



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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October 2, 2017

Michelle L. Burse
Burse Surveying and Engineering, Inc.
2801 International Lane, Suite 101
Madison, Wisconsin 53704

RE: ID 48328 | LNDCSM-2017-00034 – Certified Survey Map – 5102 Femrite Drive/ 3101 Dairy Drive
(City of Madison (Fire Station 14))

Dear Ms. Burse;

The one-lot Certified Survey Map Certified Survey Map combining property located at 5102 Femrite Drive/ 3101 Dairy Drive, Section 22, Township 7N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The subject property is zoned SE (Suburban Employment District). 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 261-9127 if you have questions regarding the following two (2) items:

1. 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 Madison General Ordinances in regard to stormwater management at the time they develop." Rate control and TSS control provided at plat level. Infiltration and Oil/Grease control required at lot level.
2. A minimum of two (2) 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).

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

3. The notes on sheet 5 shall not be numbered per the title commitment as it is not a public document and the numbers have no meaning. Please number the notes consecutively.
4. Sheet 2 has a line table for dimensions of the easements shown, but the labels appear to be missing along the lines and shall be shown.

5. Provide a connection between the new 15-foot Public Utility easement and the existing 10-foot Public Utility Easement per Document No 3486487 with a short 10-foot wide strip along Dairy Drive.
6. The width of Femrite Drive adjacent to this CSM is 114 feet wide and 107 feet wide. Show the south right of way with appropriate width dimensions on sheet 1.
7. Add text to the note on sheet 2 and the notes page for the Electric Easement per Document No 2649315: Partially released by Document No. 5353323.
8. Add text to the note for the Public Utility Easement per Document Nos. 3486487 and 2760420 on sheet 2: Partially released by Document No. 5353322, (and others to be determined prior to recording, leave blanks).
9. Revise the northern most label for the Public Utility Easement Document No. 3486487 to 2760420. That portion was granted by a different plat.
10. Remove notes 2, 3, 4 and 21 as those documents do not encumber this CSM.
11. Provide recorded as data along the south line of the CSM.
12. 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 Division (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.
13. 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.

14. 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 parcel database so that the permitting system can upload this data and permit issuance made available for this new land record.

Please contact Heidi Radlinger of the Office of Real Estate Services at 266-6558 if you have any questions regarding the following four (4) items:

15. There are special assessments reported on the 3101 Dairy Drive parcel. All special assessments are due and payable prior to CSM approval sign-off pursuant to MGO Section 16.23(5)(g)1.
16. 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 (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 (June 8, 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.
17. The owner shall email the document number of the recorded CSM to Heidi Radlinger as soon as the recording information is available.
18. Include underlying Lot numbers on Sheet 2.

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 reviewed by the Common Council at its September 19, 2017 meeting.

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 [jqamme@cityofmadison.com](mailto:jrqamme@cityofmadison.com).

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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: Brenda Stanley, City Engineering Division
Jon Evans, City Engineering Division
Jeff Quamme, City Engineering Division—Mapping Section
Sally Sweeney, City Assessor's Office
Heidi Radlinger, Office of Real Estate Services