



Department of Planning & Community & Economic Development

Planning Division

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October 15, 2015

Mark Kupsch
Homburg Contractors, Inc.
6106 Milwaukee St.
Madison, Wisconsin 53716

RE: Certified Survey Map – 3520-3546 East Washington Avenue

Dear Mr. Kupsch;

Your two-lot certified survey of property located at 3520-3546 East Washington Avenue, Section 13, Township 8N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned CC-T (Commercial Corridor – Transitional) and TR-C3 (Traditional Residential – Consistent 3). The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

Please contact Jeff Quamme of City Engineering-Mapping at 266-4097 if you have questions regarding the following eleven (11) items:

1. This pending Certified Survey Map application shall be completed and recorded with the Dane County Register of Deeds (ROD) prior to issuance of any building permits for new construction. When the recorded CSM image is available from the ROD, the Assessor's Office can then create the new Address-Parcel-Owner (APO) data in GEO so that the Accela system can upload this data and permit issuance made available for this new land record.
2. Remove all references to the Sanitary Sewer Easements per 852781, 852792, 852785 & 852787. Applicant has provided the necessary information for the City of Madison Office of Real Estate Services to administer the release document for these easements and record with the Dane County Register of Deeds. The release(s) are required to be completed prior to recording of the CSM. Refer to Real Estate Project No. 10859.
3. 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 for all monuments, including center of sections of record, used in this survey, to Jeff Quamme, City Engineering (jrquamme@cityofmadison.com). 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 and shall be attached to a signed and sealed monument condition report. The Applicant shall identify monument types on all PLS corners included on the Plat or CSM. Note: Land tie to two PLS corners required.
4. The Applicant shall submit to Jeff Quamme, prior to Engineering sign-off of the subject plat, one (1) digital CADD drawing and one (1) signed copy of the final plat/CSM to the Mapping/GIS Section of the Engineering Division either as hard copy or Adobe pdf format. The digital CADD file shall be

submitted in the WISDOT County Coordinate System, Dane County Zone datum in either Auto CAD Version compatible with MicroStation Version V8i, MicroStation Version V8i or older or Universal DXF Formats. The digital CADD file(s) shall contain the minimum of the items stated below, each on a separate layer name/level number. All line work shall be void of gaps and overlaps that would cause any parcel, street or easement to not properly close. All line work orientation and geometrics shall match the dimensioning as labeled on 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. street, sanitary, storm (including wetland & floodplain boundaries) water, pedestrian/bike/walkway, or any public and/or private interest easement except local service for Cable TV, gas, electric and fiber optics).

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 and a written notification to Engineering Mapping for any changes to the plat which occur subsequent to any original submittal of data and prior to final sign off.

5. Prior to Engineering final sign-off by main office for Plats or Certified Survey Maps (CSM), the final Plat or CSM must be submitted to 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 sign-off. Electronic mail submittal of the FINAL Plat or CSM in PDF form is preferred. Transmit to jrquamme@cityofmadison.com.
6. Insert the Standard Note for Public Utility Easements: Public Utility Easements as herein set forth are for the use by Public Bodies and Private Public Utilities having to right to serve the area.
7. Show the monumentation either set or found at all exterior corners of the Certified Survey Map.
8. Revise the 10' wide Easement note as follows: 10' Wide Public Utility and Public Easement for Drainage Purposes over Lot 1.
9. Add a detail to the legend of a 10' wide drainage easement. Also change the label in the legend and the title for text on sheet 3 to "Public Easement for Drainage Purposes." All references much match.
10. Add the following additional text to the end of the first sentence of Note a on sheet 3: except where shown and labeled otherwise on the Certified Survey Map.
11. Revise the Secretary of the Plan Commission is now Natalie Erdman.

Please contact Brenda Stanley of the City Engineering Division at 261-9127 if you have questions regarding the following five (5) items:

12. This area is subject to extremely poor drainage. The drainage from Lot 2 shall be directed to the maximum extent practical to E. Washington Ave. No development shall be approved on Lot 1 without the improvement of drainage along and at the intersection of Ridgeway and Schmedeman.
13. The CSM should add a private storm sewer easement across lot 1 to Ridgeway, to benefit lot 2 piped drainage discharge.
14. All outstanding 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).

15. A minimum of two (2) working days prior to requesting City Engineering signoff on the plat/csm the applicant shall contact either Tim Troester at 261-1995 (ttroester@cityofmadison.com) or Brenda Stanley 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. All charges shall be cleared prior to the land division (and subsequent obsolesces of the existing parcel) (POLICY).
16. The following note shall be added to the certified survey map. "All lots created by this certified survey map are individually responsible for compliance with Chapter 37 of the Madison General Ordinances in regard to storm water management at the time they develop.
17. The Applicant shall dedicate a Permanent Limited Easement for grading and sloping 20 feet wide along Ridgeway Ave. (MGO 16.23(3)(a)(2)(c) (plats) & 16.23 (5)(g)1(CSM)).

