



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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May 23, 2017

Paul Knudson
Vierbicher, Inc.
999 Fourier Drive, Suite 1201
Madison, Wisconsin 53717

RE: ID 46776 | LNDCSM-2017-00016 – Certified Survey Map – 2205-2305 Crossroads Drive

Dear Mr. Buhr;

The three-lot Certified Survey Map of property located at 2205-2305 Crossroads Drive, Section 27, Township 8N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned SE (Suburban Employment 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 City Engineering Division at 261-9127 if you have questions regarding the following eight (8) items:

1. Each proposed lot shall have a separate sanitary sewer lateral.
2. The applicant shall construct street and sidewalk along Lots 1, 2 and 3 on Crossroads Drive and City View Drive.
3. All outstanding Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to City Engineering Division 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 working days prior to requesting City Engineering signoff of the CSM.
4. A minimum of two (2) working days prior to requesting City Engineering signoff on the CSM the applicant shall contact Brenda Stanley at 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).
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 Madison General Ordinances in regard to storm water management at the time they develop."
6. The construction of this project will require that the applicant shall enter into a City/ Developer agreement for the required infrastructure improvements. The applicant shall contact City

Engineering to schedule the development of the plans and the agreement. The City Engineer will not sign off on this project without the agreement executed by the developer. Note: Obtaining a developer's agreement generally takes approximately 4-6 weeks, minimum.

7. The approval of this zoning approval does not include the approval of the changes to roadways, sidewalks or utilities. The applicant shall obtain separate approval by the Board of Public Works and the Common Council for the restoration of the public right of way including any changes requested by developer. The City Engineer shall complete the final plans for the restoration with input from the developer.
8. The applicant shall provide the City Engineer with a survey indicating the grade of the existing sidewalk and street. The applicant shall hire a Professional Engineer to set the grade of the building entrances adjacent to the public right of way. The applicant shall provide the City Engineer the proposed grade of the building entrances. The City Engineer shall approve the grade of the entrances prior to signing off on this development.

Please contact Eric Halvorson of the Traffic Engineering Division at 266-6527 if you have questions regarding the following item:

9. The applicant shall create multimodal cross access for all sites on the CSM and shall be noted as such on the CSM. this will enhance the internal traffic flows of each site and limit the required use of the public right of way as well as minimizing the number of access points

Please contact Jeff Quamme of the City Engineering Division—Mapping Section at 266-4097 if you have questions regarding the following nine (9) items:

10. Lots within this CSM are interdependent with each other for overland and subsurface stormwater drainage. A private Storm Sewer/Drainage Easement/Agreement for all of the affected parcels shall be drafted, executed and recorded immediately after this CSM has been recorded and prior to building permit issuance. A draft shall be provided for review and comment prior to final CSM sign off.
11. The applicant shall provide for review reciprocal easements and agreements including, but not limited to, access, public emergency access, parking, utilities and common areas, storm management that are necessary to accomplish the development as proposed. Existing easement declarations for access per Document Nos. 2667704 and 2927708 shall be amended or released. They currently do not address the proposed accesses of the pending development, nor do they include all of the lands that are to benefit from the common access facilities proposed. Draft documents shall be provided for review and comment. The final document(s) shall then be executed and recorded immediately after the CSM has been recorded. Copies shall be provided prior to building permit issuance.
12. The required utility easements through this site per City of Madison Real Estate Project No. 11321 shall be released by the utilities and the City of Madison prior to final sign off. The portion of the Utility Easement to remain in the rear of Lot 1 shall be shown and dimensioned on the CSM.

13. The 12-foot wide portion of the Public Utility Easement in the northeasterly corner of the CSM shall have its length dimensioned. Also that portion of the Public Utility Easement was granted by the Second Addition to High Crossing Document No. 2626400. The label shall be modified accordingly.
14. The easements per Document Nos. 2667704 and 2927708 shall have notes added that the easements are to be amended/modified/released (as appropriate) by a separate recorded document.
15. The note regarding noise levels on the plat of High Crossing Fifth Addition shall be added and properly referenced on the Certified Survey Map.
16. 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.
17. 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.
18. This pending CSM 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 the parcel database so that the permitting system can upload this data and permit issuance made available for this new land record.

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

19. A separate water service lateral and water meter is required to serve each parcel. The water laterals shall be directly connected to the public water main with the shut-off valve located in the public right-of-way (per PSC 185.52 (2)). Submit a diagram/map to Madison Water Utility indicating the location and route of each water service, including all valves, in relation to the right-of-way line and water main in the street.

Please contact Heidi Radlinger of the Office of Real Estate Services at 266-6558 if you have any questions regarding the following three (3) items:

20. 2016 real estate taxes are paid for the subject property. There is a special assessment reported at 2340 City View Drive. All special assessments are to be paid in full prior to CSM approval sign-off pursuant to MGO Section 16.23(5)(g)1.

21. Pursuant to MGO 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 (March 14, 2017) submitted with the CSM application and include all associated documents that have been recorded since the initial title report. The surveyor shall update the CSM with the most recent information reported in the title update.

22. The owner shall email the document number of the recorded CSM to Heidi Radlinger as soon as the recording information is available.

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 June 6, 2017.

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.

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.**

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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
Jeff Quamme, City Engineering Division–Mapping Section
Eric Halvorson, Traffic Engineering Division
Jenny Kirchgatter, Assistant Zoning Administrator
Adam Wiederhoeft, Madison Water Utility
Sally Sweeney, City Assessor's Office
Heidi Radlinger, Office of Real Estate Services