



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, AICP, Director

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April 19, 2017

Adam Gross  
Snyder & Associates, Inc.  
5010 Voges Road  
Madison, Wisconsin 53718

RE: LNDCSM-2017-00008 – Certified Survey Map – 4000 Felland Road (Jim Hess & Tien Truong)

Dear Mr. Gross;

The one-lot Certified Survey Map of property located at 4000 Felland Road, Section 23, Township 8N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned PD (Planned Development District). The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

**Please contact Brenda Stanley of the City Engineering Division at 261-9127 if you have questions regarding the following eight (8) items:**

1. The applicant shall submit projected sanitary sewer flow calculations (land use projected dwelling unit/ dwelling fixture units) to Mark Moder at [mmoder@cityofmadison.com](mailto:mmoder@cityofmadison.com) as a condition of sign-off.
2. The applicant shall make a note on the face of the CSM that no grading work shall be completed in the existing stormwater management area without the express written approval of the City of Madison Engineer.
3. The existing stormwater management area within the proposed lot, serves areas adjacent to proposed lot. The CSM shall indicated who is responsible for maintenance of the Stormwater management area and provide maintenance agreement if applicable.
4. Adjust the CSM such that public sidewalk is located in City right of way or Permanent Limited Easement for sidewalk purposes.
5. All outstanding Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to City Engineering Division 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 working days prior to requesting City Engineering signoff of the CSM.
6. All outstanding 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.

This property is subject to sanitary connection charges for the Nelson Road Sewer Assessment District.

7. This development is subject to impact fees for the Felland Road Neighborhood Sanitary Sewer Improvement Impact Fee District. All impact fees are due and payable at the time building permits are issued. The following note shall be put the face of the CSM: "The lots/ buildings within this subdivision/ development are subject to impact fees that are due and payable at the time building permit(s) are issued."
8. A minimum of two (2) working days prior to requesting City Engineering signoff on the CSM the applicant shall contact Brenda Stanley at 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).

**Please contact Jenny Kirchgatter, Assistant Zoning Administrator, at 266-4429 if you have questions regarding the following item:**

9. Note: The lot shall be developed in accordance with the approved PD(GDP-SIP).

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

10. At the time of approval of the original PUD zoning, the developer had paid park fees for 306 multi-family units to be located on Lots 3 and 6 of the Morgan Plat. Credits for 41 multi-family units exist on Lot 6, which include the proposed CSM lots at 4000 Felland Road and 4088 Felland Road. If development of the proposed buildings exceeds the remaining unit count, park fees will be due and payable. The Parks Division will be required to sign off on this subdivision.

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

11. Comprehensive Agreement(s)/ Easement(s) between this proposed CSM, the lands in this proposed CSM, lands in the proposed CSM at 4000 Felland Road and the Ambassador Condominiums shall be drafted, reviewed and recorded. The location of the easements, notes and recording information shall be placed on this Certified Survey Map prior to recording of the Certified Survey Map. The agreement(s)/easement(s) shall address all common private uses including: vehicular access, parking, pedestrian access facilities, storm sewer, water main, sanitary sewer, storm water management facilities, sanitary sewer, water main and common open space areas/facilities.
12. The portion of the No Vehicular Access that lies adjacent to the existing driveway entrance shall be released by the City of Madison to clear this matter up. This will require a separate City of Madison Real Estate project. The Real Estate project is required to administer, draft, execute and record the release document by City of Madison Real Estate staff. Coordinate the map exhibit, legal description and \$500 administrative fee required to administer the release with Jeff Quamme of Engineering Mapping. (jrquamme@cityofmadison.com or 266-4097)

13. Add a note that the lands within this CSM are subject to Restrictive Covenants per Document No. 3497301 as amended by Document No. 4579663.
14. The noise levels note from Morgan plat shall be added and referenced in the notes on this CSM.
15. The word "Public" shall be added to the label for the 12' Utility Easement adjacent to Felland Road and Nelson Road.
16. Add a note that lands within this CSM are subject to Declaration of Conditions and Covenants per Document No. 3815389, 3867632 and 3867633.
17. Add a note that lands within this CSM are subject to a Deed Restriction per Document No. 4046967.
18. Add a note that lands within this CSM are subject to Declaration of Conditions, Covenants and Restrictions for Maintenance of Stormwater Management Measures per Document No. 4059918.
19. 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.
20. The applicant shall submit to Jeff Quamme, prior to Engineering sign-off of the subject CSM, one (1) digital CADD drawing and one (1) signed copy of the final 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: right of way lines (public and private); lot lines; lot numbers; lot/plat dimensions; street names, and; 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).

\*This transmittal is a separate requirement than the required submittals to Engineering Streets Section for design purposes.

\*New electronic final plat transmittals and notification of changes which occur to the final plat during the time the Engineering Division signs off and receives the digital copies of said plat and the recording thereof, are the responsibility of the Developer/Surveyor.

21. This pending CSM 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 the parcel database so that the permitting system can upload this data and permit issuance made available for this new land record.
22. Provide the drainage arrows and elevations on the map as per the note in the legend.
23. Add the private named asphalt drive name of Lupine Lane to the map drawing.
24. Legal description bearing does not match map along south line of Lot 1. Map seems to be correct (N80.52'25"W)

**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:**

25. The Consent of Mortgagee may be removed as there is no mortgagee per record title.
26. 2016 real estate taxes are outstanding 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.
27. As of this letter there are no special assessments reported. All special assessments are due and payable prior to CSM approval sign-off pursuant to MGO Section 16.23(5)(g)1.
28. Pursuant to MGO 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 (December 1, 2016) submitted with the CSM application and include all associated documents that have been recorded since the initial title report. The surveyor shall update the CSM with the most recent information reported in the title update.
29. The owner shall email the document number of the recorded CSM to Heidi Radlinger in the City's Office of Real Estate Services as soon as the recording information is available.
30. Depict, name, and identify by document number all existing easements cited in record title and the updated title report.

**Please contact my office at 261-9632 regarding the following two (2) items:**

31. Please submit all existing or proposed cross-access and shared parking easements to serve the proposed lot and Ambassador Condominiums for review and approval prior to final approval of the CSM for recording.

32. This CSM is approved subject to complying with all of the provisions contained in MGO Section 16.23(7)(d)1, adopted by Ord. 12-00014, January 24, 2012, which states (excerpt):

*“For lands subject to a condominium plat, a lot or lots may be created from a lot in said plat provided that no part of a lot or lots to be created shall be part of a condominium and shall be capable of being served by City water and sewer. Service from a private water or sewer system shall not be permitted. The lot or lots created may share cross access, parking, and stormwater management facilities if such sharing was required by any zoning approval for the property and if adequate easements and/or agreements are provided, subject to the approval of the City Engineer, City Traffic Engineer, and Planning Director.”*

The final CSM shall include a note affirmatively stating that the proposed lot conforms to this section of MGO without exception or variance. The final form of the note shall be approved by the Planning Division prior to final approval and recording.

**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 was approved by the Common Council on April 18, 2017.**

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).

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 261-9632.

Sincerely,

Timothy M. Parks  
Planner

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4000 Felland Road

April 19, 2017

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cc: Brenda Stanley, City Engineering Division  
Jeff Quamme, City Engineering Division—Mapping Section  
Jenny Kirchgatter, Assistant Zoning Administrator  
Janet Schmidt, Parks Division  
Sally Sweeney, City Assessor's Office  
Heidi Radlinger, Office of Real Estate Services