Please contact Dennis Cawley of the Water Utility at 266-4651 if you have any questions regarding the following two (2) items:

18. Each lot shall have a separate water service lateral connection to a public water main.
19. All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility.

Please contact Jenny Frese of the Office of Real Estate Services at 267-8719 if you have any questions regarding the following seven (7) items:

20. OWNER'S CERTIFICATION: The entity or individual in the Owner's Certificate shall be consistent with the ownership interest reported in the most recent title report. If ownership changes are anticipated, the recorded conveyance for said change shall be evident in the title report provided prior to requesting approval sign-off.

The signature block certifications shall be executed by all parties of interest prior to CSM approval sign-off by the Office of Real Estate Services, pursuant to Wis. Stats. 236.21(2)(a). All signatories shall provide documentation for their legal authority to sign the Owner's Certificate

21. MORTGAGEE/VENDOR CERTIFICATION: Include a Consent of Mortgagee for all mortgagees/vendors of record, to be executed prior to CSM approval sign-off. If the mortgage with M&I Bank is satisfied, a recorded copy of said satisfaction shall be provided with the title update.
22. CERTIFICATE AND CONSENT REQUIREMENTS:
 - a) Please include the name of the City Clerk, Maribeth L. Witzel-Behl, in the City of Madison Common Council Certificate.
 - b) Change the name of the Secretary of the Plan Commission in the City of Madison Plan Commission Certificate to Natalie Erdman.
23. REAL ESTATE TAXES & SPECIAL ASSESSMENTS: As of October 1, 2015, the real estate taxes are paid for the subject property and there are no special assessments reported.

If CSM approval does not occur prior to the distribution of the 2015 tax bills, annual taxes shall be paid in full prior to approval sign-off by the Office of Real Estate Services per 236.21(3) Wis. Stats. and 16.23(5)(g)(1) Madison General Ordinances.

All known special assessments are due and payable prior to CSM approval sign-off. If special assessments are levied against the property in the interim, they shall be paid in full pursuant to Ordinance Enactment No. ORD-08-00094, ID No. 10847, Enactment Date 8/23/2008.

24. STORM WATER FEES: Please coordinate with Tim Troester (608-267-1995) or Brenda Stanley (608-261-9127) in the City Engineering Division to obtain any outstanding storm water management fees from the City of Madison Water Utility. Receipts for the payment of the prorated fee shall be presented prior to CSM approval sign-off.
25. TITLE REPORT UPDATE: Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report to the City's Office of Real Estate Services, 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 (8-13-15) submitted with the CSM application and include all associated documents that have been recorded since the initial title report. Surveyor shall update the CSM with the most recent information reported in the title update.
26. CSM REVISION REQUIREMENTS:
 - a) For clarity, please darken interior lot lines
 - b) Reconcile the location of the sanitary sewer easement per Doc. No. 852785 with the recorded doc of the same, as there appears to be a discrepancy.
 - c) If all parties of interest agree that certain easements of record are no longer necessary to facilitate the redevelopment of the property, a copy of the recorded release documents for said easements shall provided prior to CSM approval sign-off.

Please contact Janet Schmidt of the Parks Division, at 261-9688 if you have questions regarding the following item:

27. The Parks Division will be required to sign off on this CSM. Please reference ID# 15134 when contacting Parks about this project.
28. The Developer shall put the following note on the face of the subdivision plat/CSM or development plans:

LOTS / BUILDINGS WITHIN THIS SUBDIVISION / DEVELOPMENT ARE SUBJECT TO IMPACT FEES THAT ARE DUE AND PAYABLE AT THE TIME BUILDING PERMIT(S) ARE ISSUED.

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 approved by the Common Council on October 6, 2015.

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 jrquamme@cityofmadison.com.

The owner shall furnish to the Office of Real Estate Services and the survey firm preparing the CSM an updated title report covering the period between the date of the initial title report and the date when final signoff is requested. The surveyor shall update the CSM with the most recent information reported in the title update.

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 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 266-5974.

Sincerely,

Heather Stouder, AICP
Planner

cc: Brenda Stanley, City Engineering Division
Jeff Quamme, City Engineering Division
Jenny Kirchgatter, Assistant Zoning Administrator
Sally Sweeney, City Assessor's Office
Jenny Frese, Office of Real Estate Services
Janet Schmidt, Parks Division