



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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July 25, 2018

Craig Keach
Meridian Surveying, LLC
N9637 Friendship Drive
Kaukauna, Wisconsin 54130

RE: ID 52215 | LNDCSM-2018-00022 – Certified Survey Map – 4575 Helgesen Drive and 2318 Advanced Road

Dear Mr. Keach;

The two-lot Certified Survey Map combining property located at 4575 Helgesen Drive and 2318 Advance Road, Section 15, Township 7N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The subject property is zoned IL (Industrial Limited 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 Engineering Division at (608) 261-9127 if you have questions regarding the following five (5) items:

1. It appears that Lot 1 will be dependent on Lot 2 for drainage of the stormwater management improvements. Provide a site plan of the proposed improvements with utilities and stormwater management areas identified to determine if any easements will be required.
2. All outstanding Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to Engineering sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Mark Moder (608-261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff. (MGO16.23(9)(d)(4))
3. An erosion control plan and permit shall be submitted to the Engineering Division for review and approval prior to grading or any other construction activities. The Preconstruction Meeting for Public Improvements shall not be scheduled prior to issuance of this permit. The applicant shall demonstrate compliance with Section 37.07 and 37.08 of the Madison General Ordinances regarding permissible soil loss rates. The erosion control plan shall include Universal Soil Loss Equation (USLE) computations for the construction period. Measures shall be implemented in order to maintain a soil loss rate below 5-tons per acre per year
4. A minimum of two (2) working days prior to requesting City Engineering signoff on the plat/csm the applicant shall contact either Tim Troester at 261-1995 (ttroester@cityofmadison.com) or Brenda Stanley at 608-261-9127 (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). (POLICY)

5. The following note shall be added to the certified survey map. "All lots created by this certified survey map are individually responsible for compliance with Chapter 37 of the Madison General Ordinances in regard to storm water management at the time they develop."

Please contact Jeff Quamme of the Engineering–Mapping Section at (608) 266-4097 if you have any questions regarding the following fourteen (14) items:

6. If the Joint Driveway agreement is to remain per Doc No 4407335, the easement shall be fully dimensioned on the map or in a detail. Add a note on sheet 3 that all lots within this CSM are subject to and benefit from this Joint Driveway Easement. As these proposed lots develop in the future, an amendment or new agreement will likely be required prior to sign off on any plans.
7. The 60' Wide Joint Driveway Easement per CSM No. 6123, Doc no 2204978 shall be shown or all private interests released. The City of Madison has released all interests in this easement per Doc No. 4642008.
8. The MMSD sanitary sewer easement per Doc 1089299 is 20' wide and not 30' wide and is centered on a pipe that is now abandoned. The new interceptor is in the right of way of Advance Road. Place a note that the easement is within the 40' wide utility easement granted by the Albrecht Industrial Park plat along Advance Road.
9. Change the notes for the existing 6' wide utility easements on the map. They were granted by the Albrecht Industrial Park, not CSM No. 6123. Also correct line type in legend to match the map.
10. Provide information on what is being released for the listed documents on sheet 3. Remove Doc NO 4407336 as it releases an easement not within this CSM.
11. Remove the first note regarding parcel numbers on sheet 3.
12. Clarify in the second note on sheet 3 that the documents are the vesting deeds for lands within the CSM.
13. Remove the Lot 6 underlying adjoiner text, that area is currently part of Lot 3 of CSM 6123. Also move the Albrecht Industrial plat text to the northeast where the lots from that plat still exist. All recent underlying land division references underlying this proposed CSM should be to CSM 6123.
14. 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.
15. In accordance with Section s. 236.18(8), Wisconsin Statutes, the Applicant shall reference City of

Madison WCCS Dane Zone, 1997 Coordinates on all PLS corners on the Plat or Certified Survey Map in areas where this control exists. The Surveyor shall identify any deviation from City Master Control with recorded and measured designations.

16. 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.

17. Prior to Engineering final sign-off by main office 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 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

18. 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 GEO so that the Accela system can upload this data and permit issuance made available for this new land record.

19. Correct street name on sheet 2 within legal description. It is Advance Road not Drive.

Please contact Heidi Radlinger of the Office of Real Estate Services at (608) 266-6558 if you have any questions regarding the following six (6) items:

20. 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....
21. The lands within the CSM boundary are located within TID #39, 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.
22. 2017 real estate taxes are outstanding for the subject properties. 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

As of the date of this letter there are no special assessments reported. If special assessments are levied prior to CSM signoff they shall be paid in full pursuant to MGO Section 16.23(5)(g)1.

23. 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 (5/10/2018) submitted with the CSM application and include 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.
24. The owner shall email the document number of the recorded CSM to Heidi Radlinger as soon as the recording information is available.
25. Depict, name, and identify by document number all existing easements cited in record title and the updated title report.

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 reviewed by the Common Council on August 7, 2018.

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 (608) 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 may be of any further assistance, please do not hesitate to contact my office at (608) 243-0554.

Sincerely,

A handwritten signature in black ink, appearing to read 'Sydney Prusak', written in a cursive style.

Sydney Prusak
Planner

cc: Brenda Stanley, City Engineering Division
Jeff Quamme, City Engineering Division–Mapping Section
Heidi Radlinger, Office of Real Estate Services
Sally Sweeny, City Assessor's Office