



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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February 27, 2017

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

RE: File No. LNDCSM-2017-00001– Certified Survey Map – 6400 Schroeder Road

Dear Mr. Buhr:

The two-lot certified survey of property located at 6400 Schroeder Road, Section 25, Township 7 North, Range 8 East, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned Suburban Employment (SE). The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

**Please contact Timothy Troester, City Engineering, at 267-1995 if you have questions related to these five (5) items:**

1. According to City records, both buildings appear to share a sanitary sewer lateral. A separate sanitary sewer lateral is required to serve each proposed parcel. Prior to final CSM approval, the applicant shall obtain a permit to excavate in the right-of-way for the required sanitary sewer lateral(s) and provide a cash deposit of \$21,000.00 to guarantee the installation(s). The deposit will be refunded once the lateral work is completed, inspection passed, and the permit closed.
2. 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 Co Register of Deeds. (POLICY)
3. 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](mailto:ttroester@cityofmadison.com)) or Brenda Stanley at 608-261-9127 ([bstanley@cityofmadison.com](mailto: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)
4. This development is subject to impact fees for the Upper Badger Mill Stormwater Improvement Impact Fee District. All impact fees are due and payable at the time building permits are issued. (MGO Chapter 20)

The following note shall be put on the face of the plat/CSM: LOTS / BUILDINGS WITHIN THIS SUBDIVISION / DEVELOPMENT ARE SUBJECT TO IMPACT FEES THAT ARE DUE AND PAYABLE AT THE TIME BUILDING PERMIT(S) ARE ISSUED.

5. 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))

**Please contact Bill Sullivan, Fire Department, at 261-9658 if you have any questions regarding the following item:**

6. The Madison Fire Department does not object to this proposal provided the project complies with all applicable fire codes and ordinances. Ensure the new property line does not create a code violation to the fire separation distances established in IBC Chapter 6.

**Please contact Adam Wiederhoeft, Water Utility, at 266-9121 if you have questions regarding the following three (3) items.**

7. A separate water service lateral and water meter is required to serve each parcel. The water laterals shall be directly connected to the public water main with the shut-off valve located in the public right-of-way (per PSC 185.52 (2)).
8. A Water Service Application Form and fees must be submitted before connecting to the existing water system. Provide at least two working days notice between the application submittal and the requested installation or inspection appointment. Application materials are available on the Water Utility's Plumbers & Contractors website (<http://www.cityofmadison.com/water/plumberscontractors>), otherwise they may be obtained from the Water Utility Main Office at 119 E Olin Ave. A licensed plumber signature is required on all water service applications. For new or replacement services, the property owner or authorized agent is also required to sign the application. If you have questions regarding water service applications, please contact Madison Water Utility at (608) 266-4646.
9. The applicant's utility contractor shall obtain an excavation permit prior to commencing the water main or service construction in the public right-of-way. This permit application is available on the City Engineering Division website (<http://www.cityofmadison.com/engineering/permits.cfm>).

**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.**

10. Per site plans on file with the City of Madison, there are Sanitary and Water laterals serving the building on proposed Lot 2 that lie under the building on proposed Lot 1. New service laterals are being required by City Engineering and the Madison Water Utility.

11. Comprehensive Agreement(s) / Easement(s) between the two lots proposed on this Certified Survey Map shall be drafted and provided for review prior to final sign off. Upon approval they shall be recorded immediately after the recording of the Certified Survey Map and prior to any building permit issuance. The agreement(s)/easement(s) shall address all common private vehicular and pedestrian access facilities, shared loading dock, storm sewer facilities, storm water drainage and management facilities, and any common open space areas/facilities.
12. The current non conforming address for the vacant InterVarsity building will be changed with the recording of the CSM (changed from 6400 Schroeder Rd to 6402 Schroeder Rd).
13. Provide tangent bearings at each end of Curve C-1. Also provide recorded as data for line L-2 and curves C-1 and C-2.
14. 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](mailto: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.
15. 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.

16. 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 signoff. Electronic mail submittal of the FINAL Plat or CSM in PDF form is preferred. Transmit to [jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com).
17. 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.
18. Curve C-1 on the map does not match the course in the legal description under the Surveyor's Certificate and shall be corrected as necessary. Also revise the years noted in the Common Council Certificate. Correct the spelling of Volume in Note 5 on sheet 4.
19. Identify the portion of Lot 2 that is subject to the Covenants per Doc No's 1840396 and 1958556.

**Please contact Jenny Frese of the Office of Real Estate Services at 267-8719 if you have any questions regarding the following four (4) items:**

20. OWNER'S CERTIFICATION: Signature block certifications 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 title of each certificate shall be consistent with the ownership interest reported in the most recent title report. The executed original hard stock recordable CSM shall be presented at the time of sign-off.
21. CERTIFICATE AND CONSENT REQUIREMENTS:
  - a. All ownership consents and certifications for the subject lands shall conform to Wis. Stats. 236.21(2) and 236.29 by including the language ...surveyed, divided, mapped and dedicated...
  - b. 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.
  - c. Please remove the word "interim" from the City of Madison Plan Commission Certificate.
22. REAL ESTATE TAXES: As of February 15, 2017, the 2016 real estate taxes are paid for the subject property and there are no reported special assessments. If special assessments are levied against the property during the review period and prior to CSM approval sign-off, they shall be paid in full pursuant to Madison General Ordinance Section 16.23(5)(g)1.
23. TITLE REPORT UPDATE: Pursuant to Madison City Ordinance 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](mailto: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 (12-27-16) 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.

**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 February 28, 2017.**

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.

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 261-9135.

Sincerely,



Chris Wells  
Development Project Planner

cc: Timothy Troester, City Engineering Division  
John Sapp, City Engineering Division  
Jeff Quamme, City Engineering Division—Mapping Section  
Jenny Frese, Office of Real Estate Services  
Adam Wiederhoeft, Water Utility  
Sally Sweeney, City Assessor's Office  
Jenny Kirchgatter, Assistant Zoning Administrator