



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

---

126 S. Hamilton Street  
P.O. Box 2985  
Madison, Wisconsin 53701-2985  
Phone: (608) 266-4635  
[www.cityofmadison.com](http://www.cityofmadison.com)

June 8, 2017

Chris Adams  
Williamson Surveying & Associates, LLC  
104A W. Main Street  
Waunakee, Wisconsin 53597

RE: ID 46972 | LNDCSM-2017-00018 – Certified Survey Map – 2510 Perry Street and 1002 Ann Street

Dear Mr. Adams;

The two-lot Certified Survey Map of property located at 2510 Perry Street and 1002 Ann Street, Section 35, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned CC (Commercial Center District). The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

**Please contact Tim Troester of the City Engineering Division at 267-1995 if you have questions regarding the following four (4) items:**

1. 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.
2. The applicant shall show the existing private sanitary sewer easement across the west ingress/ egress easement as a condition of plan approval (private sanitary, Document No. 3237365). This easement was dedicated for a sanitary sewer lateral that serves 1026 Ann Street.
3. The lots within this Certified Survey Map are interdependent upon one another for stormwater runoff conveyance, and/or a private drainage system exists for the entire site an agreement shall be provided for the rights and responsibilities of all lot owners. Said agreement shall be reviewed and placed on file by the City Engineer, referenced on the Certified Survey Map, and recorded at the Dane County Register of Deeds.
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](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).

**Please contact Tim Parks of the Planning Division at 261-9632 or Jeff Quamme of the City Engineering Division–Mapping Section at 266-4097 if you have questions regarding the following item:**

5. Proposed Lot 2 has been approved as part of a site plan that includes unplatted lands to the south at 920 Ann Street. Both areas have common ownership. City ordinance requires subdividers to include all adjacent lands under the control of the subdivider. Therefore, the CSM shall be revised to include all additional adjacent lands under the control of McGanser Holdings LLC, and those lands shall be included as part of Lot 2. If the common boundary between Lot 2 and the parcel at 920 Ann Street is to change, a third lot may be required to be created, and/ or the approved site plans on file with the Zoning Administrator for 2510 Perry Street and 920 Ann Street may need to be revised to reflect the resulting condition.

**Please contact Jeff Quamme of the City Engineering Division–Mapping Section at 266-4097 if you have questions regarding the following thirteen (13) items:**

6. The title report shall be updated to remove Document Nos. 2208578, 2593278, 3237366, 3237367 and 3237368 as they have been replaced and superseded by Document No. 5312314 and Affidavit of Correction Document No. 5319584.
7. Dimension the west end of the 20-foot wide Private Water Easement per Document No. 2970459 from the Lot line between Lots 1 and 2.
8. Show the buildings on sheet 5 as well.
9. Provide ties to property lines from buildings where none currently exist on sheet 6.
10. Dimension the location of the private sanitary sewer easement per Document No. 3237365. The label shall be revised to acknowledge this to be a private easement.
11. Dimension the location of the Underground Electric Easement per Document No. 5280878.
12. Add a note that Lot 2 is subject to a Hazardous Certificate and Indemnity Agreement per Document No. 5312468.
13. Add Notes 1 and 2 from CSM 8914. Note 1 shall qualify that the ingress/egress for Lots 1 and 2 are will be over the proposed Lot 1 of this CSM.
14. Existing pavements and accesses shall be shown on sheet 6.
15. The 242.91 dimension along the southerly line of Lot 1 on sheet 3 shall be corrected to 460.90
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 Bill Sullivan of the Madison Fire Department at 261-9658 if you have questions regarding the following item:**

19. Ensure that the location of the new property line near the existing pump house complies with required fire distance separation requirements and allowable openings per the IBC.

**Please contact Heidi Radlinger of the Office of Real Estate Services at 266-6558 if you have any questions regarding the following seven (7) items:**

20. Entity named on owner's cert shall be consistent with the ownership interest reported in the most recent title report.
21. Complete cert with First Bank Financial Centre info.

22. A Consent of Lessee certificate shall be included on the CSM for all tenant interests in excess of one year, recorded or unrecorded, and executed prior to CSM sign-off.
23. There are outstanding 2016 real estate taxes on the Ann Street parcel. 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.
24. As of this letter there are no special assessments reported. All special assessments shall be paid in full prior to CSM signoff pursuant to MGO Section 16.23(5)(g)1.
25. 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](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 (April 6, 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.
26. 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 was approved by the Common Council on May 16, 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](mailto: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.**

ID 46972  
LNDCSM-2017-00018  
2510 Perry Street  
& 1002 Ann Street  
June 8, 2017  
Page 5

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: Tim Troester, City Engineering Division  
Jeff Quamme, City Engineering Division—Mapping Section  
Jenny Kirchgatter, Assistant Zoning Administrator  
Sally Sweeney, City Assessor's Office  
Heidi Radlinger, Office of Real Estate Services