



Department of Planning & Community & Economic Development  
**Planning Division**

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May 16, 2012

Michael S. Marty  
Vierbicher  
999 Fourier Drive; Suite 201  
Madison, Wisconsin 53717

RE: File No. LD 1208 – Certified Survey Map – 1323 W. Dayton Street & 1318 Randall Court (Jim Stopples, Stoddard Arms, LLP)

Dear Mr. Marty;

The one-lot certified survey combining property located at 1323 W. Dayton Street & 1318 Randall Court, Section 22, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property was rezoned PUD-GDP-SIP by the Common Council on May 15, 2012. The conditions of approval from the reviewing agencies to be satisfied before final approval and recording of the CSM are:

**Please contact Janet Dailey of the City Engineering Division at 261-9688 if you have questions regarding the following six (6) conditions:**

1. For consistency purposes, revise the final CSM so that the street names are identified as N. Randall Avenue and W. Dayton Street. The City of Madison prefers the directional prefix portions of street names to be abbreviated so they are less likely to be confused with street names that have directional names within the root street name.
2. The developer shall enter into a City/ Developer agreement for the installation of public improvements required to serve this CSM. The developer shall be required to provide deposits to cover City labor and materials and surety to cover the cost of construction. The developer shall meet with the City Engineer to schedule preparation of the plans and the agreement. The City Engineer will not sign off on this CSM without the agreement executed by the developer.
3. An erosion control plan and land disturbing activity 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 7.5-tons per acre per year.
4. A minimum of 2 working days prior to requesting City Engineering Division signoff on the CSM, the applicant shall contact Janet Dailey (261-9688) 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. All outstanding Madison Metropolitan Sewerage District (MMSD) and City of Madison sanitary sewer connection charges are due and payable prior to Engineering sign-off, unless otherwise collected with a Developer's/ Subdivision Contract. Contact Janet Dailey (261-9688) to obtain the final MMSD billing a minimum of 2 working days prior to requesting City Engineering Division signoff.
6. 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.

**Please contact Bryan Walker of the Traffic Engineering Division at 267-8754 if you have questions about the following item:**

7. The applicant shall reflect and/or maintain any existing cross access or joint property line easements on the face of the site. Changes to the site plan may be required.

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

8. Lands in this CSM are located in City of Madison Wellhead Protection District WP-27. All proposed land uses in this district shall be reviewed by the Madison Water Utility General Manager or his/her designee in accordance with MGO Sections 13.22 and 28.107.
9. All operating private wells shall be identified and permitted by the Water Utility in accordance with MGO Section 13.21. All unused private wells shall be abandoned in accordance with MGO section 13.21.

**Please contact my office at 261-9632 if you have any questions about the following item:**

10. AT&T and Madison Gas & Electric returned comments to the City noting the presence of existing overhead utilities along the common rear lot line of the existing lots that comprise the subject site (Lot 1). Please note on the final CSM that these overhead utilities will be relocated, abandoned, etc. through the proposed lot.

**Please contact Jennifer Frese of the Office of Real Estate Services at 267-8719 if you have any questions regarding the following five (5) items:**

11. Prior to requesting sign-off by the City's Office of Real Estate Services, the owner shall include and have fully executed the signature block certifications for all parties of interest, pursuant to Madison City Ordinance Section 16.23(5)(g)4 and Wis. Stats. 236.21(2)(a). The title and narrative of each certificate shall be prepared consistent with the interest involved and consistent with the most updated title report, e.g. ownership (sole proprietorship, corporate, Limited Liability Company, limited liability partnership, etc.) mortgage, tenancy, public body, etc. The title report shows the

following parties have an ownership interest of record in the property and shall be signatories on the Owner's Certificate:

- James I. Stopple
- Stoddard Arms, LLP
- Washer Rental Company, Inc. (Certificate of Consent from tenant)

12. A certificate of consent by the mortgagee/vendor shall be included following the Owner(s) Certificate for each of the mortgagees/vendors listed below:

- Summit Credit Union, Doc. No. 4604108
- Farmers & Merchants State Bank, Doc. No. 4782732

13. As of May 3, 2012, the real estate tax bills are partially paid for the properties within the CSM boundary. Prior to approval sign off, the owner shall pay all real estate taxes that are outstanding and provide receipts. The following is a summary of the taxes owed:

Parcel Address	Tax Parcel No.	Taxes	Amount Owed
1323 W. Dayton Street	251-0709-221-1104-5	\$33,025.71	\$16,512.86
1318 Randall Court	251-0709-221-1110-2	\$143,207.86	(\$243.66)
<b>Total:</b>			<b>\$16,269.20</b>

14. As of May 8, 2012, there are no special assessments for the properties within the CSM boundary; however there are outstanding fees for the late payment of the stormwater bill in the amount of **\$30.40**.

15. The following CSM revisions shall be made:

- a.) Include an updated legal description on each page of the proposed CSM to match the complete legal description in the title reports. Ex: Lot 4 Randall Court Replat of Lots 9, 10, 18, 19 & 20 of Block 12 Brook's Addition.
- b.) Please note on the face of the CSM that the lands within the CSM are subject to the following documents: Brooks Addition Document No. 107, Randall Court Replat Document No. 522444, Lease Document No. 1928513
- c.) Depict and dimension all existing improvements (buildings, drives, parking lots, etc.), encroachments, wells and septic systems associated with the lands described for the proposed CSM. (Well abandonment: ref. NR 141).
- d.) Create and record, or show as being dedicated in the proposed CSM, easements for utility and drainage rights of way when the utility or drainage physically exists, but no document for it exists in record title.
- e.) Record satisfactions or releases for all mortgages, liens, judgments, or other instruments that encumber the title of the subject lands, but where the purpose for such instrument has been satisfied, fulfilled, or resolved.

**The Planned Unit Development (PUD) zoning of the subject property shall receive final staff approval and be received for recording by the Zoning Administrator prior to the final approval and recording of this CSM. Please contact my office at 261-9632 if you have questions about this requirement.**

**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 May 15, 2012.**

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 [epederson@cityofmadison.com](mailto:epederson@cityofmadison.com).

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 six (6) months from the date of the approving resolution or this letter, whichever is later.** If you have any questions or if you may be of any further assistance, please do not hesitate to contact my office at 261-9632.

Sincerely,

Timothy M. Parks  
Planner

cc: Janet Dailey, City Engineering Division  
Bryan Walker, Traffic Engineering Division  
Dennis Cawley, Madison Water Utility  
Jennifer Frese, Office of Real Estate Services  
Dan Everson, Dane County Land Records and Regulations