



Department of Planning & Community & Economic Development

Planning Division

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June 22, 2016

Paul Knudson
Vierbicher
999 Fourier Drive, Suite 201
Madison, Wisconsin 53717

RE: LNDCSM-2016-00019 – Certified Survey Map – 2921 Landmark Place (Mortenson Investment Group, LLC)

Dear Mr. Knudson;

The one-lot certified survey of property located at 2921 Landmark Place, Section 33, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned SE (Suburban 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 Tim Troester of the City Engineering Division at 267-1995 if you have questions regarding the following six (6) items:

1. Development of this lot appears to be reliant upon discharge of post development runoff to adjacent private properties. This discharge will need to be substantially mitigated or owner shall receive an easement from adjacent owner for said discharge.
2. The applicant shall construct a 12-foot wide sanitary sewer access path for the sanitary sewer serving the development. Construct an access path in conformance with City of Madison Standard Specifications for Public Works Construction Standard Detail Drawing 5.1.3, 5.1.4 or 5.1.4A. Access Path is required where there is no hard surface above sanitary sewer (concrete, asphalt). Native ground is not considered a hard surface.
3. All outstanding City of Madison sanitary sewer connection charges are due and payable prior to City Engineering Division sign-off, unless otherwise collected with a Developer's/ Subdivision Contract. This property is subject to sanitary connection charges for the Arbor Hills Lift Station- \$13.00/1,000 sq. ft.
4. 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 2 working days prior to requesting City Engineering Division signoff.

5. A minimum of two (2) working days prior to requesting City Engineering signoff on the CSM, the applicant shall contact 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).
6. The construction of this project will require the applicant shall enter into a City/ Developer agreement for the required infrastructure improvements. The applicant shall contact the City Engineering Division to schedule the development of the plans and the agreement. The City Engineer will not sign off on this project without the agreement executed by the developer. Note: Obtaining a developer's agreement generally takes approximately 4-6 weeks, minimum.

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

7. The storm treatment facilities in the northeast and southeast corners site discharge storm water onto the adjacent multifamily site. The applicant shall provide a recorded easement/ agreement acknowledging and accepting the discharge of stormwater from this proposed development or applicant shall mitigate the discharge to a level acceptable to City Engineering Storm Water Engineering Staff.
8. The portion of the proposed cul-de-sac over the parcel to the north (2909 Landmark Place) shall be dedicated and a temporary sloping and temporary grading easement provided prior to the recording of the pending Certified Survey Map. Coordinate and provide map exhibits, legal descriptions and administrative fees with Jeff Quamme (jrquamme@cityofmadison.com or 266-4097).
9. A temporary grading easement shall be provided to the City of Madison over the parcel (2801 Coventry Trail, Town of Madison) west of Landmark Place prior to recording the pending Certified Survey Map. Coordinate with and provide map exhibits, legal descriptions and administrative fees to Jeff Quamme (jrquamme@cityofmadison.com or 266-4097).
10. After the completion of construction of the proposed public improvements for the Landmark Place cul-de-sac, the required conveyance of lands for public right of way from the parcel (2801 Coventry Trail, Town of Madison) west of Landmark Place shall be completed. Coordinate with and provide map exhibits, legal descriptions and administrative fees to Jeff Quamme. This conveyance shall be recorded post CSM.
11. 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 parcel database so that the permitting system can upload this data and permit issuance made available for this new land record.
12. The following language shall be added to the Sanitary Sewer Language on Sheet 3. Access: The City of Madison shall have the right of access to the Sanitary Sewer Easement area across this Certified Survey Map for the maintenance, repair and replacement of Public Sanitary Sewer facilities utilizing the access aisles throughout the parking lot as they may exist from time to time. Access shall also be

permitted along any required off pavement route required by the City Engineer per the approved site plan.

13. Language for a Consent to Occupy Easement over the Sanitary Sewer Easement shall be added to the CSM. Contact Jeff Quamme (jrquamme@cityofmadison.com) for the language.
14. Provide all "recorded as" data along the boundary of the CSM. Refer to Vierbicher survey dated August 6, 2012 as noted on the CSM.
15. Add to the Public Sanitary Sewer Easement note on Sheet 2 the following: "See Sheet 3 for additional information.
16. 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.
17. The applicant shall submit to Jeff Quamme, prior to Engineering sign-off of the subject CSM, one (1) digital CADD drawing and one (1) signed copy of the final 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: 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 Dennis Cawley of the Madison Water Utility at 261-9243 if you have any questions regarding the following item:

18. All operating private wells shall be identified and permitted by the Water Utility and all unused private wells shall be abandoned in accordance with MGO Section 13.21.

Please contact Heidi Radlinger of the Office of Real Estate Services at 266-6558 if you have any questions regarding the following four (4) items:

19. The 2015 real estate taxes have not been 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. As of this letter, there are no special assessments reported. All known special assessments are due and payable prior to CSM approval sign-off.
20. 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 City of Madison Water Utility. Receipts for the payment of the prorated fee shall be presented prior to CSM approval sign-off.
21. Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Heidi Radlinger of the Office of Real Estate Services (hradlinger@cityofmadison.com), 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 (February 25, 2016) submitted with the CSM application and include all associated documents that have been recorded since the initial title report. The surveyor shall update the CSM with the most recent information reported in the title update.
22. The CSM shall be revised prior to sign-off as follows:
 - a.) Depict, name, and identify by document number all existing easements cited in record title and the updated title report.
 - b.) Depict and dimension all existing improvements (buildings, drives, parking lots, etc.), encroachments, wells, and septic systems located within the CSM boundary.

Note: Approval of this CSM does not confer approval to construct new buildings on the site. Conditional approval for those activities was granted by the Plan Commission separately and will be subject to separate conditions to be satisfied prior to issuance of permits for construction activities.

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 June 21, 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 email the document number of the recorded CSM to Heidi Radlinger at the City's Office of Real Estate Services as soon as the recording information is available.

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
Sally Sweeney, City Assessor's Office
Dennis Cawley, Madison Water Utility
Heidi Radlinger, Office of Real Estate Services