



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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April 28, 2017

Michelle Burse  
Burse Surveying and Engineering, Inc.  
2801 International Lane, Suite 101  
Madison, WI 53704

RE: ID 46492 | LNDCSM-2017-00010 – Certified Survey Map – 201-215 N Blount St.

Dear Ms. Burse;

The Certified Survey Map of property generally located at 201-215 N Blount St., Section 13, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is currently zoned TR-V2 (Traditional Residential-Varied 2). The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

**Please contact my office at 267-8733 if you have any questions regarding the following item:**

1. This application is being processed concurrently with a request for rezoning (Legistar ID #46548/LNDUSE-2017-00019) and Demolition Permit (Legistar ID# 46286/LNDUSE-2017-00019).

**Please contact Brenda Stanley of the City Engineering Division at 261-9127 if you have questions regarding the following 9 items:**

1. Prior to approval, the owner or owner's representative shall obtain a permit to plug each existing sanitary sewer lateral that serves a building which is proposed for demolition. For each lateral to be plugged the owner shall complete a sewer lateral plugging application and pay the applicable permit fees. The permit application is available on line at <http://www.cityofmadison.com/engineering/permits.cfm> (Section 35.02(14), MGO).
2. A minimum of two (2) working days prior to requesting City Engineering signoff on the csm the Applicant shall contact either Tim Troester at 261-1995 ([ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com)) or Brenda Stanley at 608-261-9127 ([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) (POLICY).
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. Obtaining a developer's agreement generally takes approximately 4-6 weeks, minimum (Section 16.23(9)(c), MGO).

4. 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. (POLICY)
5. The Applicant shall replace all sidewalk and curb and gutter which abuts the property which is damaged by the construction or any sidewalk and curb and gutter which the City Engineer determines needs to be replaced because it is not at a desirable grade regardless of whether the condition existed prior to beginning construction (POLICY).
6. All work in the public right-of-way shall be performed by a City licensed contractor (Sections 16.23(9)(c)(5) and 23.01, MGO).
7. All damage to the pavement on N Blount Street & E Dayton Street, adjacent to this development shall be restored in accordance with the City of Madison's Pavement Patching Criteria. For additional information please see the following link: <http://www.cityofmadison.com/engineering/patchingCriteria.cfm> (POLICY).
8. The Applicant shall construct sidewalk to a plan as required by City Engineer.
9. This 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 (Section 16.23(9)(d)(6), MGO).

**Please contact Janet Schmidt, Parks Division, at 261-9688 if you have questions regarding the following 3 items:**

1. Park Impact Fees (comprised of the Park Infrastructure Impact Fee, per Section 20.08(2), MGO, and Park Land Impact Fees, per Sections 16.23(8)(f) and 20.08(6), MGO) will be required for all new residential development associated with this project. This development is within the North Park – Infrastructure Impact Fee district. Please reference ID# 17115 when contacting Parks about this project.
2. 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.”
3. Parks Division will be required to sign-off on this CSM.

**Please contact Adam Wiederhoeft of the Madison Water Utility at 266-9121 if you have questions regarding the following 2 items:**

1. The following information shall be noted on the CSM prior to final approval: These properties are located within Wellhead Protection District–Zone (WP-24). Hazardous and/or toxic materials are not to be stored on site, and any proposed uses will be required to comply with the City of Madison Wellhead Protection Ordinance. Any future change in use for this property will require review by the Madison Water Utility General Manager or his designated representative.
2. Note that Water Utility comments related to proposed development projects located at these sites were submitted as part of Land Use Application LNDUSE-2017-00022 (Land Use Application for Conditional Use/Demolition/Rezoning application pertinent to proposed development).

