



Department of Planning & Community & Economic Development

Planning Division

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January 29, 2016

Eric Sandsnes
Royal Oak & Associates, Inc.
3678 Kinsman Boulevard
Madison, Wisconsin 53704

RE: LNDCSM-2015-00030 – Certified Survey Map – 502 N. Frances Street (M & A CP Towers, LP)

Dear Mr. Sandsnes;

The one-lot certified survey of property located at 502 N. Frances Street, Section 14, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned DC (Downtown Core District). The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

Please contact Jeff Quamme of the City Engineering Division–Mapping Section at 266-4097 if you have questions regarding the following sixteen (16) items:

- 1.) The revised title report required prior to final sign off shall add the Agreement recorded as Document No. 810325 that is referenced on the Certified Survey Map.
- 2.) Show, denote and label the limits of the Joint Driveway Easement per Document No. 714524. Also refer to Memorandum of Easement For Joint Driveway per Doc. No. 4008971. Also add that additional rights for use of this easement were also granted by Doc. No. 810325. This is necessary to demonstrate adequate legal access exists to the northwest corner of this site for the outdoor loading are planned at that location.
- 3.) This pending Certified Survey Map application shall be completed and recorded with the Dane County
- 4.) 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.
- 5.) The 5' x 78' Ingress Egress Easement shall be modified and revised on the map to represent, per the agreement, the location of the corridor that was constructed and provides the current access to the building to the west. The 5' x 78' area only existed until the corridor for access was constructed.

- 6.) Add a reference to Document No. 847585 to the Existing Joint Wall Easement note. An easement was also granted by that particular Warranty Deed.
- 7.) Add a reference to Document No. 847585 to the 10' x 36' Ingress Egress Easement note per Document No. 810325. Also label the 10' and 36' dimensions of the easement.
- 8.) The existing encroachment agreement per Document No 1888863 for a canopy that no longer exists shall be coordinated with the City of Madison Real Estate Department for termination. Upon termination, the reference on the CSM to this Document shall be removed.
- 9.) Show, denote and label the Aerial fiber Optic Cable that is referenced in the Encroachment Agreement per Document No. 3775220.
- 10.) Provide a metes and bounds description of the exterior of the CSM. The Original Plat of Madison does not meet the criteria of a tie to a monumented quarter section line to permit a Lot and Block description only. [WS s.236.34(1m) (d)]
- 11.) It is recommended that the underlying Lot lines and numbers be shown for clarity of lands included within the Certified Survey Map.
- 12.) The consent of Mortgagee Certificates shall be modified and contain the legal name(s) of the mortgagees prior to final sign off.
- 13.) Show the adjoining Certified Survey Map No. 13865 to the north of this proposed Certified Survey Map. Also note the difference in the bearing of the west right of way line of N. Frances Street between this CSM and the CSM to the north.
- 14.) Per ordinance, all buildings shall have their location on the lot shown and dimensioned to the nearest one-tenth (0.1) foot to the adjacent property lines. Some additional detail is required.
- 15.) 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.
- 16.) 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.

Please contact Dennis Cawley of the Madison Water Utility at 261-9243 if you have any questions regarding the following item:

17.) All operating private wells shall be identified and permitted by the Water Utility and all unused private wells shall be abandoned in accordance with MGO Section 13.21.

Please contact Bill Sullivan of the Madison Fire Department at 261-9658 if you have any questions regarding the following item:

18.) The existing building that serves the exit stair for the basement of 636 State Street will need to be addressed prior to building the proposed addition on this site. The Certified Survey Map indicates an ingress/egress easement at this location but does not adequately address the existing building being located too close to the property line. A petition for variance or other means may be warranted to address this situation.

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

19.) All ownership consents and certifications for the subject lands shall conform to Wis. Stats. 236.21(2) and 236.29 by including the language "...surveyed, divided, mapped and dedicated..."

20.) Per record title there are two mortgagees; both require a Consent of Mortgagee. Satisfactions or releases for mortgages, liens, judgments, or other instruments that no longer encumber the lands or ownership within the CSM boundary shall be recorded prior to CSM approval sign-off.

21.) Pursuant to MGO Section 16.23(5)(e)4 and Wis. Stats. 236.21(2)(a), all CSMs that are subject to the review and approval of the City of Madison shall contain the following City of Madison Plan Commission Certificate of approval:

Approved for recording per the Secretary of the City of Madison Plan Commission.

By: _____
Natalie Erdman, Secretary of the Plan Commission

Date: _____

22.) Under 236.21(3) Wis. Stats. and MGO Section 16.23(5)(g)(1), the property owner shall pay all real estate taxes and special assessments that are accrued or delinquent for the subject property prior to CSM recording. As of January 8, 2016, 2015 taxes have not been paid; those taxes shall be paid in

full prior to requesting sign-off of the CSM. As of January 8, 2016, there are no special assessments reported. If special assessments are levied against the property, they shall be paid in full prior to sign-off.

23.) Please coordinate with Tim Troester (267-1995) or Brenda Stanley (261-9127) in the City Engineering Division to obtain any outstanding storm water management fees from the City of Madison Water Utility. Receipts for the payment of the prorated fee shall be presented prior to CSM approval sign-off.

24.) The CSM shall be revised prior to sign-off as follows:

- a.) Note/depict and identify by document number all existing easements, restrictions and agreements cited in record title and the updated interim report.
- b.) Depict and dimension all existing improvements (buildings, drives, parking lots, etc.) and encroachments associated with the lands described for the proposed CSM.

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 2, 2016.

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.

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 signoff 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 you 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
Sally Sweeney, City Assessor's Office
Dennis Cawley, Madison Water Utility
Bill Sullivan, Madison Fire Department
Heidi Radlinger, Office of Real Estate Services