



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

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May 10, 2012

Paul Spetz  
Isthmus Surveying, LLC  
450 N. Baldwin Street  
Madison, Wisconsin 53703

RE: File No. LD 1210 – Certified Survey Map – 636 W. Wilson Street (LT McGrath, LLC)

Dear Mr. Spetz;

The one-lot certified survey combining property located at 636 W. Wilson Street, Section 21, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property was rezoned PUD-GDP-SIP. 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 seven (7) conditions:**

1. Additional off-site public street dedication is required for cul-de-sac improvements for W. Wilson Street on adjacent Findorff owned property on the southeasterly side of W. Wilson Street. The owner-applicant-developer-surveyor of this Certified Survey Map (CSM) shall submit payment of the necessary Office of Real Estate Services fees and also prepare the maps and legal descriptions for Real Estate to accomplish this dedication. Coordinate this task with the appropriate Engineering (Janet Dailey-Glen Yoerger-Eric Pederson) and Real Estate (Jenny Frese) staff. Refer to Engineering Project No. 53B2307 and Office of Real Estate Services Project No. 9929.
2. Revise the legal description header located at the top of each CSM sheet so that it clearly designates what underlying whole and/or partial platted lots are included in this CSM.
3. If it is the intent of the owner-applicant-developer to dissolve the existing Private Joint Driveway Agreement per Document Nos. 1726016 & 1727490, the City will require recorded copies of the appropriate termination documents. If the joint driveway agreement will remain, the CSM is fine as submitted and nothing further is needed.
4. The applicant shall indicate if they intend to dedicate the existing public transportation easement to the City with this CSM.
5. The developer and their contractor shall coordinate with the City for the proposed public improvements on W. Wilson Street. The developer shall be required to construct public improvements adjacent to their property and coordinate land dedication for the cul-de-sac with the corresponding PUD approval for this development.

6. 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.
7. 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 Dennis Cawley of the Madison Water Utility at 261-9243 if you have questions about the following item:**

8. 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 Jennifer Frese of the Office of Real Estate Services at 267-8719 if you have any questions regarding the following three (3) items:**

9. 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 (refer to No. 6 below), 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:

→ J.H. Findorff & Son, Inc. and Findorff Development Corporation

10. As of April 25, 2012, the real estate tax bills are partially paid for the properties inside the CSM boundary, with the second installment still owed. Prior to circulating the proposed Certified Survey Map for final sign off and recording, the owner shall pay in full all real estate taxes that are outstanding for the subject property. Checks are payable to the City of Madison Treasurer. The following is a summary of the taxes owed:

Parcel Address	Tax Parcel No.	Taxes	Amount Owed
633 W. Doty Street	251-0709-234-0404-3	\$4,376.67	\$2,188.33
636 & 640 W. Wilson St.	251-0709-234-0405-1	\$3,201.88	\$1,600.94
639 W. Doty Street	251-0709-234-1004-0	\$1,819.77	\$909.88
621 W. Doty Street	251-0709-234-0403-5	\$1,577.90	\$788.95
<b>Total:</b>			<b>\$5,488.10</b>

11. All real estate taxes, stormwater management charges, and special assessments due against the properties involved in this subdivision shall be paid in full (with copies of receipts for recent payments not reflected in City records) prior to final signoff of the survey for recording.

→ As of April 25, 2012, there are no real estate tax bills owed, no special assessments, and no outstanding stormwater fees due for the subject property.

12. The following CSM revisions shall be made:

- a.) Include on the proposed CSM a complete and accurate legal description of the lands that are to be included in the proposed CSM. The legal description shall be reconciled with the legal description of said lands in the title report.
- b.) Coordinate with city staff on how to proceed with the off-site public street dedication required for cul-de-sac improvements on W. Wilson Street, on the Findorff owned property to the adjacent southeast of W. Wilson Street.
- c.) Remove Note #4, as Document Nos. 3817835 and 3817836 do not encumber the lands within the proposed CSM. If they are related, please provide explanation prior to sign-off approval.
- d.) Identify, depict and provide a certificate of consent for any tenancy in excess of one year. Document numbers for any tenancy shall be cited on the proposed CSM. A copy of the recorded document giving evidence of the tenancy shall be included with the required title report update.
- 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 April 17, 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 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  
Dennis Cawley, Madison Water Utility  
Jennifer Frese, Office of Real Estate Services  
Dan Everson, Dane County Land Records and Regulations