



Department of Planning & Community & Economic Development  
**Planning Division**

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February 22, 2011

Gary Brown  
University of Wisconsin–Madison  
University Facility Planning & Management  
614 Walnut Street  
Madison, Wisconsin 53726

RE: File No. LD 1034 – Certified survey map – 1552-1800 University Avenue

Dear Mr. Brown:

The two-lot certified survey map subdividing property located at 1552-1800 University Avenue, Section 22, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The site is zoned [unrecorded] PUD-GDP-SIP and OR (Office Residence District). The conditions of approval from the reviewing agencies to be satisfied before final approval and recording of the CSM are:

**Please contact Janet Dailey, City Engineering Division, at 261-9688 if you have questions regarding the following nine (9) conditions:**

1. Currently the proposed plans show encroachments in the right of way. The University shall work with City Engineering to determine what public easements are required. Additionally, any private improvements in the public right of way shall require an encroachment agreement. As an alternative, City Engineering suggests that the University work with the City to dedicate any additional right of way and have the City dispose of surplus right of way to allow for the property lines to better match the proposed development, negating the need for public easements or encroachment agreements.
2. Currently there is public storm sewer serving proposed Lots 1 and 2. It is the City's desire to make this a private storm sewer and turn over ownership and maintenance to the University.
3. The applicant shall enter into a City / Developer agreement for the improvements required to serve this development. The applicant shall be required to provide deposits to cover City labor and materials and surety to cover the cost of construction. The applicant shall meet with the City Engineer to schedule the development of the plans and the agreement. The City Engineer will not sign off on this CSM without the agreement executed by the developer.
4. The lots within this Certified Survey Map are inter-dependent upon one another for stormwater runoff conveyance, and/or a private drainage system exists for the entire site. Therefore, an agreement shall be provided for the rights and responsibilities of all lot owners. Said agreement shall be reviewed and placed on file by the City Engineer, referenced on the Certified Survey Map and recorded at the Dane County Register of Deeds.

5. A minimum of 2 working days prior to requesting City Engineering signoff on the CSM, the applicant shall contact Janet Dailey (261-9688) 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).
6. All outstanding Madison Metropolitan Sewerage District (MMSD) and 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. Contact Janet Dailey (261-9688) to obtain the final MMSD billing a minimum of 2 working days prior to requesting City Engineering Division signoff.
7. 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 condition reports for all monuments, including center of sections of record, used in this survey, to Eric Pederson, City Engineering Division. 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. The applicant shall identify monument types on all PLS corners included on the plat or CSM. Note: Land tie to two PLS corners required.
8. In accordance with Section s.236.34(1)(c) which says a CSM shall be prepared in accordance with s.236.20(2)(c)&(f), Wisconsin Statutes, the applicant must show the type, location and width of any and all easements. Clearly identify the difference between existing easements (cite Register of Deeds recording data) and easements, which are being conveyed by the CSM. Identify the owner and/or benefiting interest of all easements.
9. City of Madison Environmental Project Staff is not aware of any land dedications required for this CSM. As a result, a Phase 1 Environmental Site Assessment (ESA) will not be required of the applicant. If right of way is dedicated as a result of the project, the applicant shall notify Brynn Bemis (608.267-1986) to determine if a Phase I ESA will be required.

**Please contact John Leach, Traffic Engineering Division, at 267-8755 if you have any questions about the following item:**

10. The applicant shall execute and return the attached declaration of conditions and covenants for streetlights prior to signoff.

**Please contact my office at 261-9632 if have questions any questions about the following item:**

11. Proposed Lot 2 will have split zoning as currently shown, which is not recommended by the Zoning Code. As such, the Certified Survey Map shall be revised to relocate the proposed common lot line east to be located between the eastern wall of the Navy ROTC Building and the western wall of the proposed Wisconsin Energy Institute, *or*, a third lot for the Navy ROTC Building site can be created. The final location of the relocated lot line or new lot lines shall be approved by the Planning Division prior to final signoff of the CSM. [Note: Universities are exempt from side yard requirements in the OR zoning district.]

**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 to you by fax or e-mail. If you have any questions, please contact Jeff Ekola at 267-8719 for more information.**

**A resolution approving the CSM and authorizing the City to sign it and any other documents related to the proposed land division is scheduled for approval by the Common Council on March 1, 2011.**

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 [epederson@cityofmadison.com](mailto:epederson@cityofmadison.com).

Upon acceptance and recording of the certified survey map by the Dane County Register of Deeds, please transfer the recorded volume, document number, and page numbers to the copies and forward a copy to this office for our records. The original survey map with the recording information is permanently kept on file in the Dane County Register of Deeds Office. A copy of the recorded document can be obtained from the Register of Deeds Office, Room 110, City-County Building or the Real Estate Office in the Madison Department of Planning and Development.

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 two years from the date of the approving resolution.** If you have any questions or if may be of any further assistance, please do not hesitate to contact my office at 261-9632.

Sincerely,

Timothy M. Parks  
Planner

cc: Janet Dailey, City Engineering Division  
John Leach, Traffic Engineering Division  
Pat Anderson, Assistant Zoning Administrator  
Jeff Ekola, Office of Real Estate Services  
Dan Everson, Dane County Land Records and Regulations