



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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October 5, 2017

Julius Smith
Wyser Engineering, LLC
312 E. Main Street
Mount Horeb, Wisconsin 53572

RE: ID 48475 | LNDCSM-2017-00039 – Certified Survey Map – 505-545 Science Drive (University Research Park)

Dear Mr. Smith;

The one-lot Certified Survey Map Certified Survey Map combining property located at 505-545 Science Drive, Section 30, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The subject 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 Timothy Troester of the City Engineering Division at 267-1995 if you have questions regarding the following item:

1. 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).

Please contact Tim Sobota of Metro Transit at 261-4289 if you have questions regarding the following two (2) items:

2. The applicant shall draft and record a permanent, non-exclusive easement - granting the City of Madison access and maintenance rights over the bus stop area that encompasses the existing passenger shelter structure. [See attached file "505sd_csm_METRO.pdf"]. Maintenance of the custom paver surface remains the responsibility of the property owner, that coordinated for the installation of these materials under City permit (ENGROW-2016-01458). The applicant shall include the location of this easement area and document reference on the final CSM filed with their permit application so that Metro Transit may review and approve the application.
3. Note: Metro Transit provides daily bus service along Science Drive, at multiple stops between Whitney Way and Science Court, including this location adjacent 505 Science Drive. Trips operate at least once

an hour in each direction. The existing bus stops on the opposite side of Science Drive (four locations, between Science Court and Whitney Way) do not comply with the accessibility standards of the Americans with Disabilities Act due to the general lack of sidewalk and/or boarding surfaces with accessible curb ramps.

Please contact Jeff Quamme of the City Engineering Division–Mapping Section at 266-4097 if you have questions regarding the following six (6) items:

4. Provide a Public Bus Shelter Easement for the portion that lies outside of the public right of way and within the boundary of the CSM. Contact Jeff Quamme for Easement language.
5. Provide a Public Pedestrian Access Easement permitting use of the portions of the sidewalk by the general public along Science Drive that lie beyond the right of way of Science Drive.
6. The parcel to the south relies on an access over this proposed CSM at the southwest corner. The title work provided does not contain any easement declaration addressing this situation. Applicant shall provide a recorded document that addresses cross access and parking between these lands and the lot to the south.
7. 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.
8. 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.

9. 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 parcel database so that the permitting 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 266-6558 if you have any questions regarding the following five (5) items:

10. Remove Consent of Mortgagee as there is no mortgage in record title.
11. The 2016 real estate taxes are paid for the subject property. Per 236.21(3) Wis. Stats. and MGO Section 16.23(5)(g)(1), 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 in the event the CSM is not recorded prior to the distribution of the tax bills. Receipts from the City of Madison Treasurer are to be provided before or at the time of sign-off.
12. As of October 3, 2017, there are no special assessments reported for the subject parcels. If special assessments are levied against the property before CSM signoff, they shall be paid in full pursuant to MGO Section 16.23(5)(g)1.
13. 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), 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 (June 9, 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.
14. The owner shall email the document number of the recorded CSM to Heidi Radlinger as soon as the recording information is available.

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 at its October 3, 2017 meeting.

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
Tim Sobota, Metro Transit
Sally Sweeney, City Assessor's Office
Heidi Radlinger, Office of Real Estate Services
Jenny Frese, Office of Real Estate Services