



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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June 25, 2025

Todd Buhr  
JSD Professional Services, Inc.  
507 W Verona Rd Ste 500  
Verona, WI 53593

RE: LNDSCM-2025-00016; Legistar ID 88352 – Certified Survey Map – 5335-5353 University Ave & 733-737 N Meadow Ln

Dear Todd Buhr:

Your one-lot certified survey of property located at 5335-5353 University Avenue and 733-737 North Meadow Lane, Section 20, Township 07N, Range 09E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned CC-T (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 Kathleen Kane of the City Engineering Division at 608-266-4098 if you have questions regarding the following four (4) items:**

1. Enter into a City / Developer agreement for the required infrastructure improvements. Agreement to be executed prior to sign off. Allow 4-6 weeks to obtain agreement. Contact City Engineering to schedule the development and approval of the plans and the agreement. (MGO 16.23(9)c)
2. Construct sidewalk, terrace, curb and gutter, and pavement along University Avenue and N Meadow Lane to a plan as approved by the City Engineer.
3. Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to Engineering 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 signoff. (MGO 16.23(9)(d)(4))
4. A minimum of two (2) working days prior to requesting City Engineering signoff on the plat/csm contact Kate Kane (West) at 266-4098 to obtain the final stormwater utility charges that are due and payable prior to subdivision of the properties. The stormwater utility charges (as all utility charges) are due for the previous months of service and must be cleared prior to the land division (and subsequent obsolesces of the existing parcel).

**Please contact Jeff Quamme of the City Engineering Division–Mapping Section at 608-266-4097 if you have questions regarding the following nineteen (19) items:**

5. The "New Electric Easement" shown on sheet 5 does not state the beneficiary of the easement nor any terms or conditions. Include any and all language required to properly and legally create any easement by this land division.
6. Add to the Public Sanitary Sewer Easement text retaining walls to the Property Restoration paragraph of private improvements.
7. Change the Public Storm Water Management Easement to a Public Storm Sewer Easement. Also include Consent to Occupy Easement language in the Property Restoration paragraph for the private access, pedestrian, landscaping and retaining wall improvements that will lie within the Easement area that shall be the Owner's responsibility if removed for the construction, maintenance or repair of the public facilities. The text for that paragraph shall be the same as the Sanitary Sewer Easement.
8. Grant a Public surface drainage easement for surface overflow drainage to the City on the face of the Certified Survey Map within the same easement area of the Storm . The easement text and conditions shall include Consent to Occupy Easement language for the private access, pedestrian, landscaping and retaining wall improvements that will lie within the Easement area that shall be the Owner's responsibility if removed for the construction, maintenance or repair of the public facilities. Contact Jeff Quamme of Engineering Mapping (jrquamme@cityofmadison.com, 608-2664097) for the final required language.
9. The public sanitary sewer and storm sewer within Doc No 1833898 vacation areas were not removed subsequent to the vacation of the walkway and part of Bruce Ct. The public sanitary sewer and storm sewer rights that were retained by statute within the vacation area therefore will need to be released by separate document prepared by City Office of Real Estate Services. Contact Jeff Quamme of Engineering Mapping (jrquamme@cityofmadison.com, 608-266-4097) to coordinate the Real Estate project, and associated information and fees required. The release shall be effective upon the actual removal of the pipes from the area.
10. Release MGE Easement per Doc Not 1856676 that is noted to be released on this CSM. Also release the easements or any parts thereof of Document No's 941827, 1072703 & 1072702 to allow for the redevelopment of the lands within this CSM. Any releases to be completed after CSM recording shall be completed, or ready for recording, prior to final site plan sign off for the redevelopment of lands within this CSM.
11. There is 10' Wide Utility Easements per Doc No. 649123 shown and labeled on the CSM. Surveyor shall demonstrate where on the plat these easement areas have been granted. We question the granting of the easements on that document. If they in fact to exist, any portion(s) of a public easement per Doc 649123 that is intended to be released that is encumbered by the proposed building shall be released by separate document prepared by City Office of Real Estate Services. The Applicant / Consultant are responsible to obtain recorded releases from the dry utilities serving the area. Contact Jeff Quamme of Engineering Mapping (jrquamme@cityofmadison.com, 608-266-4097) to coordinate the Real Estate project, and associated information and fees required. If any release is

required prior to recording of the CSM, acknowledgement of the release and document number shall be noted on the face of the CSM.

12. Coordinate and request from the utility companies serving this area the easements required to serve this development. Those easements shall be properly granted, shown, dimensioned and labeled on the final plat.
13. The new Public Sidewalk and Bike Path Easement configuration shall be confirmed with Engineering Street design staff prior to final CSM sign off.
14. All new easement labels shall include text to the sheet where the terms and conditions are located.
15. 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 (with current tie sheet attached) for all monuments, including center of sections of record, used in this survey, to Jeff Quamme, City Engineering (jrquamme@cityofmadison.com)
16. Prior to Engineering final sign-off by main office for Plats or Certified Survey Maps (CSM), the final Plat or CSM in pdf format must be submitted by email transmittal to Engineering Land Records Coordinator Jeff Quamme (jrquamme@cityofmadison.com) for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division sign-off.
17. Conditions of approval noted herein are not intended to be construed as a review determining full compliance with City of Madison Ordinances and State of Wisconsin Statutes. The licensed professional preparing the land division is fully responsible for full compliance with all Ordinances and Statutes regulating this proposed land division.
18. The necessary conveyances shall be completed and the updated title provided prior to final sign off providing undivided ownership of the lands within this proposed CSM. The Owner's Certificate shall be modified as necessary to reflect ownership at the time of final sign off.
19. Any existing mortgages at the time of final sign off for this CSM shall require Consent of Corporate Mortgagee Certificates on this CSM.
20. The required recorded as information required on this and all land divisions includes those from the deeds of record. Add all recorded as information as required.
21. Clerk signature block shall read "Michael Haas, Acting City Clerk"
22. The headers of each sheet and the legal description shall include the quarter - quarters of the NW and NE in the descriptions as required by statute. Also the second course in the legal description tie from the section corner is incorrect.
23. Correct the street name of Meadow Lane to N. Meadow Lane on all pages.

24. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD), the new parcel data created by the Assessor's Office and the parcel data available to zoning and building inspection staff prior to issuance of building permits for new construction or early start permit.
25. Submit to Jeff Quamme, prior to Engineering sign-off of the subject plat, one (1) digital CADD drawing in a format compatible with AutoCAD. The digital CADD file(s) shall be referenced to the Dane County Coordinate System and shall contain, at minimum, the list of items stated below, each on a separate layer/level name. The line work, preferably closed polylines for lot lines, shall be void of gaps and overlaps and match 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. all shown on the plat including wetland & floodplain boundaries.)
- 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 for any changes subsequent to any submittal.

**Please contact Sean Malloy of the Traffic Engineering Division at 608-266-5987 if you have questions regarding the following one (1) item:**

26. The applicant shall dedicate Right of Way or grant a Public Sidewalk Easement for and be responsible for the construction of a minimum seven (7)-foot wide sidewalk and additional one (1) foot for maintenance, where applicable, along their site's frontage of University Avenue. The applicant shall maintain existing terrace width.

**Please contact Adam Kaniewski of the Parks Division at 608-261-4281 if you have questions regarding the following two (2) items:**

27. The following note should be included on the CSM: "LOTS WITHIN THIS SUBDIVISION ARE SUBJECT TO IMPACT FEES THAT ARE DUE AND PAYABLE AT THE TIME BUILDING PERMIT(S) ARE ISSUED."
28. The Parks Division shall be required to sign off on this CSM.

**Please contact Heidi Radlinger of the Office of Real Estate Services at 608-266-6558 if you have any questions regarding the following eleven (11) items:**

29. Prior to approval sign-off by the Office of Real Estate Services ("ORES"), the Owner's Certificate on the CSM 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 or authentication attorney at the time of execution. The title of each certificate shall be consistent with the ownership interests reported in the most recent title report.
- If any of the land within the CSM boundary is under contract for sale or purchase, and said transfer will be conducted at the time of CSM recording, an escrow agreement may be necessary. Please discuss closing plans with ORES in advance of CSM signoff.

The City and Register of Deeds are now accepting electronic signatures. A .pdf of the CSM containing electronic signatures shall be provided to ORES to obtain approval sign-off.

30. Prior to CSM approval sign-off, an executed and notarized or authenticated certificate of consent for all mortgagees shall be included following the Owner's Certificates.
31. If a mortgage or other financial instrument is reported in record title but has been satisfied or no longer encumbers the lands or ownership within the CSM boundary, a copy of a recorded satisfaction or release document for said instrument shall be provided prior to CSM approval sign-off.
32. If any portion of the lands within the CSM boundary are subject to an Option to Purchase or other Option interest please include a Certificate of Consent for the option holder and have it executed prior to CSM sign-off, if said ownership interest meets the criteria set forth by Wis. Stat. Sec. 236.34 and Sec. 236.21(2)(a).
33. 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.
34. Madison Common Council Certificate: Signatory is Michael Haas, Acting City Clerk.
35. As of the date of this letter, 2024 real estate taxes are still owed for two of the four parcels. Per 236.21(3) Wis. Stats. and 16.23(4)(f)(3) 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
36. As of the date of this letter there are no special assessments reported.  
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(4)(f)(3).
37. Pursuant to Madison City Ordinance Section 16.23(4)(c)(1), the owner shall furnish an updated title report to ORES via email to Heidi Radlinger 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 (3/28/2025) 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. ORES reserves the right to impose additional conditions of approval in the event the title update contains changes that warrant revisions to the CSM.

38. The owner shall email the document number of the recorded CSM to ORES via email to Heidi Radlinger when the recording information is available.
39. Depict and dimension all existing improvements including, but not limited to: buildings, drives, parking lots, encroachments, wells, septic systems, etc. located within the CSM boundary.

**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 at its July 1, 2025 meeting.**

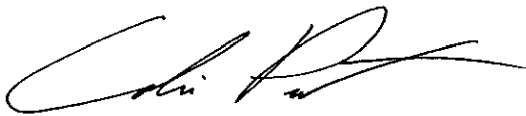
Prior to City Engineering final sign-off by the main office of the CSM, the final CSM shall be submitted to the Engineering Division Surveyor/ Land Records Coordinator for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division signoff. E-mail submittal of the final CSM in PDF form is preferred. Transmit to [jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com).

As soon as the comments and conditions have been satisfied, 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.

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 243-0455.

Sincerely,



Colin Punt  
Planner

cc: Kate Kane, City Engineering Division  
Jeff Quamme, City Engineering Division—Mapping Section  
Sean Malloy, Traffic Engineering Division  
Adam Kaniewski, Parks Division  
Heidi Radlinger, Office of Real Estate Services