



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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August 24, 2017

Chris Adams
Williamson Surveying & Associates, LLC
104A W. Main Street
Waunakee, Wisconsin 53597

RE: ID 47855 | LNDCSM-2017-00026 – Certified Survey Map – 2230 W. Broadway (City of Madison Community Development Authority and Movin' Out, Inc.)

Dear Mr. Adams;

The one-lot Certified Survey Map of property located at 2230 W. Broadway, Section 17, Township 7N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned (Commercial Corridor–Transitional 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 eight (8) items:

1. A note shall be placed on the face of the CSM stating that drainage from any future redevelopment must be directed to the public right of way.
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 (261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff
3. A minimum of two (2) working days prior to requesting City Engineering signoff on the CSM the applicant shall contact Tim Troester at 261-1995 (ttroester@cityofmadison.com) or Brenda Stanley at 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).
4. 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. Note: Obtaining a developer's agreement generally takes approximately 4-6 weeks, minimum.

5. All work in the public right-of-way shall be performed by a City-licensed contractor.
6. All damage to the pavement on Fayette Avenue and W Broadway adjacent to this development shall be restored in accordance with the City of Madison's Pavement Patching Criteria.
7. The applicant shall construct sidewalk along Fayette Avenue according to a plan approved by the City.
8. The applicant shall close all abandoned driveways by replacing the curb in front of the driveways and restoring the terrace with grass.

Please contact Jeff Quamme of the City Engineering Division–Mapping Section at 266-4097 if you have questions regarding the following ten (10) items:

9. The applicant shall confirm the design needs the required sidewalk adjacent to this development. The need of any public easement or dedication shall be confirmed prior to final sign off on this CSM.
10. Note 2 on sheet 1 shall be corrected to reflect the correct flood panel and city.
11. Distances shall be provided between each monument along the north line of this CSM.
12. The bearing reference shall include the basis of bearings and coordinates also being the Wisconsin County Coordinate System.
13. Remove note 6; no public drainage easements of record currently exist.
14. Remove note 5 unless Utility easements are added to this CSM prior to final recording.
15. Revise and add calls to the courses of the legal description when following lot lines and right of way lines in the legal description.
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 Division (jrquamme@cityofmadison.com). If a new tie sheet is not required under A-E 7.08, City 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 is required.
17. 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 the parcel database so that the permitting system can upload this data and permit issuance made available for this new land record.

18. 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 CSM, 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 Eric Halvorson of the Traffic Engineering Division at 266-6527 if you have any questions regarding the following item:

19. The applicant shall confirm the design needs the required sidewalk adjacent to this development. The need of any public easement or dedication shall be confirmed prior to final sign off on this CSM.

Please contact Janet Schmidt of the Parks Division at 261-9688 if you have any questions regarding the following two (2) items:

20. 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 East Park -Infrastructure Impact Fee district. Please reference ID# 15163 when contacting Parks Division staff about this project.

21. 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." The Parks Division will be required to sign off on this CSM.

Please contact Jenny Frese of the Office of Real Estate Services at 267-8719 if you have any questions regarding the following seven (7) items:

22. 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). The executed original hard stock recordable CSM shall be presented at the time of sign-off. Please replace the current Owner's Certificate with the correct

CDA certificate to be provided by the Office of Real Estate Services (“ORES”). Please advise of any ownership changes that may occur prior to CSM recording.

23. 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. If the property shall become encumbered with a mortgage prior to CSM sign-off, a consent of mortgage shall be executed.
24. The property is located within Tax Increment District 27, but the proposed CSM boundary does not cross over a TID boundary.
25. This property is tax exempt. There are no special assessments reported as of the date of this letter. 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 MGO Section 16.23(5)(g)1.
26. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish updated title to Jenny Frese in City’s Office of Real Estate Services (jfrese@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 commitment (May 10, 2017) 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 a title report.** The title format shall be a 60-year report. The surveyor shall update the CSM with the most recent information reported in the title update.
27. The owner shall email the document number of the recorded CSM to Heidi Radlinger in the City’s Office of Real Estate Services as soon as the recording information is available.
28. The following revisions shall be made to the CSM prior to final approval and sign-off:
 - a.) Add Document No. 3978350 to the label for the joint driveway easement on Sheet 2.
 - b.) Please add a space for the Document No. in the Register of Deeds certificate.
 - c.) Include a complete and accurate legal description of the lands that are to be included in the proposed CSM in the header on each sheet of the CSM. The legal description shall be reconciled with the legal description of said lands in record title.
 - d.) Include a Note referencing the restrictive covenant per Document No. 1493100

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 was approved by the Common Council on August 1, 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 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 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
Eric Halvorson, Traffic Engineering Division
Janet Schmidt, Parks Division
Sally Sweeney, City Assessor's Office
Jenny Frese, Office of Real Estate Services