



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

February 22, 2018

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

RE: Legistar ID# 49814 | Accela ID: 'LNDCSM-2017-00058' -- Certified Survey Map – 1720 Monroe Street & 625 S. Spooner Street

Dear Ms. Burse:

The one-lot certified survey of property located at 1720 Monroe Street & 625 S. Spooner Street, Section 22, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned PD (Planned Development District). The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

Please contact Timothy Troester, City Engineering, at (608) 267-1995 if you have questions related to these six (6) 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>. (MGO CH 35.02(14))
2. 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 (608-261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff. (MGO 16.23(9)(d)(4))
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. (MGO 16.23(9)c)

4. A minimum of two (2) working days prior to requesting City Engineering signoff on the plat/csm the applicant shall contact either Tim Troester at 261-1995 (ttroester@cityofmadison.com) or Brenda Stanley at 608-261-9127 (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). (POLICY)
5. The following note shall be placed on the CSM: No changes in drainage patterns associated with development on any or all lots within this CSM shall be allowed without prior approval of the City Engineer.
6. NOTE shall be added to the CSM stating that: Stormwater runoff from any proposed development on the newly created lot shall discharge to the Public ROW not to adjacent private property.

Please contact Jeff Quamme of the Mapping Section of the City Engineering Division at (608) 266-4097 if you have questions regarding the following thirteen (13) items.

7. The Driveway Easement per Doc 763796 with the development changes the driveway and garage from common use to sole use by the parcel to the north. The existing agreement shall be released and a new driveway access agreement recorded addressing that part of the driveway to remain within this site for the use by the property to the north. Indicate on the map that the easement is to be released and a new easement recorded by separate instrument(s).
8. The Cross Access Easement Agreement per Doc No 1541072 shall be released and all references removed from the Certified Survey Map.
9. Provide recorded as data for the curves in the curve table and also the recorded as distance of 120' for the north line of current Lot 4, Block 29.
10. Show and label the portion of the garage to be razed on sheet 2 and on the detail on sheet 3. The detail on sheet 3 shall also show the location of the property line.
11. Remove the references to the specific title commitment on sheet 4. Change the note numbers to be consecutive beginning with 1.
12. Remove note 12 on sheet 4. The site is being rezoned and the note will not be relevant.
13. The current owner is not Urban Land Interests LLC. Provide an updated title and conveyance documents to ULI report prior to final sign off.
14. Correct the legal description header under the Surveyor's Certificate. The CSM is in the Northeast (not Northwest) Quarter of the Southwest Quarter.
15. Change the portion of West Lawn Ave to S. Spooner Street. West Lawn Ave lies to the west of the bend in S. Spooner Street. Also fix the calls in the legal description under the Surveyor's Certificate.

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 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.

18. Prior to Engineering final sign-off by main office for Plats or Certified Survey Maps (CSM), the final Plat or 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.

19. 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.

Please contact Heidi Radlinger of the Office of Real Estate Services at (608) 266-6558 if you have any questions regarding the following six (6) items:

20. OWNER'S CERTIFICATION: Entity named on owners certification 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). All signatory parties shall provide documentation that proves said signatories have legal authority to sign the Owner's Certificate.
21. MORTGAGEE/VENDOR CERTIFICATION: A certificate of consent for all mortgagees 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.
22. REAL ESTATE TAXES AND SPECIAL ASSESSMENTS: 2017 real estate taxes are outstanding for the Associated Bank 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. There are special assessments reported on both parcels. All special assessments are due and payable prior to CSM approval sign-off pursuant to MGO Section 16.23(5)(g)1.
23. TITLE REPORT UPDATE: Pursuant to Madison City Ordinance 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), 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 (11/13/17) 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.
24. 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.
25. CSM REVISION REQUIREMENT: State document numbers for depicted easements
 - a. Provide detail of garage portion being razed.
 - b. Release Cross Access Easement. Indicate Joint Driveway Easement to be released.

Please contact Kate Kane of the Office of Parks Department at (608) 261-9671 if you have any questions regarding the following three (3) items:

26. 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# 17169 when contacting Parks about this project.

27. 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."

28. Parks Division will be required to sign off on this subdivision.

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 before the Common Council on February 27, 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 sign-off. You or your client may then record the CSM at the Dane County Register of Deeds. For information on recording procedures and fees, contact the Register of Deeds at (608) 266-4141.

Prior to City Engineering Main Office final sign-off 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 (2) working days prior to final Engineering Division sign-off. E-mail submittal of the final CSM in PDF file format is preferred. Transmit to jrquamme@cityofmadison.com.

The Owner shall furnish to the Office of Real Estate Services and the survey firm preparing the CSM an updated title report covering the period between the date of the initial title report and the date when final sign-off is requested. The surveyor shall update the CSM with the most recent information reported in the title update.

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 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 (608) 261-9135.

Sincerely,

A handwritten signature in black ink that reads "Chris Wells". The signature is written in a cursive, flowing style.

Chris Wells
Development Project Planner

cc: Timothy Troester, City Engineering Division
Jeff Quamme, City Engineering Division—Mapping Section
Heidi Radlinger, Office of Real Estate Services
Kay Rutledge, Office of Parks Department
Kate Kane, Office of Parks Department
Sally Sweeney, City Assessor's Office
Jenny Kirchgatter, Zoning