



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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November 30, 2016

Todd Buhr
JSD Professional Services, Inc.
161 Horizon Drive, Suite 101
Verona, Wisconsin 53593

RE: LNDCSM-2016-00043 – Certified Survey Map – 1233-1257 Fourier Drive & 1250 John Q. Hammons Drive (The Gialamas Company, Inc.)

Dear Mr. Buhr;

The three-lot certified survey to combine the property located at 1233-1257 Fourier Drive and 1250 John Q. Hammons Drive, Section 15, Township 7N, Range 8E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned SEC (Suburban Employment Center 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 item:

1. All outstanding Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to City Engineering Division sign-off, unless otherwise collected with a Developer's/ Subdivision Contract. Contact Mark Moder (261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff.
2. A minimum of two working days prior to requesting City Engineering signoff on the CSM the applicant shall contact Tim Troester at 261-1995 (ttroester@cityofmadison.com) or Brenda Stanley at 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).
3. The applicant shall install public sidewalk along John Q. Hammons Drive. The applicant shall obtain a Street Excavation Permit for the sidewalk work, which is available from the City Engineering Division. The applicant shall pay all fees associated with the permit including inspection fees. All work must be completed within six months or the succeeding June 1, whichever is later.
4. The following notes shall be included on the final CSM:

- A) All lots within this CSM are subject to public easements for drainage purposes which shall be a minimum of 6 feet in width measured from the property line to the interior of each lot except that the easements shall be 12 feet in width on the perimeter of the plat. For purposes of two (2) or more lots combined for a single development site, or where two (2) or more lots have a shared driveway agreement, the public easement for drainage purposes shall be a minimum of six (6) feet in width and shall be measured only from the exterior property lines of the combined lots that create a single development site, or have a shared driveway agreement, except that the easement shall be twelve (12) feet in width along the perimeter of the plat. Easements shall not be required on property lines shared with greenways or public streets. No buildings, driveways, or retaining walls shall be placed in any easement for drainage purposes, without the approval of the City Engineer at the time of site plan review. Fences may be placed in the easement only if they do not impede the anticipated flow of water. NOTE: In the event of a City of Madison Plan Commission and/or Common Council approved re-division of a previously subdivided property, the underlying public easements for drainage purposes are released and replaced by those required and created by the current approved subdivision.
- B) The intra-block drainage easements shall be graded with the construction of each principle structure in accordance with the approved storm water drainage plan on file with the City Engineer and the Zoning Administrator, as amended in accordance with the Madison General Ordinances. Information to Surveyor's: In addition to notes such as this, WI State Plat Review now enforces the requirement that easements or other reference lines/areas be graphically shown, dimensioned and tied when they represent fixed locations. They will accept a "typical detail" when the easement or restriction can be effectively described and retraced from the typical detail.

Please contact Jeff Quamme of the City Engineering Division–Mapping Section at 266-4097 if you have questions regarding the following twelve (12) items:

5. The Cross Easement for Access and Parking with adjacent Lot 45 shall have current comments addressed. The document shall be recorded immediately after the Certified Survey Map (CSM) has been recorded and prior to final site plan approval.
6. The Declaration of Storm Sewer Easement over proposed Lot 3 shall have current comments addressed. The document shall be recorded immediately after the CSM has been recorded and prior to final site plan approval.
7. The distance of L3 appears to be in error resulting in the south line of the CSM to be in question. The Surveyor shall evaluate the situation and make any required revisions.
8. Corporate Owners Certificate showing owner does not match ownership per title.
9. Provide recorded as data as required along all lines and curves along the exterior of the plat.
10. Add the storm sewer easement areas from the proposed Cross Easement for Access and Parking agreement to the CSM.
11. Remove notes 4, 6, 10 and 11 from sheet 2. These documents do not apply to this CSM.

12. The length of line L4 is incorrect and shall be revised to 202.70. The surveyor shall verify this dimension.
13. 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.
14. 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.
15. This pending CSM 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.
16. Legal Description is missing 2 bearing directionals on Line 2 and line 20. Also line 21, the distance does not include the L8 distance (full length of L4).

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

17. The developer shall submit any new or modified reciprocal cross-access and shared parking easements and agreements necessary to govern development and operation of the proposed planned multi-use site for the review and approval of the City Engineer, City Traffic Engineer and Planning Division Director prior to final approval and recording of the CSM.

18. All proposed improvements shall be removed from the CSM.
19. The corporate boundaries of the cities of Madison and Middleton shall be noted on sheet 1.

Please contact Jenny Frese of the Office of Real Estate Services at 267-8719 if you have any questions regarding the following eight (8) items:

20. The name provided in the owner's certificate is not consistent with the ownership interests reported in the title report submitted with the CSM application. Owner(s) certificates shall be executed by all parties of interest having the legal authority to do so, pursuant to Wis. Stats. 236.21(2)(a). Said parties shall provide documentation of legal signing authority to the notary at the time of execution. The executed original hard stock recordable CSM shall be presented at the time of sign-off.
21. There are no mortgages reported in title and the certificate can be removed if no mortgages are secured prior to CSM approval sign-off.
22. A Consent of Lessee certificate shall be included on the CSM for all tenant interests in excess of one year, recorded or unrecorded, and executed prior to CSM sign-off.
23. As of November 15, 2016, the 2015 real estate taxes are paid for the subject property. Per 236.21(3) Wis. Stats. and MGO Section 16.23(5)(g)(1), the property owner shall pay all real estate taxes that are accrued 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.
24. As of November 15, 2016, there are special assessments reported for all parcels within the CSM boundary. All known special assessments shall be paid in full prior to CSM approval sign-off.
25. 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.
26. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Jenny Frese in City's Office of Real Estate Services (jfrese@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 (September 29, 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.
27. The following revisions shall be made to the CSM prior to final sign-off:
 - a.) Carry over all applicable Notes from prior plats.
 - b.) Include the document numbers for the plats that created 12' utility easements and include "public" in the label.
 - c.) Include "public" in the label for the sanitary sewer easement per Doc. No. 2001816.

- d.) Revise the title of the Cross Easement on Sheet 3 to match the document to be recorded. Remove the space for the document number and include "to be recorded by separate document".
- e.) Note 5 on Sheet 2 can be removed, as it is depicted on Sheet 3.
- f.) Remove those Notes from Sheet 2 that are not evident in the title report which refer to the 3rd Addition of Old Sauk Trails Park.

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 November 22, 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 Jenny Frese 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
Jenny Frese, Office of Real Estate Services