



Department of Planning & Community & Economic Development

## Planning Division

Katherine Cornwell, Director

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March 22, 2016

Eric Sturm  
R.A. Smith National  
16745 W Bluemound Rd  
Brookfield, WI 53005

RE: Certified Survey Map – 1801 East Washington Avenue

Dear Mr. Sturm;

Your one-lot certified survey of property located at 1801 East Washington Avenue, Sections 6 and 7, Township 7N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned IL (Industrial - Light). 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 fifteen (15) items:**

1. 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.
2. The surveyor shall provide to Jeff Quamme of Engineering ([jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com)) how the southwest line of the CSM was established. This question is in reference to the City's property as described in Doc. No. 252684 to avoid any boundary conflict.
3. 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](mailto: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.
4. In accordance with Section s. 236.18(8), Wisconsin Statutes, the Applicant shall reference City of Madison WCCS Dane Zone, 1997 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 WCCS, Dane Zone Coordinates on all PLS corners within its corporate boundary. Visit the Dane County Surveyor's Office (web address <https://www.countyofdane.com/PLANDEV/records/surveyor.aspx>) for current

tie sheets and control data that has been provided by the City of Madison. If a surveyor encounters an area without a published WCCS Dane Zone 1997 value, contact Engineering Division for this information.

5. 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.

6. Prior to Engineering final sign-off by main office Certified Survey Maps (CSM), the final 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 CSM in PDF form is preferred. Transmit to [jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com).
7. Show the true position and coordinate value of the Northeast Corner of Section 7, T7N, R10E. In light of this survey, City Engineering Mapping staff is reviewing the position shown on the current City of Madison Master Control Data Tie sheet. Contact Jeff Quamme (608-266-4097) or [jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com)) to coordinate this position prior to finalizing the Certified Survey Map.
8. Show and label the underlying and adjoining Lots, Blocks and plat names as required.
9. Add a note that this CSM is subject to a Model Groundwater Use Restriction as per Doc. No. 290007 and re-recorded as Doc. No. 2911960.
10. Fully dimension the location of the Electric Easement to MG&E per Doc. No. 2717361.
11. Show and note on the map the area of the Award of Compensation per Doc No. 4119468 and corrected by Affidavit per Doc. No. 4233949.
12. The title report includes lands to the northeast that are not part of this Certified Survey Map. The report shall be updated to exclude any lands not within this Certified Survey Map.

13. Add to the header and legal description that the CSM is also located in part of Government Lot 2 of Section 7. Government Lot 2 per the original public land survey covers the portion of the survey lying within the NW 1/4 and NE 1/4 of the NW 1/4 of Section 7 - 7 – 10.
14. Provide "recorded as" data of Doc No. 4119468 and 4233949 on the CSM. Data is required for the ties from the NW Corner of Section 7 to and along the boundary of the parcel taken.
15. Current Assessor records indicate property is owned by Marling Lumber. Record deed to transfer property to Campbell Capital Group LLC or update Corporate Owner's Certificate accordingly.

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

16. The Developer shall Dedicate a Permanent Limited Easement for sidewalk 3' feet wide along E. Main St. (MGO 16.23(3)(a)(2)(c) (plats) & 16.23 (5)(g)1. (CSM)).
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17. 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 signoff. (MGO 16.23(9)(d)(4))
18. Prior to approval, the owner or owner's representative shall obtain a permit to plug each existing sanitary sewer lateral that serves a building which is proposed for demolition. For each lateral to be plugged the owner shall complete a sewer lateral plugging application and pay the applicable permit fees. NOTE: As of January 1, 2013 new plugging procedures and permit fees go into effect. The new procedures and revised fee schedule is available on line at <http://www.cityofmadison.com/engineering/permits.cfm>. (MGO CH 35.02(14)).
19. 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).
20. The following note shall be added to the certified survey map. "All lots created by this certified survey map are individually responsible for compliance with Chapter 37 of the Madison General Ordinances in regard to storm water management at the time they develop."
21. This site appears to disturb over one (1) acre of land and requires a permit from the WDNR for stormwater management and erosion control. The City of Madison has been required by the WDNR to review projects for compliance with NR216 and NR-151 however a separate permit submittal is still required to the WDNR for this work. The City of Madison cannot issue our permit until concurrence is obtained from the WDNR via their NOI or WRAPP permit process. Contact Eric Rortvedt at 273-5612 of the WDNR to discuss this requirement. Information on this permit application is available on line <http://dnr.wi.gov/Runoff/stormwater/constrformsinfo.htm> (NOTIFICATION).

