



Department of Planning & Community & Economic Development

Planning Division

Katherine Cornwell, Director

Madison Municipal Building, Suite LL-100
215 Martin Luther King, Jr. Boulevard
P.O. Box 2985
Madison, Wisconsin 53701-2985
Phone: (608) 266-4635
Fax (608) 267-8739
www.cityofmadison.com

October 20, 2015

Michael S. Marty
Vierbicher Associates, Inc.
999 Fourier Drive, Ste 201
Madison, Wisconsin 53717

RE: Certified Survey Map – 518-542 Junction Road

Dear Mr. Marty;

Your three-lot certified survey of property located at 518-542 Junction Road, Section 22, Township 7N, Range 8E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned PD-GDP-SIP (Planned Development – General Development Plan – Specific Implementation Plan). The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

Please contact Jeff Quamme of City Engineering-Mapping at 266-4097 if you have questions regarding the following nine (9) items:

1. The Developer shall grant a Permanent Limited Easement on the Certified Survey Map for a pedestrian / bicycle easement 20-feet wide from Junction Road to the Southwesterly portion of the Certified Survey Map over a portion of the existing storm sewer easement per Doc No. 4813094. The ultimate location/configuration of this path shall be coordinated with and determined by the City Engineer.

The easement area shall be graded as approved by the City Engineer as part of development and construction of this site.

A path connection to the private alley to the south of this site shall also be provided and coordinated by the applicant.

Contact Jeff Quamme at jrquamme@cityofmadison.com for easement language.

2. The legal description of the pedestrian path easement per Doc No 3276438 does not match the map exhibit. A correction instrument shall be recorded correcting this error and placed on the face of the Certified Survey Map.
3. Current owner is not LZ Ventures LLC. The future updated title work shall contain the recorded conveyance of this property to the Owner disclosed within the Owner's Certificate.
4. Provide the recorded document releasing the ingress/egress easement portion of Doc No 3536437. Place the Doc. No. in the blank of Note 20 on sheet 7 of the Certified Survey Map.
5. Revise Note 5 to conform to ordinance requirements. (MGO: 16.23(9)(d)2. (a. & b.) A) All lots within this plat are subject to public easements for drainage purposes which shall be a minimum of 6-feet

in width measured from the property line to the interior of each lot except that the easements shall be 12-feet in width on the perimeter of the plat. For purposes of two (2) or more lots combined for a single development site, or where two (2) or more lots have a shared driveway agreement, the public easement for drainage purposes shall be a minimum of six (6) feet in width and shall be measured only from the exterior property lines of the combined lots that create a single development site, or have a shared driveway agreement, except that the easement shall be twelve (12) feet in width along the perimeter of the plat. Easements shall not be required on property lines shared with greenways or public streets. No buildings, driveways, or retaining walls shall be placed in any easement for drainage purposes, without the approval of the City Engineer at the time of site plan review. Fences may be placed in the easement only if they do not impede the anticipated flow of water. NOTE: IN THE EVENT OF A CITY OF MADISON PLAN COMMISSION AND/OR COMMON COUNCIL APPROVED REDIVISION OF A PREVIOUSLY SUBDIVIDED PROPERTY, THE UNDERLYING PUBLIC EASEMENTS FOR DRAINAGE PURPOSES ARE RELEASED AND REPLACED BY THOSE REQUIRED AND CREATED BY THE CURRENT APPROVED SUBDIVISION. B) The intra-block drainage easements shall be graded with the construction of each principle structure in accordance with the approved storm water drainage plan on file with the City Engineer and the Zoning Administrator, as amended in accordance with the Madison General Ordinances.

6. Correct the overall distance between the section corners to 2628.49 feet. Also correct and any tie distances necessary as well.
7. The Applicant shall submit to Jeff Quamme, prior to Engineering sign-off of the subject plat, one (1) digital CADD drawing and one (1) signed copy of the final plat/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:
 - 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. 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).

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 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

8. Prior to Engineering final sign-off by main office for Plats or Certified Survey Maps (CSM), the final Plat or CSM must be submitted to 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 sign-off. Electronic mail submittal of the FINAL Plat or CSM in PDF form is preferred. Transmit to jrquamme@cityofmadison.com.

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 GEO so that the Accela system can upload this data and permit issuance made available for this new land record.

