



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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Madison Municipal Building, Suite 017  
215 Martin Luther King Jr. Boulevard  
Madison, Wisconsin 53703  
Phone: (608) 266-4635  
[www.cityofmadison.com](http://www.cityofmadison.com)

July 10, 2019

Dave Nelsen  
Ruedebusch Development/ 2020 Madison, LLC  
4605 Dovetail Drive  
Madison, Wisconsin 53704

RE: Approval of a demolition permit to demolish a single-family residence at 6932 Manufacturers Drive; approving a revised and enlarged Certified Survey Map (CSM) to divide 71.2 acres of land in IL (Industrial-Limited District) zoning generally addressed as 3750 Hoepker Road to create two lots for industrial development and dedicate right of way for the extension of Manufacturers Drive; and discontinuing and vacating the remaining portion of the Commerce Park Drive public street right of way.

Dear Mr. Nelsen;

At its July 8, 2019 meeting, the Plan Commission found the standards met and **approved** your demolition permit to demolish the single-family residence at 6932 Manufacturers Drive, and recommended **approval** of the two-lot CSM and request to discontinue/vacate the remainder of Commerce Park Drive to the Common Council. The Common Council is scheduled to consider the CSM and vacation at its July 16, 2019 meeting.

The conditions of approval in the following sections shall be addressed prior recording of the CSM:

**Please contact Brenda Stanley of the City Engineering Division at 261-9127 if you have questions regarding the following thirty (30) items:**

1. The applicant will need to coordinate any permitting requirements with agencies outside the City of Madison, including Wisconsin Department of Transportation (WisDOT), Town of Burke and / or Village of Deforest for work in the right of way outside of the City of Madison's jurisdiction.
2. The applicant will not be allowed to discharge any waters from this site onto the WisDOT right of way without express permission and permits to do so.
3. The applicant shall relocate driveway at 4195 Anderson Road to provide a safe distance from the new Manufacturers Drive-Anderson Road intersection as required by City Traffic Engineer.
4. The developer shall construct public sanitary sewer, storm sewer, and drainage improvements as necessary to serve the lots within the CSM.

5. All outstanding Madison Metropolitan Sewerage District (MMSD) and City of Madison sanitary sewer connection 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.
6. All outstanding City of Madison sanitary sewer connection charges are due and payable prior to City Engineering sign-off, unless otherwise collected with a Developer's/ Subdivision Contract. This property is subject to sanitary connection charges for the Hanson Road Neighborhood Sanitary Sewer and Water Main Assessment District.
7. A Phase 1 environmental site assessment (Phase 1 ESA), compliant with ASTM E1527-13, is required for the project area. The applicant shall provide one (1) digital copy and a paper copy only if specifically requested. Staff review of this Phase 1 ESA will determine if a Phase 2 ESA is also required. Please submit report(s) to Brynn Bemis (608-267-1986, [bbemis@cityofmadison.com](mailto:bbemis@cityofmadison.com)) for review.
8. The construction of this project will require that the applicant shall enter into a City/ Developer agreement for the required infrastructure improvements. The applicant shall contact City Engineering to schedule the development of the plans and the agreement. The City Engineer will not sign off on this project without the agreement executed by the developer. Note: Obtaining a developer's agreement generally takes approximately 4-6 weeks, minimum.
9. Two weeks prior to recording the CSM, a soil boring report prepared by a Professional Engineer, shall be submitted to the City Engineering Division indicating a ground water table and rock conditions in the area. If the report indicates a ground water table or rock condition less than nine (9) feet below proposed street grades, a restriction shall be added to the final plat, as determined necessary by the City Engineer.
10. An erosion control plan and land disturbing activity permit shall be submitted to the City Engineering Division for review and approval prior to grading or any other construction activities. The Preconstruction Meeting for Public Improvements shall not be scheduled prior to issuance of this permit. The applicant shall demonstrate compliance with Section 37.07 and 37.08 of Madison General Ordinances regarding permissible soil loss rates. The erosion control plan shall include Universal Soil Loss Equation (USLE) computations for the construction period. Measures shall be implemented in order to maintain a soil loss rate below 5.0-tons per acre per year.
11. Note: Portions of this site have wetland indicators identified. A portion of this project comes under the jurisdiction of the US Army Corp of Engineers and Wisconsin Department of Natural Resources (WDNR) for wetland or flood plain issues. A permit for those matters shall be required prior to construction on any of the lots currently within the jurisdictional flood plain.
12. The Applicant shall submit, prior to plan sign-off, a digital CAD file (single file) to the Engineering Program Specialist in the Engineering Division (Lori Zenchenko). The digital CAD file shall be to scale and represent final construction. The CAD file shall be in a designated coordinate system (preferably Dane County WISCRS, US Ft). The single CAD file submittal can be either AutoCAD (dwg) Version 2013 or older, MicroStation (dgn) V8i Select Series 3 or older, or Universal (dxf) format and shall contain the

