



Department of Planning & Community & Economic Development
Planning Division

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May 10, 2012

Chris Adams
Williamson Surveying & Associates, LLC
104A W. Main Street
Waunakee, Wisconsin 53597

RE: File No. LD 1213 – Certified Survey Map – 3551 Anderson Street (Dane County Truax Air Park East)

Dear Mr. Adams;

The two-lot certified survey of your client's property located at 3551 Anderson Street, Section 32, Township 8N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The site is zoned PUD-SIP. The conditions of approval from the reviewing agencies to be satisfied before final approval and recording of the CSM are:

Please contact Janet Dailey of the City Engineering Division at 261-9688 if you have questions regarding the following eleven (11) conditions:

1. The existing public sanitary sewer easement located near the intersection of Anderson Street and USH 51 that was created by CSM 10236 (Doc. No. 3400988) shall be shown on the CSM in accordance with Wis. Stats. 236.34(1)(c) & 236.20(2)(c)&(f).
2. Portions of existing public water main easement created by Doc. No. 1416749 are shown encumbering each of proposed Lots 1 and 2 of this CSM with the notation "NEEDS TO BE REMOVED". If the owner desires to remove this from the CSM, the owner/applicant shall coordinate a partial release of this easement with the Water Utility (Dennis Cawley), Office of Real Estate Services (Jenny Frese) and Engineering Mapping Section (Eric Pederson). The owner/applicant shall have their surveyor prepare and submit a both a map and legal description of the portion of this public easement they intend to release. Submit this map and legal description along with a \$500 check payable to City of Madison Treasurer to cover administrative costs and recording fees. The Office of Real Estate Services will prepare and record with the Register of Deeds the proper release document.
3. Provide City Engineering-Mapping and the City Assessor's Office with any active lease documents affecting this property that are not recorded with the Register of Deeds, nor included with the title work submitted with this CSM application.
4. The legal description headers located at the top of each CSM sheet need to add reference to the appropriate Section 33 where applicable.
5. Reconcile the typographical error (County) in the signature block of the Owner's Certificate on Sheet 3 of 5.

6. Sheet 1 of 5 of this CSM refers multiple times to "PUE" abbreviations. It would be beneficial to define this abbreviation on the CSM in either the notes or legend.
7. USH 51 shall also be designated as N. Stoughton Rd. on this CSM as the City of Madison has designated name for this portion of the local highway.
8. The lots within this certified survey map are interdependent upon one another for stormwater 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 CSM, and recorded at the Dane County Register of Deeds.
9. A minimum of 2 working days prior to requesting City Engineering Division signoff on the CSM, the applicant shall contact Janet Dailey (261-9688) 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).
10. All outstanding Madison Metropolitan Sewerage District (MMSD) and City of Madison sanitary sewer connection charges are due and payable prior to City Engineering Division sign-off, unless otherwise collected with a Developer's/ Subdivision Contract. Contact Janet Dailey (608-261-9688) to obtain the final MMSD billing a minimum of 2 working days prior to requesting City Engineering signoff.
11. 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 Division. 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 Bryan Walker of the Traffic Engineering Division at 267-8754 if you have questions about the following item:

12. The CSM shall provide a detail of Anderson Street showing the right of way and existing curb and street improvements, to declaratively reflect the additional right of way, medians and bike lanes dedicated several years ago.

Please contact Dennis Cawley of the Madison Water Utility at 261-9243 if you have questions about the following item:

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

Please contact Bill Sullivan of the Madison Fire Department at 261-9658 if you have questions about the following item:

14. Ensure fire access is maintained to all buildings and property.

Please contact Jennifer Frese of the Office of Real Estate Services at 267-8719 if you have any questions regarding the following three (3) items:

