



Department of Planning & Community & Economic Development

Planning Division

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July 21, 2015

Blair Carmosino
1815 South Meyers Road, Suite 120
Oakbrook Terrace, IL 60181

RE: File No. LD 1520– Certified Survey Map – 4210-4214 East Washington Avenue

Dear Mr. Carmosino:

The one-lot certified survey of property located at 4210-4214 East Washington Avenue and 2114 Continental Lane, Section 28, Township 8N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

Please contact Janet Schmidt of the City Engineering Division at 261-9688 if you have questions regarding the following twenty-eight (28) items:

1. A 3 foot wide Public Sanitary Sewer Easement along the southeast side of the site shall be granted by the required Certified Survey Map. Public sanitary sewer lies within approximately 3 feet off the property line. The easement is required to allow for repairs and maintenance of the line. No permanent structures shall be allowed within the public sanitary sewer easement. Contact Jeff Quamme (608-266-4097) at jrquamme@cityofmadison.com for the easement language to be placed on the Certified Survey Map.
2. A note shall be added to the Certified Survey Map that lands within the CSM are subject to and Agreement per Document No. 1798156.
3. A note shall be added to the Certified Survey map that lands within the CSM are subject to an Easement Agreement per Document No 3966147. Surveyor shall show, if possible, the location of the easement areas on the face of the map.
4. Show the location, dimensions and label the right-of-way grant to Madison Gas and Electric per Document No. 1799683.
5. Remove the Treasurer's Certificate. It is not required for a Certified Survey Map.
6. Add Consent of Mortgage Certificate for Middleton Community Bank.
7. Add a City of Madison Common Council approval Certificate.

8. The outside diameter, length and weight per foot of the monuments set shall be indicated in the legend. The monument dimension shall be compliant with State Statute 236.15(1).
9. The top margin of the CSM shall be increased to the minimum 1.5" per statute.
10. The location text under CERTIFIED SURVEY MAP NO. _____ shall be revised from legal descriptions to being a location by Lot of plat, quarter-quarter section, section, township, range, city and county.
11. The exterior diameters of all found monumentation shall be indicated on the CSM.
12. Add the bearing to the total exterior boundary dimensions (currently there is an overall distance only) of the northwest and southeast boundaries of the CSM.
13. The location of the CSM shall be indicated by bearing and distance from a boundary line of the quarter section in which this CSM is located. The monuments at the ends of the boundary line shall be described and the bearing and distance between them shown per statute.
14. A bearing reference shall be provided as required. See note below regarding the requirement to reference all bearings to the Wisconsin County Coordinate System, Dane Zone per the published City of Madison Control data on the section corners.
15. Remove the areas for Parcels I, II and III. The area for the one Lot consolidating all of the lands shall only be shown as required by statute.
16. Remove the reference to Sun Prairie Road. Change the label of Continental Lane to: Continental Lane – Originally Platted as Sunnyside Crescent.
17. The bearings and distances of the interior lines of Parcels I, II and III are not necessary.
18. All labels of adjoining lands, streets and underlying subdivisions shall be underlined with dashed lines as required by statute.
19. The description under the surveyor's certificate shall have a metes and bounds description of the exterior boundary of the CSM as required. The underlying CSM within this Certified Survey Map was not tied to a monumented quarter section line.
20. The outlines of the existing buildings and pavements shall be shown on the map as required by Ordinance.
21. Verify bearings and distances on page 1. Lot 1 does not close using the bold and larger font text of $S43^{\circ}39'56''E$ 204.40'
22. The following note shall be placed on the CSM: No changes in drainage patterns associated with development on any or all lots within this CSM shall be allowed without prior approval of the City Engineer.