only the following data, each on a separate layer name/level number: a) Building Footprints; b) Internal Walkway Areas; c) Internal Site Parking Areas; d) Other Miscellaneous Impervious Areas (i.e. gravel, crushed stone, bituminous/asphalt, concrete, etc.); e) Right-of-Way lines (public and private); f) Lot lines or parcel lines if unplatted; g) Lot numbers or the words unplatted; h) Lot/Plat dimensions; and i) Street names. All other levels (contours, setbacks, elevations, etc) are not to be included with this file submittal. Email file transmissions preferred [izenchenko@cityofmadison.com](mailto:izenchenko@cityofmadison.com). Include the site address in the subject line of this transmittal. Any changes or additions to the location of the building, sidewalks, parking/pavement during construction will require a new CAD file.

13. The applicant shall submit, prior to plan sign-off, a digital CAD file (single file) to the City Engineering Division (Storm/Sanitary Section) with any private storm and sanitary sewer utilities. The digital CAD file shall be to scale and represent final construction. The CAD file shall be in a designated coordinate system (preferably Dane County WISCRS, US Ft). The single CAD file submittal can be either AutoCAD (dwg) Version 2013 or older, MicroStation (dgn) V8i Select Series 3 or older, or Universal (dxf) format and shall contain the only the following data, each on a separate layer name/level number. The digital copies shall be drawn to scale and represent final construction including: building footprints; internal walkway areas; internal site parking areas; other miscellaneous impervious areas (i.e. gravel, crushed stone, bituminous/asphalt, concrete, etc.); right-of-way lines (public and private); plat name and lot lines (metes & bounds parcel lines if unplatted); platted lot numbers (noted "unplatted lands" if not platted); lot/plat property dimensions; street names; private on-site sanitary sewer utilities (including all connections to public sanitary); private on-site storm sewer utilities (including all connections to public storm). All other levels (contours, elevations, etc) are not to be included with this file submittal. E-mail CAD file transmissions are preferred to: [bstanley@cityofmadison.com](mailto:bstanley@cityofmadison.com) (East) or [ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com) (West). Include the site address in the subject line of this transmittal. Any changes or additions to the location of the building, sidewalks, parking/pavement, private on-site sanitary sewer utilities, or private on-site storm sewer utilities during construction will require a new CAD file.
14. This site appears to disturb over one (1) acre of land and requires a permit from the WDNR for stormwater management and erosion control. The City of Madison has been required by the WDNR to review projects for compliance with NR-216 and NR-151. However a separate permit submittal is still required to the WDNR for this work. The City of Madison cannot issue our permit until concurrence is obtained from the WDNR via their NOI or WRAPP permit process. Contact Eric Rortvedt at 273-5612 of the WDNR to discuss this requirement.
15. A minimum of two (2) working days prior to requesting City Engineering signoff on the final plat, 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).
16. The following note shall be placed on the CSM: "No changes in drainage patterns associated with development on any or all lots within this CSM shall be allowed without prior approval of the City Engineer."

