



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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September 7, 2023

Jared Schmidt
Robert E Lee and Associates, Inc.
1250 Centennial Centre Boulevard
Hobart, Wisconsin 54155

RE: ID [79049](#) | LNDCSM-2023-00020 – Certified Survey Map – 3913 Lien Road (Club Car Wash Operating, LLC)

Dear Jared;

The two-lot Certified Survey Map for properties addressed as 3913 Lien Road, Section 33, Township 8N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The properties are 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–Main Office at (608) 261-9127 if you have questions regarding the following three (3) items:

1. A Storm Water Management Report and Storm Water Management Permit is required for redevelopment when it occurs on this site. At that time the site shall meet the requirements of MGO 37. ADD THIS NOTE TO FACE OF CSM.
2. 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))
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 (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). (POLICY)

Please contact Jeff Quamme of the City Engineering Division–Mapping Section, at (608) 266-4097 if you have questions regarding the following fourteen (14) items:

4. The right of way of E Washington Avenue shall be confirmed to contain the width of right of way as it was acquired over the decades. Note that a recent Transportation Project Plat to the southwest has uncovered that existing monumentation is short by approximately 2 feet. The original reference line for E. Washington Ave circa 1952 was located from the southeasterly line of Bobsen’s Plat northwest of this CSM.
5. Provide for review the amendment, restatement or new common access easement (Current Easement per Docs 1224537 & 2682865, modified by Doc No 2965461) to address the change to the location as proposed of the common private access road. The final document(s) shall be executed and recorded after the CSM has been recorded and prior to final sign off on the site plan. The new common access easement shall serve the same lands. The existing access easements shall be noted “To be released/amended/restated and new access easement(s) recorded by separate instruments”.
6. 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 this and the parcel to the northeast shall be drafted, executed and recorded immediately after the CSM and prior to building permit issuance.
7. Remove the Ameritech Easement per Document No 2970474 as it has been released by Document No 5909311.
8. The Certified Survey Map shall show and label the full access easements all the way to Lien Road and E Washington Avenue, showing there is access to public right of ways that exist.
9. The conveyance between adjacent parcels as allowed by Chapter 236 of the portion of Lot 3 included in this Certified Survey Map shall be completed, a recorded copy provided and the recording information added to the Certified Survey Map prior to recording.
10. 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 Jeff Quamme, City Engineering (jrquamme@cityofmadison.com)
11. Prior to Engineering final sign-off by main office for Certified Survey Maps (CSM), the CSM in pdf format must be submitted 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 Engineering Division sign-off.
12. Conditions of approval noted herein are not intended to be construed as a review determining full compliance with City of Madison Ordinances and State of Wisconsin Statutes. The licensed professional preparing the land division is fully responsible for full compliance with all Ordinances and Statutes regulating this proposed land division.

13. Modify the headers on each sheet and to the legal description to read “Part of Lot 3 and all of Lots 1 and 2, Certified Survey Map No. 8901 recorded in Volume 49,
14. Add text to the text in the legend for the No Access: As per Certified Survey Map No. 272 and Certified Survey Map No. 8901. Also add to the notes that E. Washington Ave is a Controlled Access Highway as per Document No. 913143.
15. For the “No Access” along the line bearing N 67°52’52” E, additionally place a note on the map for that lot line that access is restricted by Document No. 946488.
16. 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.
17. Revise the name of East Washington Avenue to E. Washington Avenue.

Please contact Sean Malloy of the Traffic Engineering Division at (608) 266-5987 if you have any questions regarding the following item:

18. Developer shall provide a recorded copy of any joint driveway ingress/egress and crossing easements and shall be noted on face of plan.

Please contact Bill Sullivan of the Madison Fire Department at (608) 261-9658 if you have any questions regarding the following item:

19. Confirm cross access easement incorporates required fire access lanes and/or fire hydrants for any future developments.

Please contact Jeff Belshaw of the Madison Water Utility at 261-9835 if you have any questions regarding the following two (2) items:

20. The following information shall be noted on the CSM prior to final approval: The properties are located within Wellhead Protection District—Zone (WP-15). Uses of the properties are required to comply with the City of Madison Wellhead Protection requirements as provided under MGO Sections 13.22 and 28.102.
21. Upon development, a separate water service lateral and water meter will be required to serve each parcel. The water laterals shall be directly connected to the public water main with the shut-off valve located in the public right-of-way (per PSC 185.52 (2)). A water lateral is not required if the parcel remains undeveloped.

Please contact Lance Vest of the Office of Real Estate Services at (608) 245-5794 if you have any questions regarding the following nine (9) items:

22. 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.

23. 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).
24. 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....
25. Register of Deeds Certificate: Please include a space for the Register to hand write the recording info on the date of recording, to appear similar to the following:

Office of the Register of Deeds
Dane County, Wisconsin
Received for recording on _____, 20__ at ___ o’clock __M, and
recorded in Volume ___ of CSMs on page(s)_____, Document No._____.

Kristi Chlebowski, Register of Deeds

26. As of August 18, 2023, the 2022 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. 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

27. As of August 18, 2023, 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.

28. Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish a 60-year Report of Title to ORES via email to Lance Vest (lvest@cityofmadison.com), as well as the survey firm preparing the proposed CSM. The report shall include all associated documents that have been recorded.

A title commitment has been provided, but is considered only as supplementary information to the 60-year Report of Title. Surveyor shall update the CSM with the most recent information reported in the 60-year Report of Title. ORES reserves the right to impose additional conditions of approval in the event the 60-year Report of Title contains changes that warrant revisions to the CSM.

29. Depict, name, and identify by document number all existing easements cited in record title and the updated title report. Please depict or include a reference to the easements recorded as Document Nos. 2999728 and 4068621.
30. Depict and dimension all existing improvements including, but not limited to: buildings, drives, parking lots, encroachments, wells, septic systems, etc. located within the CSM boundary.

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 reviewed and approved by the Common Council at its September 5, 2023 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 (608) 261-9135 or by e-mail at cwells@cityofmadison.com.

Sincerely,

A handwritten signature in black ink that reads "Chris Wells". The signature is written in a cursive, flowing style.

Chris Wells
Planner

cc: Brenda Stanley, City Engineering Division
Jeffrey Quamme, City Engineering Division–Mapping Section
Sean Malloy, Traffic Engineering
Bill Sullivan, Fire Department
Jeff Belshaw, Water Utility
Lance Vest, Office of Real Estate Services