



Department of Planning & Community & Economic Development

Planning Division

Katherine Cornwell, Director

Madison Municipal Building, Suite LL-100
215 Martin Luther King, Jr. Boulevard
P.O. Box 2985
Madison, Wisconsin 53701-2985
Phone: (608) 266-4635
Fax (608) 267-8739
www.cityofmadison.com

January 8, 2016

Re-Issued: June 6, 2016

Brett Stoffregan
D'Onofrio Kottke & Associates
7530 Westward Way
Madison, Wisconsin 53717

RE: File No. LNDCSM-2015-00019 – Certified Survey Map – 2 W. Gorham Street (Gorman Properties, LLC & Quisling Clinic Apartment Homes, LLC)

Dear Mr. Stoffregan;

Your two-lot certified survey of property located at 2 W. Gorham Street, Section 14, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, was **conditionally approved** by the Plan Commission at its December 7, 2015 meeting. The property is zoned DR-1 (Downtown Residential–1 District). The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

Please contact Tim Troester of the City Engineering Division at 267-1995 if you have questions regarding the following three (3) items:

1. The two properties are interdependent on each other for drainage. An agreement allowing cross lot drainage and apportioning responsibility shall be recorded and provided to the City of Madison.
2. Prior to approval, applicant shall provide evidence that both proposed lots are served by separate, independent sanitary sewer laterals.
3. A minimum of 2 working days prior to requesting City Engineering signoff on the plat, the applicant shall contact Tim Troester (267-1995) to obtain the final stormwater utility charges that are due and payable prior to subdivision 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).

Please contact Jeff Quamme of the City Engineering Division–Mapping Section at 266-4097 if you have questions regarding the following three (3) items:

4. A Condominium Removal Instrument will be required to be recorded removing the Quisling Clinic Condominium prior to recording the CSM. All condominium instruments (declaration, amendments,

removals) are subject to review by the City of Madison prior to recording. Condominium Applications shall be made to the City of Madison Planning Division.

5. The CSM shall identify the true location of the SE corner of Section 14 on the map and provide coordinates. Provide a distance between the meander corner and true corner and provide the overall distance for the south line of the SE 1/4 of Section 14.
6. The headers of each sheet and the legal description shall also note that this CSM is in Government Lot 1 of Section 14.
7. The legal description shall have Block 80 added to the first line of the description. Also the legal description shall commence at a section corner, not a meander corner.
8. 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 in areas where this control exists. The surveyor shall identify any deviation from City Master Control with recorded and measured designations. The City has established WCCS, Dane Zone Coordinates on all PLS corners within its corporate boundary. Visit the City Engineering Division website for current tie sheets and control data (http://gis.ci.madison.wi.us/Madison_PLSS/PLSS_TieSheets.html). If a surveyor encounters an area without a published WCCS Dane Zone 1997 value, contact the City Engineering Division for this information.
9. 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. 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. Note: Land tie to two PLS corners required.
10. The applicant shall submit to Jeff Quamme, prior to final Engineering sign-off of the subject plat, one (1) digital CADD drawing and one (1) signed copy of the final plat 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 AutoCAD 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: right of way lines (public and private); lot lines; lot numbers; lot/plat dimensions; street names, and; 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).

*This transmittal is a separate requirement than the required submittals to Engineering Streets Section for design purposes.

*New electronic final plat transmittals and notification of changes which occur to the final plat during the time the Engineering Division signs off and receives the digital copies of said plat and the recording thereof, are the responsibility of the Developer/Surveyor.

Please contact Bill Sullivan of the Madison Fire Department at 261-9688 if you have any questions regarding the following item:

11. Any Petition for Variances for the Building Code due to required fire separation and/or property setbacks shall be obtained and implemented prior to recording of the Certified Survey Map. Recording of the CSM prior would result in a Building Code violation.

Please contact Dennis Cawley of the Madison Water Utility at 261-9243 if you have any questions regarding the following item:

12. Note: All unused private wells shall be abandoned in accordance with MGO Sec. 13.21.

Please contact my office at 261-9632 if you have any questions regarding the following three (3) items:

13. The applicant is proposing to create a Planned Multi-Use Site as defined in the Zoning Code and Subdivision Regulations. Prior to final staff approval of the CSM for recording, the applicant shall receive approval of the reciprocal land use agreements, reciprocal access easements and shared parking agreements sufficient to govern the proposed lots. Any new or amended agreement(s) and easement(s) necessary for this land division shall be recorded with the Dane County Register of Deeds following approval by the City Engineer, Traffic Engineer, and Director of the Department of Planning and Community & Economic Development and prior to recording of the CSM.
14. The City's Preservation Planner shall sign the CSM Approval Certification form indicating compliance with the Landmarks Commission Certificate of Appropriateness for the land division prior to final approval for recording by the Secretary of the Plan Commission or her designee.
15. That the Quisling Clinic Condominium be removed and the removal noted on the final CSM prior to final approval of the CSM for recording.

Please contact Jenny Frese of the Office of Real Estate Services at 261-8719 if you have any questions regarding the following three (3) items:

16. Prior to requesting approval sign-off, executed signature block certifications shall be included for all parties of interest, pursuant to Wis. Stats. 236.21(2)(a). All signatory parties shall provide documentation that proves said signatories have legal authority to sign the Owner's Certificate. The title of each certificate shall be consistent with the ownership interest reported in the most recent title report update.
17. A certificate of consent for all mortgagees/vendors shall be included following the Owner's Certificate(s) and executed prior to CSM approval sign-off. If any mortgages of record are paid off prior to CSM approval, a copy of the recorded satisfaction for said mortgage(s) shall be provided prior to sign-off.

18. A Consent of Lessee shall be included for all tenant interests in excess of one year, recorded or unrecorded, and executed prior to CSM sign-off.
19. Correct the spelling for Natalie Erdman in the City of Madison Plan Commission Certificate.
20. Under 236.21(3) Wis. Stats. and MGO Section 16.23(5)(g)(1), the property owner shall pay all real estate taxes and/ or special assessments 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.
21. Please coordinate with Tim Troester (267-1995) or Brenda Stanley (261-9127) in the City Engineering Division to obtain any outstanding storm water management fees from the Madison Water Utility. Receipts for the payment of the prorated fee shall be presented prior to CSM approval sign-off.
22. The title report provided with the CSM application is dated January 22, 2014. Please note that the Office of Real Estate Services may require additional conditions of CSM approval after a current title report is reviewed. Pursuant to MGO 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 surveyor shall update the CSM with the most recent information reported in the title update.
23. The CSM shall be revised as follows prior to final sign-off and recording:
 - a.) Clearly delineate and depict the two lots being created.
 - b.) Correct the typo in the word 'detial' on Sheet 1.
 - c.) A condo removal certificate shall be recorded prior to approval, with the document number inserted into Note #1a on Sheet 2 of the CSM.
 - d.) A title report update shall be ordered after the condo removal has been recorded and include parcel number 0709-144-1212-0 in the search, if appropriate.
 - e.) Create and record, or show as being dedicated on the proposed CSM, any potential public utility and/or public drainage easements that may be required to serve the lots within the CSM boundary.
 - f.) If all parties of interest agree that certain easements of record are no longer necessary to serve the property, recorded release documents for said easements shall be provided prior to CSM approval sign-off.

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 January 5, 2016.

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 261-9632.

Sincerely,

Timothy M. Parks
Planner

cc: Tim Troester, City Engineering Division
Jeff Quamme, City Engineering Division—Mapping Section
Dennis Cawley, Madison Water Utility
Bill Sullivan, Madison Fire Department
Jenny Frese, Office of Real Estate Services