



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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June 20, 2018

Gary Blazek  
Vierbicher Associates, Inc.  
999 Fourier Drive, Suite 201  
Madison, WI 53717

RE: ID 51553 | LNDCSM-2018-00014 – Certified Survey Map – 4928-5104 Tradewinds Parkway

Dear Mr. Blazek;

The two-lot Certified Survey Map for property located at 4928-5104 Tradewinds Parkway, Section 27, Township 7N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The subject property is zoned IL (Industrial Limited District). The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

**Please contact Brenda Stanley of the Engineering Division at (608) 261-9127 if you have questions regarding the following two (2) items:**

1. Two of the lots in the proposed CSM require Capital Area Regional Planning Commission (CARPC) approval of the private sewer extensions to provide sewer to the lot. Applicant shall provide evidence that CARPC has either approved development on the lot or CARPC has waived the sewer extension review requirement as a condition of CSM approval.
2. Lots 13 & 14 have been removed from the Floodplain and the Environmental corridor. However, an individual 208 letter approval will be required for any construction on the new Lot 2 that is created from Lots 13 & 14 with this CSM. This will include a MMSD and WDNR approval - the developer of these lots should plan for additional time as part of the development.

**Please contact Jeff Quamme of the Engineering–Mapping Section at (608) 266-4097 if you have any questions regarding the following eleven (11) items:**

3. Remove the note on sheet 5 referencing Doc No. 4772073. The restrictions have been terminated for lands within this CSM by Doc No's 5367923 and 5368624.
4. Add a note below the Lot numbers on the maps on sheets 1 and 2: See Note 2 on Sheet 5 for minimum window or door opening elevations.
5. The Note 2 reference to Document No. 5231708 add text to the end of the note: Minimum low door and window openings on proposed Lot 1 is 860.00 and on proposed Lot 2 is 861.00.

Also on note 1 the reference to the plat note for minimum low window and door openings shall have text added: Modified for lands within proposed Lot 1 by Document No. 5231708 to 860.00.

6. For the building setback referenced on Lot 1 on sheet 1, add text to the note: See Note 2 on sheet 5.
7. Cross easements with any future development with shared access will be required to be recorded prior to final site plan sign off.
8. Remove the first two paragraphs under Note 1 and the drainage easements shown on Sheet 4. Then insert the standard language pre MGO 16.23(9)(d)2.a. verbatim as a NEW note by this CSM. If this is done, all of the previous non-exclusive easements for drainage easements are released and new drainage easements defined by the current proposed Certified Survey Map will replace the old and remove those that bisect the lots.
9. Revise the bearing and tie along the North line of the NE 1/4 of Section 27. The bearing and distance do not match the measured coordinates of shown for the monuments.
10. 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.
11. 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.

12. 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
13. 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 Lance Vest of the Office of Real Estate Services at (608) 261-6126 if you have any questions regarding the following six (6) items:**

14. OWNER'S CERTIFICATION. Signature block certifications shall be executed by all parties of interest having the legal authority to do so, pursuant to Wis. Stats. 236.21(2)(a). Said parties shall provide documentation of legal signing authority to the notary at the time of execution. The title of each certificate shall be consistent with the ownership interest reported in the most recent title report. The executed original hard stock recordable CSM shall be presented at the time of sign-off.
15. MORTGAGEE/VENDOR CERTIFICATION. 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.
16. TAX INCREMENTAL DISTRICT. The lands within the CSM boundary are partially located within TID 39, a Tax Incremental Financing District. Discussions with Joe Gromacki, the City of Madison's tax increment financing coordinator, may be necessary before recording the CSM if a TIF application is required. Mr. Gromacki can be reached at 608-267-8724 or jgromacki@cityofmadison.com.
17. SPECIAL ASSESSMENTS. As of 06/01/18, special assessments of \$316.57 are reported for 5002 Tradewinds Pkwy (tax parcel 251/0710-271-0403-4) and special assessments of \$8,641.66 are reported for 5026 Tradewinds Pkwy (tax parcel 251/0710-271-0404-2). 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 Madison General Ordinance Section 16.23(5)(g)1.

In lieu of this requirement, the owner may present written documentation from the City's Board of Public Works that the special assessments may be continued to be paid on the installment basis authorized by the Board of Public Works.

18. TITLE REPORT UPDATE. Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Lance Vest in City's Office of Real Estate Services (lvest@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 (04/26/18) submitted with the CSM application and include all associated documents that have been recorded since the initial title report. A title commitment may be provided, but will be considered only as supplementary information to the title report update. Surveyor shall update the CSM with the most recent information reported in the title update.

19. CSM REVISION REQUIREMENTS. Depict, name, and identify by document number all existing easements cited in record title and the updated title report. In particular, the Permanent Limited Easement referenced in the Quit Claim Deed recorded as document No. 3949956, if applicable..

**Please contact Adam Wiederhoeft of the Water Utility at (608) 266-9121 if you have any questions regarding the following two (2) items:**

20. The following information shall be noted on the CSM prior to final approval: The properties are located within Wellhead Protection District—Zone 31 (WP-31). Uses of the properties are required to comply with the City of Madison Wellhead Protection requirements as provided under MGO Sections 13.22 and 28.102.

21. Madison Water Utility will be required to sign off as part of the approval review associated with this CSM Application prior to final approval.

**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 June 19, 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 (608) 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](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.**

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If you have any questions or if may be of any further assistance, please do not hesitate to contact my office at (608) 243-0455.

Sincerely,

A handwritten signature in black ink, appearing to read "Colin Punt". The signature is fluid and cursive, with a long horizontal stroke at the end.

Colin Punt  
Planner

cc: Brenda Stanley, City Engineering Division  
Jeff Quamme, City Engineering Division—Mapping Section  
Lance Vest, Office of Real Estate Services  
Adam Wiederhoeft, Madison Water Utility