



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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March 12, 2019

Matthew Hogleund
Quam Engineering LLC
4604 Siggelkow Road, Suite A
McFarland, WI 53558

RE: LNDCSM-2018-00033; ID 52914 – Certified Survey Map – 3009 University Avenue and 3118 Harvey Street.

Dear Mr. Hogleund;

Your two-lot certified survey of property located at 3009 University Avenue and 3118 Harvey Street, Section 21, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The properties are zoned TR-U1 (Traditional Residential – Urban 1) and CC-T (Commercial Corridor – Transitional). The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

Please contact Tim Troester of the Engineering Division at 267-1995 if you have questions regarding the following three (3) items:

1. 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))
2. 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 Co Register of Deeds. (POLICY)
3. 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)

Please contact Jeff Quamme of the Engineering Division–Mapping Section at 266-4097 if you have questions regarding the following nine (9) items:

4. Add to Note A that the easement is subject to an Affidavit of Non-abandonment per Doc No. 5280302.
5. The CSM shall show all pavements within the boundary of the Certified Survey Map.
6. The Emergency Fire Lane Easement per Doc No 5106968 shall be amended to provide access all of the way to the proposed adjusted property line. The document shall be recorded immediately after the CSM and before final site plan sign off. Add a note to the CSM that Doc No. 5106968 will be amended by a separate recorded instrument.
7. The Declaration of Stormwater Management Easement per Doc No. 5106969 shall be amended to acknowledge the change in the boundary between the lots. The document shall be recorded immediately after the CSM and before final site plan sign off. Add a note to the CSM that Doc No. 5106969 will be amended by a separate recorded instrument.
8. Add that this CSM is subject to Stormwater Management Agreements per Doc No.'s 5121528 and 5121529.
9. Remove the City Treasurer's Certificate. It is not necessary for Certified Survey Maps.
10. Change the name of the Secretary of the Plan Commission to Natalie Erdman.
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 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.
12. Prior to Engineering final sign-off by main office 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 Bill Sullivan of the Fire Department at 261-9658 if you have any questions regarding the following item:

13. The Emergency Fire Lane Easement will need to be extended through the portion of Lot 2 in order to serve Lot 1.

Please contact Lance Vest of the Office of Real Estate Services at 245-5794 if you have any questions regarding the following nine (9) items:

14. Signature block certifications shall be executed by all parties of interest having the legal authority to do so, pursuant to Wis. Stats. 236.21(2)(a). Said parties shall provide documentation of legal signing authority to the notary at the time of execution. The title of each certificate shall be consistent with the ownership interest reported in the most recent title report. The executed original hard stock recordable CSM shall be presented at the time of sign-off.
15. A certificate of consent for all mortgagees/vendors shall be included following the Owner's Certificate(s) and executed prior to CSM approval sign-off.
16. A Consent of Lessee certificate shall be included on the CSM for all tenant interests in excess of one year, recorded or unrecorded, and executed prior to CSM sign-off.
17. City of Madison Plan Commission Certificate: There are two Plan Commission certificates in this CSM, please remove one. Modify the name of the Secretary of the Plan Commission as follows:

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

By: _____ Date: _____
Natalie Erdman, Secretary of the Plan Commission

18. As of 02/19/19, 2018 real estate taxes in the amount of \$85,304.56 are due for the subject property. Per 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 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

19. As of 02/19/19, there are no special assessments reported. All known special assessments are due and payable prior to CSM approval sign-off. If special assessments are levied against the property during the review period and prior to CSM approval sign-off, they shall be paid in full pursuant to Madison General Ordinance Section 16.23(5)(g)1.
20. Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Lance Vest in City's Office of Real Estate Services (lvest@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 (04/28/18) submitted with the CSM application and include all associated documents that have been recorded since the initial title report. A title commitment may be provided, but will be considered only as supplementary information to the title report update. Surveyor shall update the CSM with the most recent information reported in the title update.

21. Depict, name, and identify by document number all existing easements cited in record title and the updated title report. In particular, depict or make reference to the easements contained in the Declarations of Conditions, Covenants and Restrictions for Maintenance of Stormwater Management Measures recorded as document Nos. 5121528 and 5121529.

22. Modify the reference to easement 5106969 in Note D on sheet 2. This should be Document No. 5106968.

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 reviewed by the Common Council at its March 5, 2019 meeting.

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.

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.

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 243-0554.

Sincerely,



Sydney Prusak
Planner

cc: Tim Troester, Engineering Division
Jeff Quamme, Engineering Division—Mapping Section
Bill Sullivan, Fire Department
Lance Vest, Office of Real Estate Services