



Department of Planning & Community & Economic Development

Planning Division

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May 8, 2014

Elissa Pollack
Beth Israel Center
126 S. Hamilton Street
Madison, Wisconsin 53703

RE: File No. LD 1406 – Certified Survey Map – 1406 Mound Street and 116-120 S. Randall Avenue

Dear Ms. Pollack;

The one-lot certified survey of property located at 1406 Mound Street and 116-120 S. Randall Avenue, Section 22, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned TR-C4 (Traditional Residential–Consistent 4 District). The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

Please contact Janet Schmidt of the City Engineering Division at 261-9688 if you have questions regarding the following twelve (12) items:

1. Show and dimension the 10-foot building line of record shown over Lot K, Replat of Block 8, Oakland Heights on the Certified Survey Map (CSM).
2. The ingress/egress easement per Document No. 1483521 shall be removed from the CSM as it is gone due to merger of title.
3. Add a note regarding the garage encroachment easement per Document No.2041743, stating that it terminates upon the removal of the encroachment.
4. Place notes on the garage and two houses shown on sheet 2, "To Be Demolished".
5. A conveyance of lands owned by Swan Randall, LLC to Beth Israel Center is required prior to final signoff of the CSM.
6. Provide the datum and a benchmark for the elevations shown on the CSM.
7. Remove the reference to Dane County with the Owner's Certificate.

8. The following note shall be placed on the CSM: "No changes in drainage patterns associated with development on any or all lots within this CSM shall be allowed without prior approval of the City Engineer."
9. Remove drainage arrows, notes (unless otherwise provided by City Engineering) and elevations from the face of the CSM.
10. The following note shall be added to the CSM: "All lots created by this certified survey map are individually responsible for compliance with Chapter 37 of the Madison General Ordinances in regard to stormwater management at the time they develop."
11. A minimum of 2 working days prior to requesting City Engineering Division signoff on the CSM, the applicant shall contact Janet Schmidt (261-9688) 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).
12. 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.

Please contact Dennis Cawley of the Madison Water Utility at 261-9243 if you have any questions regarding the following two (2) items:

13. This property is in wellhead protection district WP27. This proposed use is allowed in this district. Any proposed changes in use shall be approved by the Water Utility General Manager or his/ her designee.
14. Note: All operating private wells shall be identified and permitted by the Madison Water Utility and all unused private wells shall be abandoned in accordance with MGO Sec. 13.21.

Please contact Jenny Frese of the Office of Real Estate Services at 267-8719 if you have any questions regarding the following six (6) items:

15. Prior to requesting approval sign-off of the CSM, executed signature block certifications shall be included for all parties of interest, pursuant to MGO Section 16.23(5)(g)4 and Wis. Stats. 236.21(2)(a). All signatory parties shall provide documentation that proves said signatories have legal authority to sign the Owner's Certificate. Please revise the Owner's certificate(s) to reflect the ownership interest reported in the title report.
16. A certificate of consent by all mortgagees/vendors shall be included following the Owner's Certificate(s) and executed prior to final sign-off.

17. 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..."
18. Disclose any tenancy in excess of one year and provide the document number or tenancy description as a note on the face of the CSM.
19. Per Under 236.21(3) Wis. Stats. and MGO Section 16.23(5)(g), the property owner shall pay all real estate taxes and special assessments for the subject property prior to CSM recording. Please provide staff with proof of payment prior to final signoff and recording of the CSM. As of May 3, 2014, the second installment of the 2013 real estate taxes is due for the subject property. There are no special assessments reported as of May 3, 2014.
20. Please verify that stormwater management charges are paid in full by contacting Janet Schmidt with City Engineering (261-9688) or Sharon Pounders with the Madison Water Utility (266-4641).
21. Revise the CSM to depict and label the 10-foot building setback line as shown on the plat over Lot K.

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 May 6, 2014.

This CSM shall not be signed by the Planning Division/ Secretary of the Plan Commission to allow its recording until the final demolition permit and conditional use plans for the subject property have received final approval by City agencies and raze permits have been issued for the residences at 116 and 120 S. Randall Avenue. Per a condition of the Plan Commission approval of the demolition permit and conditional use for the subject property, raze permits for the 2 residences shall not be issued until May 22, 2014.

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.

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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 six (6) 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: Janet Schmidt, City Engineering Division
Sally Sweeney, City Assessor's Office
Dennis Cawley, Madison Water Utility
Jennifer Frese, Office of Real Estate Services
Dan Everson, Dane County Land Records and Regulations