



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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June 21, 2019

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

RE: LNDCSM-2019-00021; ID 55919– Certified Survey Map – 1105-1121 University Avenue (University of Wisconsin Board of Regents; Wisconsin Conference Board of Trustees, United Methodist Church)

Dear Mr. Buhr;

The two-lot certified survey of property located at 1105-1121 University Avenue, Section 22, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned CI (Campus-Institutional 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 two (2) 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.
2. A minimum of two (2) working days prior to requesting City Engineering signoff on the CSM the applicant shall contact either Tim Troester at 261-1995 ([ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com)) or Brenda Stanley at 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).

**Please contact Jeff Quamme of the City Engineering Division–Mapping Section at 266-4097 if you have questions regarding the following seventeen (17) items:**

3. There is ownership by the United Methodist Church within this Certified Survey Map (CSM). If this is to remain, an Owner's Certificate shall be added to the CSM.
4. The 8-foot wide by 100-foot long right of way per Document No. 211900 shall be released by the Methodist Church and the Board of Regents clear title.

5. The Ingress-Egress Easements per Document Nos. 1128379 and 1134323 should be released as part of the new proposed Ingress-Egress Easement that will allow access for the Methodist Church (Lot 2) over the UW property (Lot 1). Remove the two easements and place a note that the easements are to be released by a separate instrument. Denote, dimension and label the new Ingress-Egress Easement over Lot 2 for the benefit of Lot 1 and note that conditions and restrictions of the easement shall be set forth in a separately recorded instrument.
6. Dimension the location of the MG&E right of way per Document Nos. 2649306 and 3074426..
7. Add a note that Lot 1 is subject to Restrictions Notice of Federal Interest per Document No. 3221591.
8. Add text to the labels for the PLE per Document No 3627963 that the easement is for the installation and maintenance of electric light poles.
9. The Declaration of Stormwater Management Easement, Access Easement and No Build easement should be amended or released as appropriate to reflect the proposed new development within this CSM. Note that an Access Easement and Stormwater Management Easement conforming to the new lot configuration is required as a condition of approval for this CSM.
10. Add a note to the CSM as follows: "The public easements for drainage purposes and drainage swale requirements as granted in Note 8 of Certified Survey Map No. 12906 recorded in Vol. 82 of Certified Surveys, pages 75-78 as Document No. 4657432, are hereby released per the terms of the easement regarding re-division. Any new drainage easements required between proposed Lot 1 and Lot 2 of this Certified Survey Map shall be granted by a separately recorded private stormwater drainage easement agreement."
11. Dimension the MG&E right of way per Document No 4701722.
12. Add a note that Lot 2 is subject to Declaration of Conditions and Covenants for Development per Document No. 4710085.
13. Place a note that Brooks Plat of Block 4 of Brooks Addition and Brooks Addition note University Avenue to have a width of 97.5 feet.
14. Denote and label the portion of the church to be demolished.
15. 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.

16. Prior to Engineering final sign-off by main office for Certified Survey Maps (CSM), the final CSM must be submitted to City 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 City Engineering Division sign-off. Electronic mail submittal of the FINAL CSM in PDF form is preferred. Transmit to 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 the parcel database so that the permitting system can upload this data and permit issuance made available for this new land record.
18. Update street name Johnson St to show the full street name of W Johnson St on all sheets.
19. The applicant shall submit to Jeff Quamme, prior to final Engineering sign-off of the subject plat, one (1) digital CADD drawing and one (1) signed copy of the final plat 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).

\*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.

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

20. The proposed lot configuration would locate the property line through an existing building which would create a building code violation. The building would need to be removed or a fire wall with no openings must be installed prior to approval of the proposed Certified Survey Map.

**Please contact Andy Miller of the Office of Real Estate Services at 261-9983 if you have any questions regarding the following eight (8) items:**

21. *Wisconsin Conference Board Of Trustees Of The United Methodist Church, Inc.* currently has an ownership interest within this CSM area. Should they retain said ownership interest, an Owner's Certificate shall be added to the CSM. 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.

22. 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.
23. 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.
24. Please add the following pursuant to Madison City Ordinance Section 16.23(7)(d)3 and Wis. Stats. 236.21(2) (a), all CSM's that are subject to the review and approval of the City of Madison shall contain the following certificate of approval:

Approved for recording per the Secretary of the City of Madison Plan Commission.

By: \_\_\_\_\_  
Nan Fey, Secretary of the Plan Commission

Date: \_\_\_\_\_

25. As of June 12, 2019, no real estate taxes are due for the subject property and no special assessments reported. Per 236.21(3) Wis. Stats. and MGO Section 16.23(5)(g)(1), the property owner shall pay all real estate taxes and/or special assessments that are accrued or delinquent for the subject property prior to CSM recording. 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.
26. Special assessments are owed for the subject property and shall be paid in full prior to CSM approval sign-off.
27. Pursuant to MGO 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 (May 3, 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. The surveyor shall update the CSM with the most recent information reported in the title update.
28. The following revisions shall be made to the CSM prior to final sign-off and recording:
  - a.) Depict, name, and identify by document number all existing easements cited in record title and the updated title report, and include relevant notes from plats or CSMs of record.
  - b.) If all parties of interest agree that certain easements from prior plats or CSMs of record are no longer necessary, the release documents for said easements shall be recorded prior to CSM

approval sign-off, with the recording information for the release included as a Note on the proposed CSM.

c.) Properly label *W. Johnson Street* on all CSM sheets where the street is depicted.

**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 at its June 18, 2019 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.

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 261-9632.

Sincerely,

Timothy M. Parks  
Planner

cc: Tim Troester, City Engineering Division  
Jeff Quamme, City Engineering Division—Mapping Section  
Bill Sullivan, Madison Fire Department  
Andy Miller, Office of Real Estate Services