Please contact Brenda Stanley of the City Engineering Division at 261-9127 if you have questions regarding the following five (5) items:

10. Each lot shall be served by a separate and independent sanitary sewer lateral or an ownership/maintenance agreement (recorded) shall be in place prior to plan approval. (POLICY).
11. No buildings or other structural improvements shall be constructed within the storm sewer easement.
12. The CSM/Plat requires revision of Public Bike Pedestrian Path easements to be granted on the face of the land division as required by City Engineer.
13. A minimum of two (2) working days prior to requesting City Engineering signoff on the plat/csm the applicant shall contact either Tim Troester at 261-1995 (ttroester@cityofmadison.com) or Brenda Stanley at 608-261-9127 (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). (POLICY).
14. Only minimal grade change will be permitted in the area of the proposed private pedestrian path due to existing large diameter public storm sewer. The City Engineer must approve the final design of approved path.

Please contact Heidi Radlinger of the Office of Real Estate Services at 266-6558 if you have any questions regarding the following six (6) items:

15. OWNER'S CERTIFICATION: The name in the Owner's Certificate does not match the owner of record in the title report. Coordinate with City staff regarding the order of CSM recording in relation to any anticipated conveyances.
16. REAL ESTATE TAXES & SPECIAL ASSESSMENTS: The 2014 real estate taxes are paid for the subject property. Note: Under 236.21(3) Wis. Stats. and 16.23(5)(g)(1) 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.

There are special assessments reported for traffic signals and street improvement which are due and payable prior to CSM approval sign-off pursuant to Ordinance Enactment No. ORD-08-00094, ID No. 10847, Enactment Date 8/23/2008.
17. STORM WATER FEES: Please coordinate with Tim Troester (608-267-1995) or Brenda Stanley (608-261-9127) in the City Engineering Division to obtain any outstanding storm water management fees from the City of Madison Water Utility. Receipts for the payment of the prorated fee shall be presented prior to CSM approval sign-off.
18. TITLE REPORT UPDATE: Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report to the City's Office of Real Estate Services, 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 (7/30/2015) submitted with the CSM application and include all associated documents that have been recorded since the initial title report. Surveyor shall update the CSM with the most recent information reported in the title update.

19. COPY OF RECORDED CSM: The owner shall email the document number of the recorded CSM to Heidi Radlinger at the City's Office of Real Estate Services at hradlinger@cityofmadison.com as soon as the recording information is available.
20. CSM REVISION REQUIREMENTS: Release 12' ingress/egress utility easement prior to CSM recording and reference doc number on Note #20.

Please contact Janet Schmidt of the Parks Division, at 261-9688 if you have questions regarding the following 3 items:

21. Park impact fees (comprised of the Park Development Impact Fee per MGO Sec. 20.08(2) and the Parkland Impact Fee in lieu of land dedication per MGO Sec. 16.23(8)(f) and 20.08(6)) will be required for all new residential development. The developer must select a method for payment of park fees before signoff of the rezoning request. This development is within the Far West impact fee district (SI30). Please reference ID# 15143 when contacting Parks about this project.
22. The Developer shall put the following note on the face of the subdivision plat/CSM or development plans:

LOTS / BUILDINGS WITHIN THIS SUBDIVISION / DEVELOPMENT ARE SUBJECT TO IMPACT FEES THAT ARE DUE AND PAYABLE AT THE TIME BUILDING PERMIT(S) ARE ISSUED.
23. Parks Division will need to sign off on this CSM.

Please contact Eric Halvorson of Traffic Engineering at 266-6527 if you have questions regarding the following item:

24. Applicant shall revise CSM to provide cross access connection to neighboring parcel located at 506 Junction Road. The location of the cross access shall be wide enough to allow construction of a 20' driveway and shall provide connection to common circulation areas located on the 518 junction road parcel.

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 is scheduled for approval by the Common Council on October 20, 2015.

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.

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 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 266-5974.

Sincerely,

Heather Stouder, AICP
Planner

cc: Brenda Stanley, City Engineering Division
Jeff Quamme, City Engineering Division
Jenny Kirchgatter, Assistant Zoning Administrator
Sally Sweeney, City Assessor's Office
Heidi Radlinger, Office of Real Estate Services
Eric Halvorson, Traffic Engineering
Janet Schmidt, Parks Division