



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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April 26, 2022

John Cassuci
RA Smith
16745 W Bluemound Road
Brookfield, Wisconsin 53005

RE: LNDCSM-2022-00015; ID 70557 – Certified Survey Map – 1128 E Washington Avenue (Wisconsin Youth Symphony Orchestras)

Dear John;

The one-lot Certified Survey Map of property located at 1128 E Washington Avenue, Section 13, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned CC-T (Commercial Corridor–Transitional 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 (608) 261-9127 if you have questions regarding the following three (3) items:

1. Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to 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 (2) working days prior to requesting City Engineering Division sign-off.
2. A minimum of two (2) working days prior to requesting City Engineering Division sign-off on the CSM contact either Tim Troester (West) at (608) 261-1995 (ttroester@cityofmadison.com) or Brenda Stanley (East) 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 and must be cleared prior to the land division (and subsequent obsolesces of the existing parcel).
3. The property is an open contaminant site with the Wisconsin Department of Natural Resources (WDNR) (BRRTS #02-13-589521 Avenue Bar). Submit a copy of the WDNR's No Action Required letter to Brynn Bemis ((608) 267-1986, bbemis@cityofmadison.com). Any contaminated fill encountered during site excavation shall be managed following State and Federal standards.

Please contact Julius Smith of the City Engineering Division–Mapping Section at jsmith4@cityofmadison.com if you have questions regarding the following ten (10) items:

4. Modify the text for the right of way per Document No. 2041529 that it is in favor of Madison Gas and Electric for underground electric.
5. Remove Note 2 on sheet 3 as it does not affect this parcel.
6. Prior to final City Engineering Division sign-off by main office for Certified Survey Maps (CSM), the final CSM shall be submitted in PDF format by email transmittal to Engineering Land Records Coordinator Jeff Quamme (jrquamme@cityofmadison.com) for final technical review and approval. This submittal must occur a minimum of two working days prior to final City Engineering Division sign-off.
7. Show existing site pavement and all accesses to the parcel per MGO.
8. Label 1 story building structure "to be removed".
9. Label the building(s) within this CSM as "To Be Demolished."
10. Add Recording information for Original Plat to legal description on Sheet 2 and in the headers of all sheets. "Recorded in Volume A of Plats, on Page 3, as Document No. 102".
11. On the CSM, update street name to E. Washington Avenue. East is a prefix and should be abbreviated.
12. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD), the new parcel data created by the Assessor's Office and the parcel data available to Zoning and Building Inspection staff prior to issuance of building permits for new construction or early start permit.
13. The applicant shall submit to Julius Smit, prior to final Engineering sign-off of the subject CSM, one (1) digital CADD drawing in a format compatible with AutoCAD. The digital CADD file(s) shall be referenced to the Dane County Coordinate System and shall contain, at minimum, the list of items stated below, each on a separate layer/level name. The line work shall be void of gaps and overlaps and match the final recorded CSM: right of way lines (public and private); lot lines; lot numbers; lot/plat dimensions; street names, and; easement lines (including wetland and floodplain boundaries).

*This transmittal is a separate requirement than the required submittals to 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 submittal.

Please contact Andy Miller at (608) 261-9983 if you have any questions regarding the following nine (9) items:

14. Prior to approval sign-off by the Office of Real Estate Services, the Owner's Certificate on the CSM 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 or

authentication attorney at the time of execution. Owner name and entity type shall match that reported in the most recent title report. When possible, the executed original hard stock recordable CSM shall be presented at the time of ORES approval sign-off. If not, the City and the Register of Deeds are now accepting electronic signatures. A PDF of the CSM containing electronic signatures shall be provided to ORES to obtain approval sign-off.

15. Prior to CSM approval sign-off, an executed and notarized or authenticated certificate of consent for all mortgagees/vendors shall be included following the Owner's Certificate(s). If a mortgage or other financial instrument is reported in record title, but has been satisfied or no longer encumbers the lands or ownership within the CSM boundary, a copy of a recorded satisfaction or release document for said instrument shall be provided prior to CSM approval sign-off.
16. 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...".
17. If any portion of the lands within the CSM boundary are subject to an Option to Purchase or other Option interest, include a Certificate of Consent for the option holder and have it executed prior to CSM sign-off, if said ownership interest meets the criteria set forth by Wis. Stats. Sec. 236.34 and Sec. 236.21(2)(a).
18. 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.
19. The lands within the CSM boundary are located within TID 36, a Tax Incremental Financing District. Discussions with Joe Gromacki, the City's Tax Increment Financing Coordinator, may be necessary before recording the CSM if a TIF application is required. Mr. Gromacki can be reached at (608) 267-8724 or jgromacki@cityofmadison.com. Please inform Andy Miller in the City's Office of Real Estate Services (acmilller@cityofmadison.com) if a TIF Loan has been authorized for the project.
20. As of April 14, 2022, all real estate taxes are paid for the subject property. Per 236.21(3) Wis. Stats. and MGO Section 16.23(5)(g)(1), the property owner shall pay all real estate taxes that are accrued or delinquent for the subject property prior to CSM recording. Receipts from the City of Madison Treasurer are to be provided before or at the time of sign-off.
21. As of April 14, 2022, there are no special assessments reported. If special assessments are levied against the property during the review period and prior to CSM approval sign-off, they shall also be paid in full pursuant to MGO Section 16.23(5)(g)1.
22. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Andy Miller (acmilller@cityofmadison.com), as well as the survey firm preparing the proposed CSM. The report shall search the period subsequent to the initial title report, dated February 22, 2022, submitted with the CSM application and include all associated documents that have been recorded since the initial title report. The updated title report shall only include the area of the proposed CSM; any parcels and documents that do not impact the area of this CSM shall be removed from the updated 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. ORES reserves the right to impose additional conditions of approval in the event the title update contains changes that warrant revisions to the CSM.

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 May 10, 2022 meeting.

Approval of this Certified Survey Map does not include any approval to demolish existing buildings or construct new buildings on the subject site. A letter with the conditions of approval for the demolition permit related to the redevelopment of the site (LNDUSE-2021-00117) was sent separately.

In order to commence the process for obtaining the necessary City signatures on the Certified Survey Map, the applicant shall e-mail the revised CSM, updated title report, and any other materials required by reviewing agencies to the reviewing planner. The reviewing planner will share the updated materials with the relevant commenting City agencies for them to verify that their conditions have been satisfied and that the secretary or designee may sign the Plan Commission approval certificate. Once the Plan Commission certificate is executed, the Planning Division will make the City Clerk's Office aware that the Common Council certificate may be executed.

Once all of the necessary City signatures have been affixed to the Certified Survey Map, the instrument may be recording at the Dane County Register of Deeds Office. For information on recording procedures and fees, please contact the Register of Deeds at (608) 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 (608) 261-9632 or by e-mail.

Sincerely,



Timothy M. Parks
Planner

cc: Brenda Stanley, City Engineering Division
Jeff Quamme, City Engineering Division—Mapping Section
Julius Smith, City Engineering Division—Mapping Section
Andy Miller, Office of Real Estate Services