



Department of Planning & Community & Economic Development

## Planning Division

Meagan Tuttle, Director

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January 12, 2026

Alex Keefe  
Snyder & Associates  
5010 Voges Road  
Madison, Wisconsin 53718

RE: LNDCSM-2025-00044; Legistar ID [90805](#) – Certified Survey Map – 6965-7047 Manufacturers Drive, Section 9, T8N, R10E, City of Madison, Dane County, Wisconsin (CTA Investments, LLC)

Dear Alex Keefe:

Your one-lot certified survey of property located at 6965-7047 Manufacturers Drive, Section 9, Township 08N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned IL (Industrial Limited 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 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. All outstanding City of Madison sanitary sewer connection charges are due and payable prior to Engineering sign-off, unless otherwise collected with a Developer's / Subdivision Contract. This property is subject to Sanitary Connection charges for the Hanson Road Neighborhood Sanitary Sewer Assessment District with a rate of \$119.62/1000 sf for the undeveloped parcels being combined with the CSM.
3. A minimum of two (2) working days prior to requesting City Engineering signoff on the plat/csm contact either Tim Troester (West) at 261-1995 ([tetroester@cityofmadison.com](mailto:tetroester@cityofmadison.com)) or Brenda Stanley (East) at 608-261-9127 ([bstanley@cityofmadison.com](mailto: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). (POLICY)

**Please contact Julius Smith of the City Engineering Division–Mapping Section, at (608) 264-9276 if you have questions regarding the following eleven (11) items:**

4. Show the flow arrow restrictions as set forth on CSM 13480 and cite the CSM and its document no. as the source of the restrictions, along with the associated notes and restrictive language under note 6 of CSM 13480 recorded as document no. 4973459. If these are to be released follow the below procedure for the restriction release. Any portion(s) of a public easement or restriction that is intended to be released shall be released by separate document prepared by City Office of Real Estate Services. Contact Jule Smith of Engineering Mapping ([jsmith4@cityofmadison.com](mailto:jsmith4@cityofmadison.com), 608-264-9276) to coordinate the Real Estate project, and associated information and fees required. If any release is required prior to recording of the plat, acknowledgement of the release and document number shall be noted on the face of the plat.
5. Provide complete and accurate title Report per the MGO 16.23 requirements and as stated on the Land Division application. Title work provided included Lots Nineteen (19) and Twenty (20), Interstate Commerce Park, in the City of Madison, Dane County, Wisconsin, which has been replatted in CSM 13480 to Lot 1 of CSM 13480. Additionally there were no supporting Documents provided in with the Title work found. Provide accurate and complete report, and further comments may be required upon review of this complete report and any missing materials.
6. Add the Plat note restriction from interstate commerce park Recorded as Document No. 4137450 over Lot 18 as follows: *Note: The owner of Lots 16, 17 & 18, Interstate Commerce Park, may be required to convey, at no cost, Private ingress and Egress Rights to Manufactures Drive to the Benefit of the owner of the approximately 5 acre unplatte tract of Land immediately East of and adjacent to Interstate Commerce Park. Ingress and Egress location will be conveyed and approved at the time development Plans are approved for Lots 16, 17, and 18 Interstate Commerce Park, By the City of Madison. Work with City Engineering and Traffic Engineering on whether this easement will be required in this development.*
7. Coordinate and request from the utility companies serving this area the easements required to serve this development. Those easements shall be properly shown, dimensioned and labeled on the final plat.
8. Revise the end of Note 5 on Sheet 2 of the proposed CSM to read:  
*Document Nos. 4111035, 4121457 and affidavit of Correction Document No. 4128118*
9. Revise the end of Note 6 on Sheet 2 of the proposed CSM to read:  
*Document No. 4137948 and its amendments Document No. 54910496, 5511870 and 5511871*
10. Add additional notes on Sheet 2 that the CSM is subject to:  
*Unanimous Written Consent of Design Review Board recorded on June 6, 2013, as Document No. 4993899. and Declaration of Covenants, Conditions, and Restrictions for Maintenance of Stormwater Management Measures recorded on January 27, 2016, as Document No. 5211610.*

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 (with current tie sheet attached) for all monuments, including center of sections of record, used in this survey, to Jule Smith, City Engineering ([jsmith4@cityofmadison.com](mailto:jsmith4@cityofmadison.com))
12. 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. 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.
13. Prior to Engineering final sign-off by main office for Plats or Certified Survey Maps (CSM), the final Plat or CSM in pdf format must be submitted by email transmittal to Engineering Land Records Coordinator Jule Smith ([jsmith4@cityofmadison.com](mailto:jsmith4@cityofmadison.com)) for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division sign-off.
14. Submit to Jule Smith, prior to Engineering sign-off of the subject plat, 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, preferably closed polylines for lot lines, shall be void of gaps and overlaps and match 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. all shown on the plat including wetland & floodplain boundaries.)

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 for any changes subsequent to any submittal.

**Please contact Trent Schultz of the Parking Division at (608) 246-5806 if you have any questions regarding the following item:**

The agency reviewed this project and determined the existing use/site will be subject to the Transportation Demand Management (TDM) Ordinance, per MGO 16.03(3)(f)1. A formal TDM Plan could be required as part site plan review for any proposed building or parking lot expansion.

**Please contact Jeff Belshaw of the Water Utility at (608) 261-9835 if you have any questions regarding the following item:**

15. Note that records indicate deferred water main assessments exist against this parcel. Improvements, which substantially change the use of the property, may require any outstanding deferred assessments to be paid in full prior to proceeding with the proposed improvements (MGO 4.081(4)). Please contact Nicole Rice of the City of Madison Finance Department to review the status of the deferred water main assessment associated with this property - Phone: (608) 266-4008 - Email: [Nrice@cityofmadison.com](mailto:Nrice@cityofmadison.com)

**Please note that the City's Office of Real Estate Services is reviewing the report of title provided with this survey and may have comments. That office will send any comments separately. If you have any questions, please contact Heidi Radlinger at (608) 266-6558 for more information.**

16. 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).

17. Per 236.21(3) Wis. Stats. and MGO Section 16.23(5)(g)(1), the property owner shall pay all real estate taxes that may become due prior to CSM recording. Receipts from the City of Madison Treasurer are to be provided before or at the time of sign-off. Any special assessments shall also be paid in full pursuant to MGO Section 16.23(5)(g)1.

18. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Heidi Radlinger ([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 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. The 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 Certified Survey Map and authorizing the City to sign it and any other documents related to the CSM will be reviewed by the Common Council at its January 13, 2025 meeting.**

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 [cwells@cityofmadison.com](mailto:cwells@cityofmadison.com) or (608) 261-9135.

Sincerely,



Chris Wells  
Planner

cc: Brenda Stanley, City Engineering Division  
Julius Smith, City Engineering Division—Mapping Section  
Trent Schultz, Parking  
Jeff Belshaw, Madison Water Utility  
Heidi Radlinger, Office of Real Estate Services