



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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November 13, 2017

Brett Stoffregan  
D'Onofrio Kottke & Associates, Inc.  
7530 Westward Way  
Madison, Wisconsin 53717

RE: ID 48973 | LNDCSM-2017-00047 – Certified Survey Map – 202 S. Gammon Road

Dear Mr. Stoffregan;

The three-lot Certified Survey Map of property located at 202 S. Gammon Road, Section 23, Township 7N, Range 8E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned SE (Suburban Employment District). The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

**Please contact Tim Troester of the City Engineering Division at 267-1995 if you have questions regarding the following five (5) items:**

1. It is unclear how the proposed Lot 2 will be provided sanitary sewer. If sanitary sewer is to be provided through the neighboring lot of the proposed CSM, the applicant will need to dedicate a private sanitary sewer easement. If sewer is to be provided off of Tree Lane, a developer's agreement will need to be entered with the City to extend City sewer from Tree Lane and Gammon Road.
2. All outstanding Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to City Engineering Division 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 Division signoff of the CSM.
3. A minimum of two (2) working days prior to requesting City Engineering Division signoff on the CSM the applicant shall contact Tim Troester at 261-1995 ([ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com)) or Brenda Stanley at 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).
4. The lots within this Certified Survey Map are interdependent upon one another for stormwater runoff conveyance, and/or a private drainage system exists for the entire site an agreement shall be provided for the rights and responsibilities of all lot owners. Said agreement shall be reviewed and placed on file by the City Engineer, referenced on the Certified Survey Map, and recorded at the Dane County Register of Deeds.

5. The following note shall be added to the Certified Survey Map: "All lots created by this certified survey map are individually responsible for compliance with Chapter 37 of the Madison General Ordinances in regard to storm water management at the time they develop."

**Please contact Eric Halvorson of the Traffic Engineering Division at 266-6527 if you have questions regarding the following two (2) items:**

6. The applicant shall dedicate a public street to serve the redevelopment, **OR** build a private road to City of Madison public street standards, which may be dedicated to the City in the future. The street shall be a north-south street located along the western edge of the subject site. The north-south street will connect to the north-south private drive that intersects Mineral Point Road south of the site, and will ultimately extend from Tree Lane south to provide access to additional redevelopment anticipated on other properties owned by the applicant but not part of this land division. The goal is to create a cohesive internal street network with adequate circulation to serve the properties located along the west side of S. Gammon Road between Tree Lane and Mineral Point Road, and to limit negative impact to the surrounding transportation network from any future development of these lots. As Phase 1 work only starts the redevelopment of the overall site the applicant shall only be required to implement this condition on internal streets impacted with Phase 1. The applicant shall continue to work with Traffic Engineering and City Engineering to satisfy this condition as development occurs.
7. The developer shall provide a recorded copy of a joint driveway ingress/egress and crossing easements, which shall be noted on the CSM.

**Please contact Jeff Quamme of the City Engineering Division—Mapping Section at 266-4097 if you have questions regarding the following eight (8) items:**

8. An amendment to the existing Declaration of Reciprocal Easements (Document No. 2653307) or a new Declaration(s) of Reciprocal Easements shall be drafted to replace and supersede the existing agreement. The agreement shall be drafted, provided for review by staff and recorded immediately after this Certified Survey Map. The agreement(s) shall address the common elements of access, parking, utilities, common areas, storm water management (surface and subterranean), surface drainage and any other common improvements that are necessary to accomplish the development as proposed within this CSM and the proposed development to the south of this CSM. It is anticipated that this document shall be drafted to permit future amendments in conjunction with each future phase of development. The agreement shall also address the existing reciprocal conditions to remain and all affected parcels beyond the initial phase.
9. A note shall be added that lands within this Certified Survey Map are beneficiaries of a Roadway Easement Agreement per Document No. 1667518 and subject to the Agreement for Maintenance and Repair of Roadway Easement per Document No. 2080229.
10. Show and label the 5-foot Landscape Setback Required between Lots 1 and 3 of this CSM per Certified Survey Map 7827.
11. The bearing reference shall include a reference to a quarter line and its bearing.

12. The City of Madison coordinates of record for the Southeast Corner of Section 23 shall be noted. Also the measured Easting noted on the CSM appears to be in error.
13. An Owner's Certificate for West Place Four is also needed per the provided title report.
14. 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.
15. 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 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.

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

16. Upon development, a separate water service lateral and water meter will be required to serve each parcel. The water laterals shall be directly connected to the public water main with the shut-off valve located in the public right-of-way (per PSC 185.52 (2)). A water lateral is not required if the parcel remains undeveloped.

**Please contact Heidi Radlinger of the Office of Real Estate Services at 266-6558 if you have any questions regarding the following seven (7) items:**

17. Add an owner's signature block for West Place Four, LLC.
18. A Consent of Lessee certificate shall be included on the CSM for all tenant interests in excess of one year, recorded or unrecorded, and executed prior to CSM sign-off.

19. The 2016 real estate taxes are paid for the subject parcels. 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. Receipts from the City of Madison Treasurer are to be provided before or at the time of sign-off. Payment is made to: City of Madison Treasurer; 210 Martin Luther King, Jr. Blvd.; Madison, WI 53701.
20. There is a special assessment for street improvement reported on the 7001 Tree Lane parcel. All special assessments shall be paid in full prior to CSM signoff pursuant to MGO Section 16.23(5)(g)1.
21. Pursuant to MGO 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](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 (September 8, 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.
22. The owner shall email the document number of the recorded CSM to Heidi Radlinger as soon as the recording information is available.
23. Revise the CSM to correct spelling of "Centerline" on label for Document No 3585820.

**Please contact my office at 261-9632 if you have questions regarding the following item:**

24. The proposed Certified Survey Map amends an existing planned multi-use site (between proposed Lots 1 and 2, and the adjacent property at 302 S. Gammon Road. Per Section 28.137(2)(a), a planned multi-use site shall have a plan and reciprocal land use agreement approved by the Traffic Engineer, City Engineer and Director of Planning and Community and Economic Development and recorded in the office of the Dane County Register of Deeds.

**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 is scheduled for review by the Common Council on November 21, 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 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 [jqamme@cityofmadison.com](mailto:jrqamme@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 need 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  
Eric Halvorson, Traffic Engineering Division  
Jenny Kirchgatter, Assistant Zoning Administrator  
Adam Wiederhoeft, Madison Water Utility  
Heidi Radlinger, Office of Real Estate Services