17. The following note shall be added to the CSM: "All lots created by this certified survey map are individually responsible for compliance with Chapter 37 of Madison General Ordinances in regard to storm water management at the time they develop."
18. The applicant will be required to provide stormwater management for the new roadway and dedicate an outlot to the public for this purpose. If other means for providing the necessary stormwater management will be used the applicant shall demonstrate how and where the treatment will be located, including providing any written permissions, easements, recorded documents, etc. prior to the sign off of this CSM.
19. This project falls in the area subject to increased erosion control enforcement as authorized by the fact that it is in a TMDL ZONE. The project will be expected to meet a higher standard of erosion control than the minimum standards set by the WDNR in order to comply with TMDL limits.
20. The applicant shall submit, prior to plan sign-off but after all revisions have been completed, digital PDF files to the Engineering Division. Email PDF file transmissions are preferred to: [bstanley@cityofmadison.com](mailto:bstanley@cityofmadison.com) (East) or [troester@cityofmadison.com](mailto:troester@cityofmadison.com) (West). The digital copies shall be to scale, and shall have a scale bar on the plan set. The PDF submittals shall contain the following information: a) Building Footprints; b) Internal Walkway Areas; c) Internal Site Parking Areas; d) Other Miscellaneous Impervious Areas (i.e. gravel, crushed stone, bituminous/asphalt, concrete, etc.); e) Right-of-Way lines (public and private); f) Lot lines or parcel lines if unplatted; g) Lot numbers or the words unplatted; h) Lot/Plat dimensions; i) Street names; j) Stormwater Management Facilities; and k) Detail drawings associated with Stormwater Management Facilities (including if applicable planting plans).
21. The applicant shall submit prior to plan sign-off, electronic copies of any Stormwater Management Files including: a) SLAMM .DAT files; b) RECARGA files; c) TR-55/HYDROCAD/Etc., and; d) Sediment loading calculations. If calculations are done by hand or are not available electronically the hand copies or printed output shall be scanned to a PDF file and provided.
22. Submit a draft Stormwater Management Maintenance Agreement (SWMA) for review and approval that covers inspection and maintenance requirements for any BMP used to meet stormwater management requirements on this project. Include copies of all stormwater, utility, and detail plan sheets that contain stormwater practices on 8.5x14-inch paper in the draft document. These drawings do not need to be to scale as they are for informational purposes only. Once City Engineering staff have reviewed the draft document and approved it with any required revisions submit a signed and notarized original copy to City Engineering. Include a check for \$30.00 made out to Dane County Register of Deeds for the recording fee. City Engineering will forward the document and fee for recording at the time of issuance of the stormwater management permit. Draft document can be emailed to Tim Troester (west) at [troester@cityofmadison.com](mailto:troester@cityofmadison.com), or Daniel Olivares at [DAOlivares@cityofmadison.com](mailto:DAOlivares@cityofmadison.com) final document and fee should be submitted to City Engineering.
23. The applicant shall show stormwater "overflow" paths that will safely route runoff when the storm sewer is at capacity.

24. Prior to approval, this project shall comply with Chapter 37 of Madison General Ordinances regarding stormwater management. Specifically, this development is required to: detain the 2-, 10-, and 100-year storm events, matching post development rates to predevelopment rates; reduce TSS by 80% (control the 5-micron particle) off of newly developed areas compared to no controls; provide infiltration in accordance with MGO Chapter 37; and complete an erosion control plan and complete weekly self-inspection of the erosion control practices and post these inspections to the City of Madison website as required by Chapter 37 of Madison General Ordinances.
25. The developer shall construct Madison standard street and sidewalk improvements for all streets within the CSM, except that sidewalk shall not be required north of Lot 2.
26. The Developer shall make improvements to Hoepker Road, Anderson Road and N. Stoughton Road as required by City Traffic Engineer to facilitate ingress and egress to the CSM.
27. The developer shall confirm that adequate sight distance exists where public streets intersect. If adequate sight distance does not exist, the developer shall change the location of the street intersection or agree to make improvements to the roadways such that the sight distance is achieved or make other mitigating improvements as required by the City.
28. The applicant shall construct sidewalk along Hoepker Road from N. Stoughton Rd to east limits of the CSM.
29. Prior to approval, the owner or owner's representative shall obtain a permit to plug each existing sanitary sewer lateral that serves a building which is proposed for demolition. For each lateral to be plugged the owner shall complete a sewer lateral plugging application and pay the applicable permit fees.
30. The applicant shall provide proof of septic system abandonment from Public Health-Madison and Dane County as a condition of plan approval.