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

1. This proposed CSM and another at 707 - 711 E Johnson Street (LNDCSM-2017-00011) are modifying the location of dividing parcel lines between these two parcels. To avoid tax parceling issues or confusion, both of these proposed Certified Survey Maps shall be recorded at the same time to allow the two new lots to be created simultaneously and resolve any gap or overlap of the new lot lines with the current property lines.
2. 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 GEO so that the Accela system can upload this data and permit issuance made available for this new land record.
3. This CSM and the proposed CSM at 707-711 E Johnson Street (LNDCSM-2017-00011) are dependent on each other for overland and subsurface stormwater drainage. A private Storm Sewer/Drainage Easement/Agreement for the two proposed lots that are adjacent to each other in this development shall be drafted and provided for review. The Easement/Agreement shall be executed and recorded immediately after the recording of the Certified Survey Maps and prior to building permit issuance.
4. The Applicant shall provide for review reciprocal easements and agreements including, but not limited to, access, parking, utilities, common areas, storm management that are necessary to accomplish the development as proposed between the two proposed lots that will be adjacent to each other and proposed for redevelopment. The document(s) shall then be executed and recorded and copies provided immediately after recording this Certified Survey Map and prior to building permit issuance.
5. The Owner's Certificate shall be revised to reflect the current owner of the property.
6. It would be preferred that this CSM be tied to the north meander corner for the Southwest Corner of Section 13, reset by Dan Rodman on Nov. 4, 2008 rather than the meander corner to the south. However accomplished, the tie shall be to the west line of the Southwest 1/4 of Section 13 as required by statute and not between two monuments that do not represent a quarter section line of a section. The legal description under the Surveyor's Certificate shall also be revised accordingly.

7. Replace Note 2 with the following: Arrows shall be added to the certified survey map indicating the direction of drainage for each property line not fronting on a public street. In addition, the certified survey map shall include lot corner elevations, for all lot corners, to the nearest 0.25-foot. The following notes shall be added to the certified survey map (Section 16.23(9)(D), MGO) Arrows indicate the direction of surface drainage swale at individual property lines. Said drainage swale shall be graded with the construction of each principal structure and maintained by the lot owner unless modified with the approval of the City Engineer. Elevations given are for property corners at ground level and shall be maintained by the lot owner.
8. The existing Joint Driveway Easement per Doc. No. 1020995 shall either be released or determined to be terminated by the doctrine of merger of title. However accomplished, the easement shall be removed from the revised Title report and the CSM map prior to final sign-off.
9. 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.
10. The Applicant shall submit to Jeff Quamme, prior to Engineering sign-off of the subject plat, one (1) digital CADD drawing and one (1) signed copy of the final plat/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:
  - a. Right-of-Way lines (public and private)
  - b. Lot lines
  - c. Lot numbers
  - d. Lot/Plat dimensions
  - e. Street names
  - f. 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).

NOTE: This Transmittal is a separate requirement from the required Engineering Streets Section for design purposes. The Developer/Surveyor shall submit new updated final plat, electronic data and a written notification to Engineering Mapping for any changes to the plat which occur subsequent to any original submittal of data and prior to final sign-off.

11. Prior to Engineering final sign-off by main office for Certified Survey Maps (CSM), the CSM must be submitted to 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 sign-off. Electronic mail submittal of the FINAL Plat or CSM in PDF form is preferred. Transmit to [jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com).
12. 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 GEO so that the Accela system can upload this data and permit issuance made available for this new land record.
13. Provide the recorded as distances on the exterior boundary as required by statute.

**Please contact Heidi Radlinger of the Office of Real Estate Services at 266-6558 if you have any questions regarding the following 4 items:**

1. Mortgagee Certification: A certificate of consent for the mortgagee 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.
2. Real Estate Taxes and Special Assessments: 2016 real estate taxes are outstanding for the subject properties.

Per Section 236.21(3), Wis. Stats., and Section 16.23(5)(g)(1), MGO, 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.

There is a special assessment reported on the 201 N Blount Street parcel. All special assessments are due and payable prior to CSM approval sign-off.

3. Title Report Update: Pursuant to Section 16.23(5)(g)(4), MGO, the owner shall furnish an updated title report to Heidi Radlinger in the 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 (12/30/3016) submitted with the CSM application and include all associated documents that have been recorded since the initial title report. Surveyor shall update the CSM with the most recent information reported in the title update.
4. Copy of Recorded CSM: 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 revised by the Common Council on May 2, 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 sign-off. 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 sign-off. 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.**

If you have any questions or if you may be of any further assistance, please do not hesitate to contact my office at 267-8733.

Sincerely,

Jessica Vaughn, AICP  
Planner

cc: Brenda Stanley, City Engineering Division  
Janet Schmidt, Parks Division  
Adam Wiederhoeft, Madison Water Utility  
Jeff Quamme, City Engineering Division—Mapping Section  
Heidi Radlinger, Office of Real Estate Services  
Sally Sweeney, City Assessor's Office