



Department of Planning & Development  
**Planning Unit**

Website: [www.cityofmadison.com](http://www.cityofmadison.com)

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October 5, 2005

Jamie Brandt  
TEAM Engineering, Inc.  
240 Main Street  
Loganville, Wisconsin 53943

RE: File No. LD 0527 – Certified survey map – 1433 Monroe Street (UW Credit Union)

Dear Mr. Brandt:

The two-lot certified survey of property located at 1433 Monroe Street, Section 22, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The site is zoned C3 (Highway Commercial District) and M1 (Limited Manufacturing District); a request to rezone the entire site to all C3 zoning is pending in the Plan Commission.

The conditions of approval from the reviewing agencies for the CSM are:

**Please contact Gary Dallmann, City Engineering, at (608) 266-4751 if you have questions regarding the following ten items:**

1. Surplus abandoned railroad right-of-way must be acquired from Wisconsin Department of Transportation (WDOT) prior to CSM recording.
2. Include all existing lots, or portions thereof, from CSM 548 in legal descriptions for each occurrence.
3. Better define the limits of the “30 foot wide storm sewer easement” and insert “public” in the existing note. This easement must continue easterly to N. Randall Avenue as retained in WDOT sale.
4. Each lot will require its own sanitary sewer lateral.
5. If the lots within this certified survey map are inter-dependent upon one another for storm water runoff conveyance, and/or a private drainage system exists for the entire site an agreement shall be provided for the rights and responsibilities of all lot owners. Said agreement shall be reviewed and placed on file by the City Engineer, referenced on the certified survey map and recorded at the Dane County Register of Deeds.

6. Arrows shall be added to the certified survey map indicating the direction of drainage for each property line not fronting on a public street. In addition, the certified survey map shall include lot corner elevations, for all lot corners, to the nearest 0.25-foot. The following notes shall be added to the certified survey map.
  - a. Arrows indicate the direction of surface drainage swale at individual property lines. Said drainage swale shall be graded with the construction of each principal structure and maintained by the lot owner unless modified with the approval of the City Engineer. Elevations given are for property corners at ground level and shall be maintained by the lot owner.
  - b. All lots within this survey are subject to a public easement 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 easement shall be 12-feet in width on the perimeter of the certified survey map. Easements shall not be required on property lines shared with green ways or public streets. No structures may be constructed within said easement and no other obstructions to drainage, including landscaping are permitted without the prior written approval of the City Engineer.
7. All outstanding Madison Metropolitan Sewerage District (MMSD) and City of Madison sanitary sewer connection charges are due and payable prior to connection to the public sewerage system.
8. In accordance with Section s. 236.18(8), Wisconsin Statutes, the Applicant shall reference **City of Madison NAD 1927 Coordinates** on all PLS corners on the Plat or Certified Survey Map in areas where this control exists. The Surveyor shall identify any deviation from City Master Control with recorded and measured designations. City of Madison has established NAD 1927 Coordinates on all PLS corners within its corporate boundary. Visit the City of Madison Engineering Division web site for current tie sheets and control data. If a surveyor encounters an area without a published NAD 1927 value, contact Engineering Division for this information.
9. 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 (site Register of Deeds recording data) and easements that are being conveyed by the Plat/CSM. Identify the owner and/or benefiting interest of all easements.
10. 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. 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 John Leach, Traffic Engineering, at 267-8755 if you have questions about the following two items:**

11. The applicant shall submit site plans for 1433 Monroe Street, existing building in accordance to MGO. The applicant as proposed the existing building requires access for two-way traffic according to MGO.
12. The applicant shall note on the face of the CSM if a reciprocal cross-access easements between Lots 1 and 2 are required.

**Please contact Kathy Voeck, the Assistant Zoning Administrator, at 266-4551 if you have questions regarding the following five items:**

13. The final full sized plans submitted for sign off shall include both Lots 1 and 2.
14. Signage approvals are not granted by the Plan Commission. Signage must be reviewed for compliance with Chapter 31 of the Madison General Ordinances. Permits must be issued by the Zoning Section of the Department of Planning and Development.
15. Lighting is not required. However, if it is provided, it must comply with City of Madison outdoor lighting standards. (See parking lot packet). Lighting will be limited to .08 watts per square foot.
16. Parking lot plans with greater than twenty (20) stalls, landscape plans must be stamped by a registered landscape architect. Provide a landscape worksheet with the final plans that shows that the landscaping provided meets the point and required tree ordinances. In order to count toward required points, the landscaping shall be within 15' and 20' of the parking lot depending on the type of landscape element. (Note: The required trees do not count toward the landscape point total.) Planting islands shall consist of at least 75% vegetative cover, including trees, shrubs, ground cover, and/or grass. Up to 25% of the island surface may be brick pavers, mulch or other non-vegetative cover. All plant materials in islands shall be protected from vehicles by concrete curbs.
17. On Lot 1, provide four bike parking stalls in a safe and convenient location on an impervious surface to be shown on the final plan. The lockable enclosed lockers or racks or equivalent structures in or upon which the bicycle may be locked by the user shall be securely anchored to the ground or building to prevent the lockers or racks from being removed from the location. NOTE: A bike-parking stall is two feet by six feet with a five-foot access area. Structures that require a user-supplied locking device shall be designed to accommodate U-shaped locking devices.

On Lot 2, show the proposed bike stalls on the plans that meet the above criteria.

***Some or all of the above may not pertain to the proposed CSM and instead pertain to the rezoning and conditional use approvals also being sought for the subject site. Please contact the Zoning Administrator to determine which comments need to be addressed prior to the CSM being approved by the City.***

**Please note that the City Real Estate Office has reviewed the report of title provided with this survey has faxed comments to your surveyor separately. If you or your surveyor has any questions, please contact Jeff Ekola at 267-8719 for more information.**

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A resolution authorizing the City to sign the CSM and any other documents related to the proposed land division was adopted by the Common Council on September 6, 2005.

As soon as the comments and conditions have been satisfied as verified with a completed affidavit form (enclosed), 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.

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 thirty (30) days from the date of this letter. The approval of this CSM shall be null and void if not recorded in two years from the date of the approving resolution. 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: Gary Dallmann, Engineering Division  
John Leach, Traffic Engineering  
Jeff Ekola, Real Estate Development Unit  
Norb Scribner, Dane County Land Records and Regulations