



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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July 20, 2017

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

RE: Legistar ID 46974 | Accela ID: 'LNDCSM-2017-00007' -- Approval of a Certified Survey Map (CSM) to create one commercial lot in CC zoning for future development and create one residential lot in TR-U2 zoning.

Dear Mr. Buhr:

The Certified Survey Map of property generally located at 3601 Cross Hill Drive, Section 23, Township 8N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

Please contact Brenda Stanley of the City Engineering Division at (608) 261-9127 if you have questions regarding the following four (4) 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 signoff. (MGO 16.23(9)(d)(4))
2. 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) 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 following note shall be added to the certified survey map. "All lots created by this certified survey map are individually responsible for compliance with Chapter 37 of the Madison General Ordinances in regard to storm water management at the time they develop."
4. The developer shall record a waiver of their right to notice and hearings for the assessments for the improvement of Cross Hill Drive in accordance with Section 66.0703(7)(b) Wisconsin Statutes and Section 4.09 of the MGO.

Please contact Jeff Quamme of the City Engineering Division–Mapping Section at (608) 266-4097 if you have questions regarding the following thirteen (13) items:

5. A Temporary Storm Water Management Easement shall be provided at the southeastern corner of Lot 1 for the Regional Pond Interim Condition proposed within this lot. This shall be accomplished on this Certified Survey Map. Contact Jeff Quamme for the required language.
6. A 10' wide Private Sanitary Sewer Easement shall be granted over the northwesterly 10 feet of Lot 2 for sewer that is very close to the High Crossing Blvd right of way. Contact Jeff Quamme for the required language.
7. A 20' permanent limited easement for grading and sloping shall be dedicated along Cross Hill Drive from the existing street pavement end easterly to the east line of the CSM.
8. The Wisconsin Bell Easement retained per Document No. 2526116 shall be shown and noted on the CSM in the northwesterly corner. The easement shall also be added to the updated title report.
9. The updated title report shall remove all non-applicable items prior to final sign off.
10. Show and label the lots for CSM 10587 to the east of this Certified Survey Map.
11. 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.
12. Remove the Consent of Corporate Mortgagee Certificate and the Treasurer's Certificate. Also correct the name of the Secretary of the Plan Commission.
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 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.
14. 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.

15. 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
16. 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.
17. The site plan shall identify existing driveway / impervious areas.

Please contact Janet Schmidt of the Parks Division at (608) 261-9688 if you have questions regarding the following three (3) items:

18. Park Impact Fees (comprised of the Park Infrastructure Impact Fee, per MGO Sec. 20.08(2)), and Park-Land Impact Fees, per MGO Sec. 16.23(8)(f) and 20.08(6) will be required for all new residential development associated with this project. This development is within the East Park -Infrastructure Impact Fee district. Please reference ID# 17125 when contacting Parks about this project.
19. The following note should be included on the subdivision: "LOTS WITHIN THIS SUBDIVISION ARE SUBJECT TO IMPACT FEES THAT ARE DUE AND PAYABLE AT THE TIME BUILDING PERMIT(S) ARE ISSUED."
20. Parks Division will be required to sign off on this subdivision.

Please contact Heidi Radlinger of the City's Office of Real Estate Services at (608) 266-6558 if you have questions regarding the following five (5) items:

21. CERTIFICATE AND CONSENT REQUIREMENTS:
 - a. Update Plan Commission signatory.
 - b. Remove Corporate Mortgagee certificate as there is no mortgage per record title.
 - c. Remove City Treasurer Certificate

22. REAL ESTATE TAXES AND SPECIAL ASSESSMENTS: The 2016 real estate taxes are paid for the subject property. As of May 30, 2017, there are special assessments reported on the subject property. All special assessments shall be paid in full prior to CSM signoff, pursuant to MGO Section 16.23(5)(g)1.
23. STORM WATER 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.
24. TITLE REPORT UPDATE: Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Heidi Radlinger in City's 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 (3/20/2017) submitted with the CSM application and include all associated documents that have been recorded since the initial title report. Surveyor shall update the CSM with the most recent information reported in the title update.
25. 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.

Please contact me at (608) 261-9135 if you have any questions regarding the following condition added by the Plan Commission at their July 10, 2017 meeting:

26. That public sidewalk shall be installed along High Crossing Boulevard on Lot 2 of the proposed CSM (currently 3601 Cross Hill Drive) in order to provide necessary pedestrian connections to this residential building complex with details to be approved by City staff. The Plan Commission's intent with this condition is that this sidewalk extension occur concurrently with the development of the conditional use on Lot 1. Prior to final the approval and recording of the Certified Survey Map, the applicant shall coordinate with City Engineering and other agencies to develop into the necessary agreements to complete the sidewalk extension along High Crossing Boulevard.

Specific questions regarding the comments or conditions contained in this letter should be directed to the commenting agency.

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 (608) 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 you may be of any further assistance, please do not hesitate to contact my office at (608) 261-9135.

Sincerely,



Chris Wells
Planner

cc: Brenda Stanley, City Engineering Division
Jeff Quamme, City Engineering Division – Mapping Section
Eric Halvorson, City Traffic Engineering Division
Janet Schmidt, Parks Division
Heidi Radlinger, Office of Real Estate Services
Sally Sweeney, City Assessor's Office

<ALL VIA EMAIL>