



Department of Planning & Community & Economic Development

## Planning Division

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November 28, 2016

Tim Schleeper  
Vierbicher Inc.  
999 Fourier Drive, Suite 201  
Madison, WI 53717

RE: File No. LNDSCM-2016-00041– Certified Survey Map – 8102 Watts Rd.

Dear Mr. Schleeper:

Your Certified Survey Map (“CSM”) for the division of land generally located at 8102 Watts Rd. to adjust the common lot line between two lots, including Lots 3 and 4, of certified survey map number 11993, as recorded in volume 73 of certified survey maps, on pages 353-358, as document number 4257029, located in southwest quarter of the northwest quarter of Section 26, Township 07 North, Range 08 East, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned Planned Development-General Development Plan. The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

**Please contact my office at 267-8733 if you have questions regarding the following item:**

1. Please note that administrative approval of this CSM will be reflected in the approvals of the accompanying rezoning requests from PD-GDP to PD-SIP for the subject properties, including LNDUSE-2016-00103 for 8102 Watts Rd. and LNDUSE-2016-00101 for 489 Commerce Dr.

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

1. 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 sign-off (Section 16.23(9)(d)(4), MGO).
2. A minimum of two (2) working days prior to requesting City Engineering sign-off on the 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).
3. The lots within this certified survey map are inter-dependent upon one another for storm water runoff conveyance, and/or a private drainage system exists for the entire site 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 (POLICY).

**Please contact Jeff Quamme of the Mapping Section of the City Engineering Division at 266-4097 if you have questions regarding the following ten (10) items.**

1. Provide the draft of the amendment to Doc No. 4248056 and 4373134 for the common detention area that will be modified with this project. The amendment shall be recorded after the Certified Survey has been recorded and prior to final site plan sign-off.
2. Add the Affidavit of Correction Doc No. 4262271 to the note for the Private Sanitary Sewer Easement in the northwest corner of Lot 1 of this Certified Survey Map.
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 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](mailto:jrquamme@cityofmadison.com).
6. 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.
7. Insert the standard language pre MGO 16.23(9)(d)2.a. verbatim. If this is done, all of the previous nonexclusive easements for drainage easements are released and new drainage easements defined by the current proposed Certified Survey Map or Plat.
8. Add a note that this CSM is subject to Declarations of Covenants, Conditions and Restrictions per Document No. 3618895.
9. Add to the note for the Private Stormwater Management Easement that it was amended by Doc. No. 4248056.
10. Update headers and legal description to read Pages 352-358. Current descriptions exclude page 352.

**Please contact Janet Schmidt of the Parks Division at 261-9688 if you have any questions regarding the following two (2) items:**

1. 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.
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2. The Parks Division will be required to sign off on this CSM. Please reference ID# 16157 when contacting Parks about this project

**Please contact Heidi Radlinger of the Office of Real Estate Services at 266-6558 if you have any questions regarding the following six (6) items:**

1. OWNER'S CERTIFICATION: Add signature block for Madison West Princeton Investors I, LLC under Owners Cert.
2. MORTGAGEE/VENDOR CERTIFICATION: Complete the Consent of Mortgagee certificate with Park Bank info.
3. CERTIFICATE AND CONSENT REQUIREMENTS: City of Madison Plan Commission Certificate: Remove the word 'acting'.
4. REAL ESTATE TAXES: The 2015 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.

As of this letter there are no special assessments reported. If special assessments are levied against the property prior to signoff, they shall be paid in full pursuant to Ordinance Enactment No. ORD-08-00094, ID No. 10847, Enactment Date 8/23/2008.

5. STORMWATER 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.
6. TITLE REPORT UPDATE: Pursuant Section 16.23(5)(g)(4), MGO the owner shall furnish an updated title report to Heidi Radlinger at the City's Office of Real Estate Services ([hradlinger@cityofmadison.com](mailto: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 submitted with the CSM application and include all associated documents that have been recorded since the initial title report. A title commitment may be provided, but will be considered only as supplementary information to the title report update. Surveyor shall update the CSM with the most recent information reported in the title update.
7. COPY OF RECORDED CSM: The owner shall email the document number of the recorded CSM to Heidi Radlinger as soon as the recording information is available.
8. CSM REVISION REQUIREMENTS: Ensure all existing easements cited in record title are noted and/or depicted.

**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 will be before the Common Council on December 6, 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 sign-off. You or your client may then record the CSM 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 Main Office final sign-off 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 (2) working days prior to final Engineering Division sign-off. E-mail submittal of the final CSM in PDF file format is preferred. Transmit to [jrquamme@cityofmadison.com](mailto: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 sign-off 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 267-8733.

Sincerely,

A handwritten signature in black ink, appearing to be 'J. Vaughn', with a long horizontal flourish extending to the right.

Jessica Vaughn, AICP  
Development Project Planner

cc: Tim Troester, City Engineering Division  
Jeff Quamme, Engineering Mapping Section  
Heidi Radlinger, Office of Real Estate Services