



Department of Planning & Community & Economic Development

## Planning Division

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July 22, 2016

Brad Koning  
Shulfer Architects, LLC  
7780 Elm St., Suite 208  
Middleton, WI 53562

RE: File No. LNDCSM-2016-00061– Certified Survey Map – 2201 Zeier Rd.

Dear Mr. Shulfer:

Your Certified Survey Map (“CSM”) for the division of land generally located at 2201 Zeier Rd. from one lot into two, including Lot 1, Certified Survey Map Number 5143, located in southwest quarter of the northwest quarter and the northwest quarter of the southwest quarter of Section 27, Township 8 North, Range 10 East, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned Commercial Center (CC). The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

**Please contact my office, the Planning Division at 267-8733 if you have any questions regarding the following item:**

1. Revise the CSM to meet the requirements pursuant to Section 16.23(7)(a), MGO:
  - a. Include a date on the map; and
  - b. Show the existing building setbacks.
2. Pursuant to Section 28.068, MGO, the maximum lot coverage is 85 percent is permitted in the Commercial Center (CC) zoning district. Provide a lot coverage analysis to show that the proposed Lot 2 is not in excess of the maximum permitted lot coverage as a result of the proposed land division. Note that lot coverage is defined as:

“The total area of all buildings, measured at grade, all accessory structures, including pools, patios, etc., and all paved areas as a percentage of the total area of the lot, with the following exception: sidewalks or paved paths no wider than five (5) feet, pervious pavement, green roofs and decks” (Section 28.211, MGO).

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

1. Currently sanitary sewer lateral serving the proposed building on Lot 1 is shown crossing the adjacent Shopko lot (Lot 2). The Applicant shall dedicate a private sanitary sewer easement if lateral serving the proposed Lot 1 will cross the Shopko lot (Lot 2).
2. All outstanding 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 sign-off (Section 16.23(9)(d)(4), MGO).
3. The lots within this CSM are inter-dependent upon one another for stormwater run-off 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 CSM and recorded at the Dane Co Register of Deeds (POLICY).
4. Remove drainage arrows, notes (unless otherwise provided by City Engineering) and elevations from the face of the CSM.
5. A minimum of two (2) working days prior to requesting City Engineering sign-off on the CSM, the Applicant shall contact 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).

**Please contact Jeff Quamme of the Mapping Section of the City Engineering Division at 266-4097 if you have questions regarding the following fourteen (14) items.**

1. The proposed two sites within this development are dependent on each other for overland and subsurface stormwater drainage. A private Storm Sewer/Drainage Easement/Agreement for all lots within this development shall be drafted, executed and recorded immediately after the CSM recording and prior to building permit issuance.
2. Reciprocal easements and agreements including, but not limited to, access, parking, utilities, common areas, stormwater management and other items are required to be recorded prior to final site plan sign-off to accomplish the land division as proposed. Also, an amendment to the existing Cross Easement and Operating Agreement and its amendments per Doc No's 1989171, 2273104 and 2273105 may be necessary with the land division and development of the new parcel.
3. A 20-foot wide Public Water Main Easement shall be granted on the CSM that encompasses the public water main, hydrant and hydrant leads crossing this CSM from East Towne Boulevard to the southeast line of the CSM. Contact Jeff Quamme (jrquamme@cityofmadison.com) for the required easement language.
4. Remove the line work representing the future dedication per Document No. 1886440. This reservation has expired per the document's conditions.

5. Add Document No. 1887159 to the 30' x 50' Joint Driveway Easement in the northerly corner of the CSM.
6. Add the last missing leg of the MG&E easement per document No. 2060288 to the map.
7. Add the missing "recorded as" data along the exterior boundary of the CSM.
8. Add the owner name to the Surveyor's Certificate. Also correct the record Easting for the Center of Section 27 to 844749.43 and the overall record distance of the quarter line to 2580.20'.
9. Remove Note 1 on Sheet 2. The easements would conflict with the multiple commercial improvements within this CSM.
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 monument condition reports for all monuments, including center of sections of record, used in this survey, to Jeff Quamme, City Engineering, via email (jrquamme@cityofmadison.com). If a new tie sheet is not required under Wisconsin Administrative Code A-E 7.08, Engineering requests a copy of the latest tie sheet on record with Dane County Surveyor's office and shall be attached to a signed and sealed monument condition report. The Applicant shall identify monument types on all PLS corners included on the Plat or CSM. Note: Land tie to two PLS corners is required.
11. 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 CSM, 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.

13. Prior to Engineering final sign-off for Certified Survey Maps (CSM), the 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 (2) working days prior to final Engineering Division sign-off. Electronic mail submittal of the CSM in PDF form is preferred. Transmit to jrquamme@cityofmadison.com.
14. 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 Adam Wiederhoeft of the Madison Water Utility at 266-9121 if you have any questions regarding the following two (2) items:**

1. All operating private wells shall be identified and permitted by the Water Utility in accordance with Section 13.21, MGO.  
All unused private wells shall be abandoned in accordance with Section 13.21, MGO.
2. Proposed Lot 1 will require a new water service lateral.

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

1. MORTGAGEE/VENDOR CERTIFICATION: Per record title the Satisfaction of Mortgage is not sufficient. Sufficient satisfaction/release must be provided or Consent of Mortgagee shall be executed by each mortgagee prior to sign-off.
2. CERTIFICATE AND CONSENT REQUIREMENTS:
  - a. 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....
  - b. A Consent of Lessee shall be included for all tenant interests in excess of one year, recorded or unrecorded, and executed prior to CSM sign-off.
3. REAL ESTATE TAXES AND SPECIAL ASSESSMENTS: There are outstanding 2015 real estate taxes for the subject property. Per 236.21(3) Wis. Stats. and Section 16.23(5)(g)(1), MGO, 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

Also, a special assessment for street improvement is reported. All known special assessments shall be paid in full prior to sign-off pursuant to Ordinance Enactment No. ORD-08-00094, ID No. 10847, Enactment Date 8/23/2008.

4. 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 stormwater 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.
5. TITLE REPORT UPDATE: Pursuant to Section 16.23(5)(g)(4), MGO the Owner shall furnish an updated title report to Heidi Radlinger in the City's Office of Real Estate Services ([hradlinger@cityofmadison.com](mailto:hradlinger@cityofmadison.com)), 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 (6/14/2016) 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.
6. CSM REVISION REQUIREMENTS:
  - a. Add doc # to Joint Driveway Easement.
  - b. Fill in owner name in Surveyors Certificate.

**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 before the Common Council on September 6, 2016.**

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 sign-off. You or your client may then record the CSM 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 Main Office final sign-off 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 (2) working days prior to final Engineering Division sign-off. E-mail submittal of the final CSM in PDF file format is preferred. Transmit to [jrquamme@cityofmadison.com](mailto: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 sign-off 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 267-8733.

Sincerely,

A handwritten signature in black ink, appearing to be 'J. Vaughn', with a long horizontal flourish extending to the right.

Jessica Vaughn, AICP  
Development Project Planner

cc: Brenda Stanley, City Engineering Division  
Jeff Quamme, Engineering Mapping Section  
Adam Wiederhoeft, Madison Water Utility  
Sally Sweeney, City Assessor's Office  
Jennifer Frese, Office of Real Estate Services