



Department of Planning & Community & Economic Development  
**Planning Division**

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October 17, 2013

Brad Reents  
MSA Professional Services  
2901 International Lane, Suite 300  
Madison, Wisconsin 53704

RE: File No. LD 1337 – Certified Survey Map – 2116-2180 Pennsylvania Avenue (Hooper Construction Corp.)

Dear Mr. Reents;

The two-lot certified survey of your client's property located at 2116-2180 Pennsylvania Avenue, Section 6, Township 7N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The site is zoned IL (Industrial-Limited District). The conditions of approval from the reviewing agencies to be satisfied before final approval and recording of the CSM are:

**Please contact Janet Dailey of the City Engineering Division at 261-9688 if you have questions regarding the following nineteen (19) conditions:**

1. Any comments in regard to content shown on the Certified Survey Map (CSM) are not intended to be comprehensive. The surveyor shall be responsible for the final recordable document to be fully compliant with Chapter 236.34 of the Wisconsin Statutes and the Land Subdivision Regulations of the City of Madison.
2. Indicate the length and weight per lineal foot of the set monumentation within the legend as required by statute.
3. Number the sheets as required by statute.
4. Show and note CSM 11946 east of this CSM. Show the width of Pennsylvania Avenue north of CSM 11946 as 110 feet.
5. Include a bearing reference as required by statute. See note below requiring the horizontal datum to be referenced to the Wisconsin County Coordinate System, Dane Zone.
6. Provide the location of the CSM in relation to a boundary line of a quarter section as required by statute with monumentation at each end of the quarter line noted appropriately.
7. All adjoining and underlying lot lines, streets, lot designations and subdivision designations shall be underscored with or shall be dotted or dashed lines as required by statute.

8. The heading on each sheet and for the description in the Surveyor's Certificate shall indicate the Quarter-Quarter sections in which the CSM lies.
9. Remove the month of "March" from the City of Madison Common Council Certificate.
10. Per City Ordinance, the CSM shall show all existing buildings, structures, watercourses, drainage ditches and other features pertinent to proper division. If there is any building or structure that is critical in relation to any of the proposed lot lines, which building shall be dimensioned to those lots lines to the nearest one tenth of a foot (0.1').
11. This CSM shall show and acknowledge the rights to a perpetual easement over adjacent Outlot A for ingress and egress, parking and temporary storage of vehicles, materials and supplies and other uses per Document No. 1179312.
12. Verify individual lot square footages. Square footages from a COGO do not match what the figures shown.
13. Modify the City of Madison Plan Commission Approval signature block to show Steven R. Cover as the Secretary of the Plan Commission.
14. 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."
15. A minimum of 2 working days prior to requesting City Engineering Division signoff on the CSM, the applicant shall contact Janet Dailey (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).
16. 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 Janet Dailey (261-9688) to obtain the final MMSD billing a minimum of 2 working days prior to requesting City Engineering Division signoff.
17. 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.
18. In accordance with s. 236.18(8), Wisconsin Statutes, the applicant shall reference City of Madison WCCS Dane Zone, 1997 Coordinates on all PLS corners on the CSM in areas where this control exists. The surveyor shall identify any deviation from City Master Control with recorded and measured designations. The City has established WCCS, Dane Zone Coordinates on all PLS corners within its corporate boundary. Visit the City Engineering Division at [http://gis.ci.madison.wi.us/Madison\\_PLSS/PLSS\\_TieSheets.html](http://gis.ci.madison.wi.us/Madison_PLSS/PLSS_TieSheets.html) for current tie sheets and control data. If a surveyor encounters an area without a published WCCS Dane Zone 1997 value, contact the City Engineering Division for this information.

19. In accordance with Section s.236.34(1)(c), which says a CSM shall be prepared in accordance with s.236.20(2)(c)&(f), Wisconsin Statutes, the applicant must show type, location and width of any and all easements. Clearly identify the difference between existing easements (cite Register of Deeds recording data) and easements that are being conveyed by the CSM. Identify the owner and/or benefiting interest of all easements.

**Please contact Dennis Cawley of the Madison Water Utility at 261-9243 if you have any questions regarding the following item:**

20. Note: Per MGO Section 13.21, all wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility.

**Please contact Bill Sullivan of the Madison Fire Department at 261-9658 if you have any questions regarding the following two (2) items:**

21. Property line locations shall ensure existing buildings comply with required fire separation distances.

22. The Madison Fire Department does not object to this proposal provided the project complies with all applicable fire codes and ordinances

**Please contact Jenny Frese of the Office of Real Estate Services at 267-8719 if you have any questions regarding the following ten (10) items:**

23. 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. Section 236.21(2)(a). All signatory parties shall provide documentation that proves said signatories have legal authority to sign the Owner's Certificate.

24. Please remove the mortgage certificate, as there is no mortgagee reported in title. If there is mortgage activity prior to final sign-off and evident in the title update, a consent for all mortgagees/ vendors shall be executed prior to sign-off.

25. 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..."

26. Any tenancy in excess of one year shall sign a Consent of Lessee certificate prior to approval sign-off. The tenancy description shall be included as a note on the face of the CSM.

27. Please correct the typo in the Common Council certificate with regard to the date of approval.

28. Please update the Plan Commission certificate with the correct secretary, Steven R. Cover.

29. Please update the Register of Deeds certificate with a space for the document number.

30. As of October 14, 2013, the 2012 real estate taxes are paid for the subject property and there are no special assessments reported.

31. Please verify that stormwater management charges are paid in full by contacting Janet Dailey with City Engineering (261-9688) or Sharon Pounders with the Madison Water Utility (266-4641).
32. The following CSM revisions shall be made:
  - a.) Please include a note describing Items e and f of the title report.
  - b.) Depict and dimension all existing improvements (buildings, drives, parking lots, etc.), encroachments, wells and septic systems associated with the lands described for the proposed CSM.
  - c.) Create and record, or show as being dedicated in the proposed CSM, easements for utility and drainage rights of way when the utility or drainage physically exists, but no document for it exists in record title.

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

33. Prior to final CSM approval, the developer shall provide a recorded copy of a reciprocal land agreement for passage over, upon, across and through the facilities and ingress and egress for each building, loading and/or parking site. This land agreement for vehicular and pedestrian access shall be a perpetual, non-exclusive, unimpeded or unobstructed land agreement for the lots in the planned multi-use site as defined in Section 28.137 of the Zoning Code.

**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 October 1, 2013.**

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 [jquamme@cityofmadison.com](mailto:jquamme@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.

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.

LD 1337  
2116-2180 Pennsylvania Ave.  
October 17, 2013  
Page 5

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 may be of any further assistance, please do not hesitate to contact my office at 261-9632.

Sincerely,

Timothy M. Parks  
Planner

cc: Janet Dailey, City Engineering Division  
Maureen Richards, City Assessor's Office  
Dennis Cawley, Madison Water Utility  
Pat Anderson, Assistant Zoning Administrator  
Jennifer Frese, Office of Real Estate Services  
Dan Everson, Dane County Land Records and Regulations