**Please contact Janet Schmidt of the Parks Division, at 261-9688 if you have questions regarding the following four (4) items:**

22. 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 Tenney, Law, James Madison Impact fee district (SI26). Please reference ID# 15165 when contacting Parks about this project.
23. 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.
24. A Permanent Limited Easement for sidewalk purposes may be required along E. Main Street to accommodate the existing street trees. The Developer shall work with City Engineering and Forestry to determine those impacts and to determine if an easement will be necessary.

25. The Parks Division will be required to sign off on this CSM prior to the issuance of building permits for the development.

**Please contact Dennis Cawley of the Water Utility at 266-4651 if you have any questions regarding the following item:**

26. All operating private wells shall be identified and permitted by the Water Utility in accordance with MGO 13.21. All unused private wells shall be abandoned in accordance with MGO 13.21.

**Please contact Bill Sullivan of the Madison Fire Department at 261-9658 if you have any questions regarding the following three (3) items:**

27. This site presents many limitations for fire department access to the site due to the river, the existing street trees, and the grade of E. Washington Ave at the Yahara River. A performance based design approach will need to be taken by the development/design team which may include provisions above the building code minimums.
28. Please consider allowing Madison Fire Dept. to conduct training sequences prior to demolition. Contact MFD Training Division to discuss possibilities: Lt Scott Bavery (608) 576-0600.

29. Provide fire apparatus access as required by IFC 503 2015 edition, MGO 34.503.

**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:**

**30. Property Description –**

PARCEL ADDRESS	TAX PARCEL NUMBER
1801 East Washington Avenue	251-0709-143-0213-1

**31. Certificate and Consent Requirements –**

a) The name in the Owner's Certificate does not match the owner of record title. Coordinate the order of CSM recording in relation to any anticipated conveyances with City staff. Prior to requesting final signoff, executed signature block certifications shall be included for all parties of interest, consistent with the owners reported in the title update, pursuant to Wis. Stats. 236.21(2)(a).

- b) Remove Consent of Corporate Mortgagee certificate as there is no mortgage in record title. If there are any mortgages on the property at the time of final CSM signoff, executed certificates of consent shall be included following the Owner's Certificate.
- c) Remove City Treasurer's Certificate.
- d) 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...
- e) 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.
- f) City of Madison Plan Commission Certificate: Pursuant to Madison City Ordinance Section 16.23(5)(e)4 and Wis. Stats. 236.21(2) (a), all CSM's that are subject to the review and approval of the City of Madison shall contain the following certificate of approval:

Approved for recording per the Secretary of the City of Madison Plan Commission.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Natalie Erdman, Secretary of the Plan Commission

**32. Real Estate Taxes and Special Assessments - (no need to change verbiage)**

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. Receipts are to be provided on or before sign-off and checks are payable to:

City of Madison Treasurer  
210 Martin Luther King, Jr. Blvd.  
Madison, WI 53701

As of this letter there are no special assessments reported. If special assessments are levied against the property prior to CSM signoff, they shall be paid in full pursuant to Ordinance Enactment No. ORD-08-00094, ID No. 10847, Enactment Date 8/23/2008..

- 33. **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.
- 34. **Title Report Update** - Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Heidi Radlinger in 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 (12/8/2015) 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.
- 35. **CSM Revision Requirements** - Depict underlying Lot numbers within the CSM area.

**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 to be considered by the Plan Commission on March 21, 2016 and by the Common Council on March 29, 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 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](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 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  
Janet Schmidt, Parks Division  
Bill Sullivan, Fire Department