSM is subject to Declaration of Covenants, Conditions and Restrictions per Document No. 4241003 and First Amendment per Document No. 4383145.
- 9.) Add a note that this CSM is subject to a Deed Restriction per Document No. 4241004.
- 10.) Add a note that this CSM is subject to Covenants, Restrictions and Right of First Refusal per Document No. 4437225.
- 11.) Show and label the 10' x 110' right of way to Madison Gas and Electric per Document No. 4523342.
- 12.) Add a note that this CSM is subject to Declaration of Conditions, Covenants and Restrictions per Document No. 5149387.
- 13.) Add "LLC" to the end of B&R Enterprises of Madison under the Owner's Certificate. Correct any references to 2015 to 2016 in all certificates.
- 14.) Add notes 5, 7, 12, 13, 14, and 15 from the plat of Tradewinds Business Center. Also add the 3 Trans 233 notes from the plat as well.
- 15.) This pending Certified Survey Map application shall be completed and recorded with the Dane County Register of Deeds (ROD) prior to issuance of any building permits for new construction. When the recorded CSM image is available from the ROD, the Assessor's Office can then create the new Address-Parcel-Owner (APO) data in parcel database so that the permitting system can upload this data and permit issuance made available for this new land record.

- 16.) Insert the standard language pre MGO 16.23(9)(d)2.a. verbatim. If this is done, all of the previous nonexclusive easements for drainage easements are released and new drainage easements defined by the current proposed Certified Survey Map.
- 17.) The bearing and distance of the quarter line that this CSM is tied to does not match the coordinate values shown at the section corners. Make any necessary edits to address the issue.
- 18.) Identify the Highway Setback line and Utility Easement as being set forth per the plat of Tradewinds Business Centre.
- 19.) Show the entire right of way of Tradewinds Parkway.
- 20.) 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 Division. 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 or CSM. Note: Land tie to two PLS corners required.
- 21.) 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.

\*New electronic final plat transmittals and notification of changes which occur to the final plat during the time the Engineering Division signs off and receives the digital copies of said plat and the recording thereof, are the responsibility of the Developer/Surveyor.

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

- 22.) All operating private wells shall be identified and permitted by the Water Utility and all unused private wells shall be abandoned in accordance with MGO Section 13.21.

23.) This property is in a Wellhead Protection District–Zone (31). This use complies with the City of Madison Wellhead Protection Ordinance. Any future change in use for this property will require review by the Madison Water Utility General Manager or his designated representative.

**Please contact Janet Schmidt of the Parks Division at 261-9688 if you have any questions regarding the following item:**

24.) It is understood that the project no longer contemplates extended stay use and will be hotel rooms, limited to a maximum stay of 30 days. If this proposal changes, the project will be reviewed for Park Impact Fees.

**Please contact Heidi Radlinger of the Office of Real Estate Services at 266-6558 if you have any questions regarding the following five (5) items:**

25.) A certificate of consent for all mortgagees of record title shall be included following the Owner's Certificate(s) and executed prior to CSM approval sign-off. Satisfactions or releases for all mortgages that no longer encumber the lands or ownership within the CSM boundary shall be recorded prior to CSM approval sign-off.

26.) 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..."

27.) The 2015 real estate taxes have not been paid for the subject property. 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 the prior year 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. As of this letter, there are special assessments reported. All known special assessments are due and payable prior to CSM approval sign-off.

28.) Please coordinate with Tim Troester (267-1995) or Brenda Stanley (261-9127) in the City Engineering Division to obtain any outstanding storm water management fees from the City of Madison Water Utility. Receipts for the payment of the prorated fee shall be presented prior to CSM approval sign-off.

29.) The CSM shall be revised prior to sign-off as follows:

- a.) Depict/Note, name, and identify by document number on the proposed CSM all existing easements cited in record title and the updated interim report.
- b.) Move forward all applicable notes from the Tradewinds Business Centre plat.

**Note: Approval of this CSM does not confer approval to construct new buildings on the site. Conditional approval for those activities was granted by the Plan Commission and Common Council separately and will be subject to separate conditions to be satisfied prior to issuance of permits for construction activities.**

**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 March 15, 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 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](mailto:jrquamme@cityofmadison.com).

Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Heidi Radlinger at the City's Office of Real Estate Services ([hradlinger@cityofmadison.com](mailto: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 (December 16, 2015) 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

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: Brenda Stanley, City Engineering Division

LNDSCM-2016-00002  
4802-4824 Tradewinds Pkwy.  
March 17, 2016  
Page 6

Jeff Quamme, City Engineering Division—Mapping Section  
Sally Sweeney, City Assessor's Office  
Janet Schmidt, Parks Division  
Dennis Cawley, Madison Water Utility  
Heidi Radlinger, Office of Real Estate Services