



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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September 7, 2017

Chris Adams
Williamson Surveying & Associates, LLC
104A W. Main Street
Waunakee, Wisconsin 53597

RE: ID 48144 | LNDCSM-2017-00031 – Certified Survey Map – 5702-5712 Odana Road (Smart Motors)

Dear Mr. Adams;

The two-lot Certified Survey Map of property located at 5702-5712 Odana Road, Section 30, Township 7N, Range 9, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The properties are zoned CC-T (Commercial Corridor–Transitional 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 five (5) items:

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 of the CSM.
2. A minimum of two (2) working days prior to requesting City Engineering signoff on the CSM the applicant shall contact 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. Remove drainage arrows, notes (unless otherwise provided by City Engineering) and elevations from the face of the CSM.
4. 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."
5. The lots within this CSM are interdependent upon one another for stormwater 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. Note: Document No. 1530989 may no longer be adequate.

Please contact Jeff Quamme of the City Engineering Division–Mapping Section at 266-4097 if you have questions regarding the following fifteen (15) items:

6. The ingress-egress easement agreement per Document No. 1886216 and the Driveway Easement per CSM 4672 (Document No. 1882769) shall be released by the private entities and removed from the CSM. The proposed exchange of lands and new proposed 35-foot wide access agreement to be drafted make the existing agreement and driveway easements no longer relevant.
7. City of Madison Real Estate Project No. 11410 has been set up for the partial release of the setback area. A \$500 administrative fee is required to administer the partial release.
8. With the multiple re-divisions of the lands within this CSM, the agreements per Document No. 1530989 and amendment per Document No. 1536213, and also Document No. 1951931 will not properly address the utilities, drainage and access with the proposed lot configuration and ownership. These agreements shall be terminated and references removed from the CSM. The new required common access agreement, private utility easement and drainage easement agreement required per condition 16 for the conditions of approval shall be provided to address these issues.
9. The easement agreement per Document No 2234611 is no longer relevant and shall be released and references removed from the CSM.
10. Add text to the 12-foot public drainage easements on sheet 2: See Note 25 on Sheet 5.
11. Add text to the end of the Sanitary Sewer Easement per Document No. 1421317: Partially released by Document No. 5067031.
12. The “No Access to Odana Road” restriction between the east line Lot 1 of CSM 4672 and the east line of the access easement as set forth by CSM 4672 shall be shown, labeled and dimensioned on this Certified Survey Map.
13. Remove note 9. The new configuration of Lot 1 will have access to Tokay Boulevard. This is no longer relevant.
14. Remove note 22 from the CSM.
15. Correct the spelling of stormwater in note 24 on sheet 5. Also, remove Dane County from the Surveyor's Certificate and add the City of Madison. Lastly correct the Volume number to 20 for the description of Lots 1 and 2 of CSM 4672.
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 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.

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 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.

18. 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 the parcel database so that the permitting system can upload this data and permit issuance made available for this new land record.
19. The CSM shall show and dimension the location of the existing building located in the northwesterly portion of the CSM.
20. Update all dates to the current year throughout all of the sheets.

Please contact my office at 261-9632 if you have questions regarding the following item:

21. The proposed Certified Survey Map creates a planned multi-use site. Per Section 28.137(2)(a), a planned multi-use site shall have a plan and reciprocal land use agreement approved by the Traffic Engineer, City Engineer and Director of Planning and Community and Economic Development and recorded in the office of the Dane County Register of Deeds.

Please contact Jenny Frese of the Office of Real Estate Services at 267-8719 if you have any questions regarding the following ten (10) items:

22. 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.

23. Please include the correct mortgagee of record in the consent of mortgagee certificate. All consent certificate(s) shall be executed prior to CSM approval sign-off. If the mortgage to First Business Bank reported in title as Document No. 3171148 has been satisfied and no longer encumbers the lands or ownership within the CSM boundary, a copy of a recorded satisfaction for said mortgage shall be provided prior to CSM approval sign-off.
24. A Consent of Lessee shall be included for all tenant interests in excess of one year, recorded or unrecorded, and executed prior to CSM sign-off.
25. Revise the dates in the Madison Common Council and the Register of Deeds certificates to the current year
26. Please include the name of the current Planning Secretary in the City of Madison Plan Commission Certificate: Natalie Erdman.
27. As of August 30, 2017, the 2016 real estate taxes are partially 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 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.
28. As of August 30, 2017, there are no special assessments reported. All known special assessments are due and payable prior to CSM approval sign-off. 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 MGO Section 16.23(5)(g)1. In lieu of this requirement, the owner may present written documentation from the City's Board of Public Works that the special assessments may be continued to be paid on the installment basis authorized by the Board of Public Works. However, if lands within the CSM boundary are to be dedicated, the special assessments levied against the dedicated lands are to be paid in full.
29. Pursuant to MGO 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 (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 (August 17, 2017) 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.
30. The CSM shall be revised prior to final approval as follows:
 - a. Add a note describing Document No. 1937874.
 - b. Depict and note Document No. 4271531, or arrange for the document to be released if no longer applicable.

- c. Add a note for the Encroachment Agreement per Document No. 5105881.
- d. The Office of Real Estate Services Project No. 11410 has been created to prepare and record the partial release of building setback.

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 September 5, 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 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.

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 261-9632.

Sincerely,

Timothy M. Parks
Planner

cc: Tim Troester, City Engineering Division
Jeff Quamme, City Engineering Division—Mapping Section
Jenny Kirchgatter, Assistant Zoning Administrator
Sally Sweeney, City Assessor's Office
Jenny Frese, Office of Real Estate Services