23. 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 Janet Schmidt (608-261-9688) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff. (MGO 16.23(9)(d)(4))
24. Prior to approval, the owner or owner's representative shall obtain a permit to plug each existing sanitary sewer lateral that serves a building which is proposed for demolition. For each lateral to be plugged the owner shall complete a sewer lateral plugging application and pay the applicable permit fees. NOTE: As of January 1, 2013 new plugging procedures and permit fees go into effect. The new procedures and revised fee schedule is available on line at <http://www.cityofmadison.com/engineering/permits.cfm>. (MGO CH 35.02(14))
25. 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 to be attached to the 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.
26. 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. City of Madison has established WCCS, Dane Zone Coordinates on all PLS corners within its corporate boundary. Visit the Dane County Surveyor's Office (web address <https://www.countyofdane.com/PLANDEV/records/surveyor.aspx>) for current tie sheets and control data that has been provided by the City of Madison. If a surveyor encounters an area without a published WCCS Dane Zone 1997 value, contact Engineering Division for this information.
27. In accordance with Section s.236.34(1m) (c) which states a CSM shall be prepared in accordance with the plat requirements stated per s.236.20(2) (c) & (f), Wisconsin Statutes, the Applicant must show the type, location and width of any and all easements on the Plat or CSM. Clearly identify the difference between existing easements (cite Register of Deeds recording data) and easements which are being conveyed by the Plat/CSM. Identify the owner and/or benefiting interest of all easements. Include any and all language required to properly and legally create any easement by the Plat or CSM
28. 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

Please contact Dennis Cawley of the Madison Water Utility at 261-9243 if you have questions regarding the following item:

29. This property is not located in a wellhead protection district. All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility. The Water Utility will not need to sign off the final plans, and will not need a copy of the approved plans.

Please contact Jenny Frese of the Office of Real Estate Services at 267-8719 if you have questions regarding the following seven (7) items:

30. Prior to requesting approval sign-off, executed signature block certifications shall be included for all parties of interest, pursuant to Wis. Stats. 236.21(2)(a). All signatory parties provide documentation that proves said signatories have legal authority to sign the Owner's Certificate. The title of each certificate shall be consistent with the ownership interest reported in the most recent title report.

31. Record title reports a mortgage with Middleton Community Bank. A Consent of Mortgagee for all mortgagees/vendors of record shall be included following the Owner's Certificate(s) and executed prior to CSM approval sign-off.

32. The CSM shall be revised to include the following certificate and consent information:

- a. 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...
- b. A Consent of Lessee shall be included for all tenant interests in excess of one year, recorded or unrecorded, and executed prior to CSM sign-off.
- c. Insert a space for the Document Number in the Register of Deeds certificate.
- d. Remove the Treasurer's Certificate from Page 3.
- e. Madison Common Council Certificate: This certificate is required when dedication of land and the conveyance of rights in land are required. For parcels located within the City of Madison, a Madison Common Council Certificate shall appear as follows:

Resolved that this certified survey map located in the City of Madison was hereby approved by Enactment Number _____, File ID Number _____, adopted on the ____ day of _____, 20__, and that said enactment further provided for the acceptance of those lands dedicated and rights conveyed by said Certified Survey Map to the City of Madison for public use.

Dated this ____ day of _____, 2015

Maribeth L. Witzel-Behl, City Clerk
City of Madison, Dane County Wisconsin

- f. City of Madison Plan Commission Certificate: Pursuant to Madison City Ordinance Section 16.23(5) (e) 4 and Wis. Stats. 236.21(2) (a), all CSM's that are subject to the review and approval of the City of Madison shall contain the following certificate of approval:

Approved for recording per the Secretary of the City of Madison Plan Commission.

By: _____ Date: _____

Natalie Erdman, Secretary of the Plan Commission

33. As of July 9, 2015, the 2nd Installment of the 2014 real estate taxes are owed 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

34. As of July 9, 2015, there are no special assessments reported. If special assessments are levied against the property prior to approval sign-off, they shall be paid in full pursuant to Ordinance Enactment No. ORD-08-00094, ID No. 10847, Enactment Date 8/23/2008.

35. Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report to the City's Office of Real Estate Services, 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 (6-23-15) 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.

36. The CSM shall be revised as follows:

- a. Include a Note on the proposed CSM describing the Agreement per Doc. No. 1798156, or provided a recorded release document for the same, prior to CSM approval sign-off.
- b. Depict the Easement Agreement per Doc. No. 3966147.
- c. Include a Note on the proposed CSM describing the Agreement per Doc. No. 1798156, or provided a recorded release document for the same, prior to CSM approval sign-off.

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 is scheduled to be before the Common Council on July 21, 2015.

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.

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 signoff 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.**

If you have any questions or if may be of any further assistance, please do not hesitate to contact my office at 267-1150.

Sincerely,

Kevin Firchow, AICP
Planner

cc: Janet Schmidt, City Engineering Division
Dennis Cawley, Madison Water Utility
Matt Tucker, Zoning Administrator
Jennifer Frese, Office of Real Estate Services
Kay Rutledge, Parks Division
Dan Everson, Dane County Land Records and Regulations