



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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May 24, 2019

Brett Stoffregan  
D'Onofrio Kottke & Assoc.  
7530 Westward Way  
Madison, WI 53717

RE: ID 55185 | LNDCSM-2019-00013 – Certified Survey Map – 6502 Milwaukee Street

Dear Mr. Stoffregan;

The one-lot certified survey of property located at 6502 Milwaukee Street, Section 2, Township 7 North, Range 10 East, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The subject property is zoned PD (Planned Development 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 Engineering Division at (608) 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 the Madison General Ordinances in regard to storm water management at the time they develop." This will include detention of the 100 year storm event.
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](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)

**Please contact Jeff Quamme of the Engineering–Mapping Section at (608) 266-4097 if you have any questions regarding the following eight (8) items:**

3. Applicant shall provide for review a declaration of reciprocal easement and agreement regulating access and storm management between the two platted lots that are necessary to accomplish the development as proposed. The document shall contain a no merger clause since both lots have identical ownership. The document shall then be executed and recorded immediately after this CSM has been recorded and copies provided prior to building permit issuance.

4. The conditional use approval for this site anticipates the modification of the location of permitted access point to Milwaukee Street and new dedication of street right of way. This proposed CSM reflects those proposed changes. To effectuate this change, applicant shall coordinate and provide the necessary exhibits and fees for the release of the current access restrictions as provided by Chapter 236.293 Wisconsin Statutes with Jeff Quamme. A City of Madison Real Estate project for this release will be required. The release shall be recorded prior to the recording of the final Certified Survey Map. This CSM shall grant the access restrictions as shown.
5. 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.
6. 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.

7. 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 sign-off. Electronic mail submittal of the FINAL Plat or CSM in PDF form is preferred. Transmit to [jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com)

8. 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.
9. Add the Line Table for the Line data.
10. The owner of this parcel is Varo & Company LLC. Update Owners Certificate accordingly.

**Please contact Sarah Lerner of the Parks Department at (608) 261-4281 if you have any questions regarding the following three (3) items:**

11. The following note has been included on the preliminary CSM and should be similarly shown on the final CSM: "LOTS WITHIN THIS SUBDIVISION ARE SUBJECT TO IMPACT FEES THAT ARE DUE AND PAYABLE AT THE TIME BUILDING PERMIT(S) ARE ISSUED."
12. 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(2) may be required for all new residential development associated with this project – however an existing credit has been applied to Lot 7 which may cover the full development proposal. This development is within the North Park -Infrastructure Impact Fee district. Please reference ID# 16125.2 when contacting Parks about this project.
13. Parks Division will be required to sign off on this CSM

**Please contact Andy Miller of the Office of Real Estate Services at (608) 261-9983 if you have any questions regarding the following six (6) items:**

14. CERTIFICATE AND CONSENT REQUIREMENTS -- When the title report is updated showing accurate current ownership of Lot 7 Metrotech, the ownership certificate shall be consistent with the title report.

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 executed original hard stock recordable CSM shall be presented at the time of sign-off.

15. MORTGAGEE/VENDOR CERTIFICATION -- A certificate of consent for all mortgagees/vendors shall be included following the Owner's Certificate(s) and executed prior to CSM approval sign-off.
16. REAL ESTATE TAXES -- As of April 22, 2019, the 2018 real estate taxes are paid for the subject property.

17. SPECIAL ASSESSMENTS -- As of April 22, 2019, 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 Madison General Ordinance Section 16.23(5)(g)1.
18. TITLE REPORT UPDATE -- Please remove reference and associated documents to Parcel No. 0710-021-0401-7 when the title update is prepared.

Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Andy Miller in City's Office of Real Estate Services ([acmiller@cityofmadison.com](mailto:acmiller@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 (March 15, 2019) 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.

19. ADDITIONAL REQUIREMENTS –

- a. Include all relevant notes from plat(s) of record.
- b. Add the underlined portion of the following text to the first sentence in Note 3 on Sheet 3: “A permanent easement over, across and within a portion of land to be used for public utility purposes (“Easement Area”) is established, memorialized...”

**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 May 21, 2019.**

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 [jqumme@cityofmadison.com](mailto:jrqumme@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.**

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If you have any questions or if you may need any further assistance, please do not hesitate to contact my office at (608) 261-9135.

Sincerely,

A handwritten signature in black ink that reads "Chris Wells". The signature is written in a cursive, flowing style.

Chris Wells  
Planner

cc: Brenda Stanley, City Engineering Division  
Jeff Quamme, City Engineering Division—Mapping Section  
Sarah Lerner, Parks Department  
Andy Miller, Office of Real Estate Services