



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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February 2, 2018

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

RE: ID 49812 | LNDCSM-2017-00056 – Certified Survey Map – 2901 University Avenue and 2902-2912 Harvey Street (Flad Development & Investment Corp.)

Dear Mr. Marty;

The one-lot Certified Survey Map of property located at 2901 University Avenue and 2902-2912 Harvey Street, Section 21, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**.

Rezoning of the property to the CC-T (Commercial Corridor–Transitional) district is pending before the Common Council at its February 6, 2018 meeting; the Plan Commission considered the rezoning and associated demolition permit and conditional use and granted the related mixed-use redevelopment **conditional approval** at its January 22, 2018 meeting.

The conditions of approval for the CSM from the reviewing agencies to be satisfied prior to final approval and recording are:

Please contact Tim Troester of the City Engineering Division at 267-1995 if you have questions regarding the following eight (8) items:

1. 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 Mark Moder (261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering Division signoff.
2. A minimum of two (2) working days prior to requesting City Engineering signoff on the CSM the applicant shall contact Tim Troester at 261-1995 (ttroester@cityofmadison.com) or 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).
3. 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.

4. The developer shall dedicate 8.25 feet of right of way for Ridge Street and 5.25 feet of right of way for Harvey Street.
5. The developer shall Dedicate a 5.7-foot wide Permanent Limited Easement for public sidewalk on University Avenue
6. The developer shall construct street and sidewalk improvements along University Avenue, Ridge Street and Harvey Street as required by the City Engineer.
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 Jeff Quamme of the City Engineering Division–Mapping Section at 266-4097 if you have questions regarding the following eleven (11) items:

9. The Title report for 2901 University Avenue shall add prior to final sign off exceptions to title that acknowledge the Award of Damages conveying lands for University Avenue per Document Nos. 1280826 and 1280081.
10. The Memorandum of Sign Site Lease shall be noted on the Certified Survey Map unless it is terminated prior to final sign off.
11. Revised title reports shall be provided prior to final sign off that confirm ownership by the Owner(s) listed under the Owner's Certificate of Dedication.
12. Show the overall width dimension of 60 feet of Harvey Street along the south side of this CSM with the new proposed dedication.
13. Add text to the Public Sidewalk Easement label on sheet 1: See Sheet 5 for Easement Conditions.
14. Show and map the Public Sidewalk Easement per Document No. 854910 underlying the proposed dedication.

15. Provide recorded as information for the northerly and northeasterly courses of the Certified Survey Map.
16. The surveyor shall identify any deviation from City Master Control with recorded and measured designations for the Section Corners.
17. 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 Division (jrquamme@cityofmadison.com). If a new tie sheet is not required under A-E 7.08, City 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 is required.
18. This pending Certified Survey Map 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.
19. 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. The Developer/Surveyor shall submit new updated CSM, electronic data and a written notification to Engineering Mapping for any changes to the plat that occur subsequent to any original submittal of data and prior to final sign off.

Please contact Kay Rutledge of the Parks Division at 266-4714 if you have any questions regarding the following two (2) items:

20. Park Impact Fees (comprised of the Park Infrastructure Impact Fee, per MGO Sec. 20.08(2)), and Park-Land Impact Fees, per MGO Sec. 16.23(8)(f) and 20.08(6) will be required for all new residential development associated with this project. This development is within the West Park-Infrastructure Impact Fee district. Please reference ID#17170 when contacting Parks Division staff about this project.

21. The following note should be included on the subdivision: "Lots within this subdivision are subject to impact fees that are due and payable at the time building permit(s) are issued." The Parks Division will be required to sign off on this subdivision.

Please contact Heidi Radlinger of the Office of Real Estate Services at 266-6558 if you have any questions regarding the following eight (8) items:

22. Entity named on owner's certificate shall be consistent with the ownership interest reported in the most recent title report. Signature block certifications shall be executed by all parties of interest, pursuant to Wis. Stats. 236.21(2)(a).

23. A certificate of consent for all mortgagees/vendors shall be included following the Owner's Certificate(s) and executed prior to CSM approval sign-off. If a mortgage or other financial instrument is reported in record title but has been satisfied or no longer encumbers the lands or ownership within the CSM boundary, a copy of a recorded satisfaction or release document for said instrument shall be provided prior to CSM approval sign-off.

24. An Environmental Site Assessment is required for any lands being dedicated for right of way purposes.

25. 2017 real estate taxes are outstanding for 2901 University Avenue. Per 236.21(3) Wis. Stats. and MGO Section 16.23(5)(g)(1), the property owner shall pay all real estate taxes that are accrued or delinquent for the subject property prior to CSM recording. Note that property tax bills for the prior year that are distributed at the beginning of the year shall be paid prior to CSM signoff.

26. As of January 12, 2018, there are no special assessments reported. All known special assessments are due and payable prior to CSM approval sign-off. If special assessments are levied against the property during the review period and prior to CSM approval sign-off, they shall be paid in full pursuant to MGO Section 16.23(5)(g)1.

27. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish updated title 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 (November 1, 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.

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

29. The CSM shall be revised as follows prior to final approval:

a.) Note the Memorandum of Sign Site Lease.

b.) Depict existing sidewalk easement along Ridge Street.

c.) 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.

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 February 6, 2018.

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.**

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
Kay Rutledge, Parks Division
Sally Sweeney, City Assessor's Office
Heidi Radlinger, Office of Real Estate Services