



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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September 14, 2016

Brett Stoffregan
D'Onofrio Kottke & Assoc.
7530 Westward Way
Madison, WI 53717

RE: File No. LNDSCM-2016-00034– Certified Survey Map – 117-119 Milky Way

Dear Mr. Stoffregan:

Your Certified Survey Map (“CSM”) for the division of land generally located at 117-119 Milky Way to adjust the common lot line between two lots, including Lots 771 and 772, North Addition to Grandview Commons, located in northeast quarter of the southwest quarter Section 2, Township 8 North, Range 10 East, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned Traditional Residential-Planned (TR-P). 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 the Mapping Section of the City Engineering Division at 266-4097 if you have questions regarding the following four (4) items.

1. Add a sentence to Note 2 referencing Doc. No. 5245066 that the agreement will be amended by a separate instrument to be recorded subsequent to the recording of this Certified Survey Map. Provide a copy of the amendment prior to final sign-off of the CSM.
2. 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 (jrquamme@cityofmadison.com). 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 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 required.
3. 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 in 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.

4. Prior to Engineering final sign-off 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.

Please contact Janet Schmidt of the Parks Division at 261-9688 if you have any questions regarding the following item:

1. The agency reviewed this request and has recommended no conditions or approval. Impact fees have been previously paid for Lots 771 and 772.

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:

1. MORTGAGEE/VENDOR CERTIFICATION: Per record title, McFarland State Bank is a mortgagee. A certificate of consent for all mortgagees shall be included following the Owner's Certificate(s) and executed prior to CSM approval sign-off.
2. OWNER'S CONSENT: Per the last deed of record, MREC VH Grandview Commons is a Delaware limited liability company. Revise Owner's Certificate to reflect such.
3. REAL ESTATE TAXES: The 2015 real estate taxes are paid 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.
4. SPECIAL ASSESSMENTS: As of the date of this letter there are no special assessments reported. If special assessments are levied against the property prior to sign-off, they shall be paid in full pursuant to Ordinance Enactment No. ORD-08-00094, ID No. 10847, Enactment Date 8/23/2008.

4. **STORMWATER 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 City's Office of Real Estate Services (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 (7/21/16) 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. **COPY OF RECORDED CSM:** The owner shall email the document number of the recorded CSM to Heidi Radlinger as soon as the recording information is available

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 20, 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.

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 you 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: Jeff Quamme, Engineering Mapping Section
Heidi Radlinger, Office of Real Estate Services