



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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December 2, 2022

Michelle Burse  
Burse Surveying and Engineering, Inc.  
2801 International Lane, Suite 101  
Madison, WI 53704

RE: LNDSCM-2022-00050; Legistar ID 74064 – Certified Survey Map – 1605-1613 S Park Street & 710 W Wingra Drive

Dear Michelle Burse,

Your three-lot certified survey of property located at 1605-1613 South Park Street and 710 West Wingra Drive, Section 26, Township 07N, Range 09E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned TE (Traditional Employment district). The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

**Please contact Timothy Troester of the City Engineering Division at 267-1995 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. 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 ([ttroester@cityofmadison.com](mailto:ttroester@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)
3. The proposed parcels within this development (and/or adjacent to) are dependent on each other for overland and subsurface storm water drainage. A private Storm Sewer/Drainage Easement/Agreement for all parcels within (and/or adjacent to) this development shall be drafted, executed and recorded prior to building permit issuance.

**Please contact Sean Malloy of the Traffic Engineering Division at 266-5987 if you have questions regarding the following one (1) item:**

4. Developer shall provide a recorded copy of any joint driveway ingress/egress and crossing easements and shall be noted on face of plan. The applicant shall retain cross access throughout the three lots.

**Please contact Bill Sullivan of the Fire Department at 886-4691 if you have any questions regarding the following one (1) item:**

5. The existing buildings on Lot 3 appear to be in violation of the building code required setbacks or opening protectives from property lines as well as egress paths. Provide details on easements between these lots if applicable or establish easements if necessary.

**Please contact Jeff Belshaw of the Water Utility at 261-9835 if you have any questions regarding the following one (1) item:**

6. The proposed CSM will cause the water service for proposed Lot 2 to cross Lot 1. Therefore, an agreement is required between Lot 1 and Lot 2 regarding the ownership of the water service lateral that currently serves the future Lot 2.

**Please contact Julius Smith of the City Engineering Division – Mapping Section at 264-9276 if you have questions regarding the following fourteen (14) items:**

7. The property is a closed contaminant site with the WDNR (BRRS #03-13-000682 ANDING PROPERTY/RIGHTS AUTO). If contamination is encountered during construction, follow all WDNR and DSPS regulations for proper handling and disposal.

8. Provide for review, comprehensive reciprocal easements and agreements including, but not limited to, access, parking, utilities, common areas, storm management that are necessary to accomplish the land division or site development as proposed prior to final sign off. The document(s) shall be executed and recorded immediately subsequent to the CSM recording and prior to building permit issuance.

There are Existing Storm Sewer features interconnections, existing vehicular cross access, water services and stormwater crossing the proposed lots.

There may be other such private sewer lines, power and communication cables as well.

9. Work with Madison Gas and Electric to Grant the remainder of easement the necessary across proposed Lot 3 to continue their rights from the easement in Document no. 4629778 to the right-of-way of Beld Street. Record this easement and show it on the CSM.

10. See Warranty Deed Document No. 758695 which conveyed the adjacent lands for Park Street to the State of Wisconsin. the Radius of the curve was 2,894.3 feet. Correct the curve radius to match the deed that conveyed the lands to the State.
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)
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) for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division sign-off.
14. South and West are the pre-directional part of the street name. Abbreviate the street names as S Park Street & W Wingra Drive.
15. This parcel is located in both the Northwest Quarter of the Southeast Quarter and the Southwest Quarter of the Southeast Quarter. Update both the parcel caption and the Legal Description to reflect this.
16. Per Wisconsin SS 236.20(2)(i) North referenced to a magnetic, true or other identifiable direction. Related to a boundary line of a quarter section, recorded private claim or federal reservation in which the subdivision is located. Include a north arrow on each sheet with details.  
  
North reference needs to be related to a Quarter line.
17. Per Wisconsin SS 236.20(2)(c) Where the exterior boundary lines show bearings or lengths which vary from those recorded in abutting plats or certified surveys, "recorded as" bearings and distances shall be shown.  
  
Show the bearing and distance of the South line of CSM 82. Also continue to show the recorded calls from the Deeds.
18. Per Wisconsin SS 236.20(2)(k) The tangent bearing shall be shown for each end of the main curve.
19. Revise the Legal Description in the Surveyors Certificate. list the correct quarter/quarters. The first call follows the quarter line not the Quarter/Quarter line, and does not terminate at the Right-of-way of Park Street.

The second call, the lead in line, does not follow the Right-of-Way, it then terminates at the POB which is the Right-of-Way of Park Street.

The third call is correct.

The fourth call is incorrect and stops short of proposed Lot 3 and the legal description needs to be amended from here. Additionally list the total parcel area in square feet and acres as described.

20. 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 Andy Miller of the Office of Real Estate Services at 261-9983 if you have any questions regarding the following eleven (11) items:**

## 21. OWNER'S CERTIFICATION

Prior to approval sign-off by the Office of Real Estate Services ("ORES"), the Owner's Certificate(s) 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. The title of each certificate shall be consistent with the ownership interest(s) 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.

## 22. MORTGAGEE/VENDOR CERTIFICATION

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.

## 23. CERTIFICATE AND CONSENT REQUIREMENTS

- a. All ownership consents and certifications for the subject lands shall conform to Wis. Stats. 236.21(2) and 236.29, and include the language "...surveyed, divided, mapped and dedicated...".
- b. 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).
- c. 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.
- d. Correct the body of the City of Madison Plan Commission Certificate to read "Madison Plan Commission".

## 24. REAL ESTATE TAXES

As of December 1, 2022, all real estate taxes are paid 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. Receipts from the City of Madison Treasurer are to be provided before or at the time of sign-off.

## 25. SPECIAL ASSESSMENTS

As of December 1, 2022, 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.

## 26. TITLE REPORT UPDATE

Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report via email to Andy Miller in the ORES ([acmiller@cityofmadison.com](mailto:acmiller@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 September 19, 2022, 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. 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.**

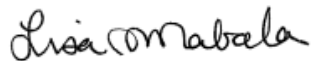
**A resolution approving the CSM and authorizing the City to sign it and any other documents related to the proposed land division will be reviewed by the Common Council at its December 6, 2022 meeting.**

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 [jqumme@cityofmadison.com](mailto:jrqumme@cityofmadison.com).

As soon as the comments and conditions have been satisfied, 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,



Lisa McNabola  
Planner

cc: Timothy Troester, City Engineering Division  
Sean Malloy, Traffic Engineering Division  
Julius Smith, City Engineering Division—Mapping Section  
Bill Sullivan, Fire Department  
Jeff Belshaw, Water Utility  
Andy Miller, Office of Real Estate Services