15. Prior to requesting sign-off by the City's Office of Real Estate Services, the owner shall include and have fully executed the signature block certifications for all parties of interest, pursuant to Madison City Ordinance Section 16.23(5)(g)4 and Wis. Stats. 236.21(2)(a). The title and narrative of each certificate shall be prepared consistent with the interest involved and consistent with the most updated title report (refer to No. 6 below), e.g. ownership (sole proprietorship, corporate, Limited Liability Company, limited liability partnership, etc.) mortgage, tenancy, public body, etc. The title report shows the following parties have an ownership interest of record in the property and shall be signatories on the Owner's Certificate:
 - Please update the signature line in the Owner's Certification to: Dane County, a Wisconsin Municipal Corporation, as well as the typo for "county".
16. All real estate taxes, stormwater management charges, and special assessments due against the properties involved in this subdivision shall be paid in full (with copies of receipts for recent payments not reflected in City records) prior to final signoff of the survey for recording.
 - As of April 26, 2012, there are no real estate tax bills owed, no special assessments, and no outstanding stormwater fees due for the subject property.
17. The following CSM revisions shall be made:
 - a.) Please update the legal description to reflect record title.
 - b.) Include in the Notes on Sheet 2 that the lands within the proposed CSM are subject to the conveyance, mortgage and lease terms and conditions in the following documents: 1416749, 3973125, 4140857, 4468407, 4472099 and Lease 3457346. If some of these documents are not applicable to the subject lands, please provide explanation of and/or proof for their omission prior to approval sign-off.
 - c.) Depict, and label by document number, the public sanitary sewer easement at the northeast corner of the property, created by CSM 10236, recorded as Document No. 3400988.
 - d.) Depict, and label by document number, the 15-foot sidewalk easement at the southerly section of the property, created by CSM 10236, recorded as Document No. 3400988. The arrow that currently identifies this easement is incorrectly labeled as a 15' PUE and bike path easement.
 - e.) Depict the two Madison Gas & Electric easements similar to their exhibits in documents 4023926 and 4191349 (both are shown as Exhibit A). As they appear on the current version of the proposed CSM, the limits and route of the easements are not labeled and illustrated clearly.
 - f.) The 15-foot public utility and bike path easement, created by CSM 10236 and recorded as Document No.3400988, shall be labeled and depicted separately from the Maintenance Agreement, recorded as Document No. 4292849. Please correct the arrows that identify the PUE and bike path easement, so that one is no longer pointing toward the southerly sidewalk easement area, but instead pointing correctly to the southwesterly line of the PUE and bike path easement.
 - g.) The Maintenance Agreement, recorded as Document No.4292849, for the bike path and sidewalk easement, created by CSM 10236, recorded as Document No.3400988, shall be depicted separately from the 15' PUE and bike path easement. Please depict the maintenance

area for the existing bike path and sidewalk easement on the face of the CSM, as shown as Exhibit B of Document No.4292849.

- h.) Note and depict the restricted access along Anderson Street, as noted and depicted on the face of CSM 10236, and discussed in the terms/conditions of mortgage documents 3973125, 4140857, 4468407 and 4472099.
- i.) Record satisfactions or releases for all easements, mortgages, liens, judgments, or other instruments that encumber the title of the subject lands, but where the purpose for such instrument has been satisfied, fulfilled or resolved.
- j.) Coordinate with City staff regarding the desire to release the 15-foot water main easement created by Document No.1416749.
- k.) Identify, depict and provide a certificate of consent for any tenancy in excess of one year. Recorded leases shall be noted on the CSM by document number. A copy of the recorded document giving evidence of the tenancy shall be included with the required title report.
- l.) Consider adding a Sheet, specifically for easement detail, to eliminate crowding and increase legibility of information.

Please contact my office at 261-9632 if you have any questions about the following two (2) items:

- 18. The applicant shall record a reciprocal access easement and shared parking agreement to govern the proposed lots at the Dane County Register of Deeds following approval of that document by the City Engineer, Traffic Engineer, and Director of Planning and Community & Economic Development.
- 19. A minor alteration to the approved Planned Unit Development–Specific Implementation Plan showing the proposed land division in its final form overlaid on a site plan showing all salient site features (including but not limited to parking stalls, drive aisles, buildings, landscaping, etc.) shall be approved for recording by the Director of the Planning Division prior to final approval and recording of the Certified Survey Map.

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 May 15, 2012.

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 epederson@cityofmadison.com.

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 six (6) months from the date of the approving resolution or this letter, whichever is later.** If you have any questions or if you may need any further assistance, please do not hesitate to contact my office at 261-9632.

Sincerely,

Timothy M. Parks
Planner

cc: Janet Dailey, City Engineering Division
Bryan Walker, Traffic Engineering Division
Dennis Cawley, Madison Water Utility
Bill Sullivan, Madison Fire Department
Jennifer Frese, Office of Real Estate Services
Dan Everson, Dane County Land Records and Regulations