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

31. It is anticipated that the public improvements required to serve this proposed plat may require Temporary Grading Easements along Manufacturers Drive and driveway relocation on adjacent properties northerly to Anderson Road. The developer shall acquire the right of way and easements as required by the City at the developer's expense. In the event that the developer is unable to acquire the right of way and easements required, the City shall proceed to acquire the right of way and easements. The developer shall reimburse the City for all costs associated with the acquisition, including attorney's fees and any and all costs associated with court ordered awards. The developer shall provide a deposit at the time of contract amendment execution to cover the estimated City staff expenses and right of way and easement costs for the acquisition. The developer shall note that separate, additional surety in an amount estimated to cover any potential court ordered awards shall

be retained by the City until such time as appeal rights have expired. The additional surety shall be provided prior to the City making an offer for the easements and/or right of way.

32. Wisconsin Statutes prohibit billboards within a public right of way. There currently is a lease per recorded notice Document No. 4973673 for a billboard that would lie within the proposed right of way dedication. Due to the lease still being enforceable, an outlot shall be created around the billboard and a note placed on the outlot that it is reserved for future public right of way. The outlot shall be conveyed for public road right of way at no cost by the owner upon the termination of the lease and removal of the billboard as per the terms of a separate Delayed Dedication Agreement. The applicant shall provide a copy of the notice of termination and agree to terms of the Dedication Agreement prior to Certified Survey Map sign off. The billboard and associated appurtenances shall be removed by the end of the year of 2019 and the conveyance shall be subsequently completed.
  33. The demolition site plan shall include all, existing building locations, demolitions and pavement removal.
  34. 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, City 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.
  35. 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.
36. Prior to Engineering final sign-off by main office for Certified Survey Maps (CSM), the 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 CSM in PDF form is preferred. Transmit to jrquamme@cityofmadison.com.

37. 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.
38. The applicant shall confirm with City of Madison Stormwater Engineering Staff any required public storm water management easements (or dedication) are required for storm water treatment of storm water from the public roads within this development. Refer to comment 18 of the April 19, 2019 approval letter.
39. Utility Easements per the plat of Interstate Commerce Park along the remainder of Commerce Park Drive now being discontinued and along the southerly side of Lots 5 and 6 of Interstate Commerce Park shall be released. The applicant shall be responsible to obtain releases from utilities other than the City of Madison prior to the City of Madison releasing its rights. Required information has been provided to the City for release of all Utility Easements for this CSM. City shall record the Utility Easement Release document upon receipt of these last releases by the utilities. Refer to Real Estate Project No. 11904.
40. The Partial Release of Public Stormwater Drainage Easement within parts of Lots 7, 8 and 15 shall be released by Real Estate Project No. 11945 shall be released prior to final sign off.
41. The grading and sloping easements shall be released as necessary as part of Real Estate Project No. 11905 prior to final sign off.
42. The remaining portion of Commerce Park Drive has been introduced for approval as File ID 56279. Final Action is anticipated on July 16, 2019. The resolution information and recording information shall be filled in on the CSM where required.
43. Dedicate the small triangular wedge between the new Manufacturers Drive and the parcel to the north of Lot 1.
44. Lots 5, 6 and 15 have been added to this CSM and were not part of the release from Covenants per Document No. 4137948 by First Amendment per Document No.5491046. Provide a recorded release of Lots 5, 6 and 15 from the Covenants or properly note that the portions of the CSM are subject to the restrictions.
45. Record sale deed from Barbara J. Hoel or add to Owners Certificate.

**Please contact Sean Malloy of the Traffic Engineering Division at 266-5987 if you have any questions regarding the following six (6) items:**

46. The applicant shall be required to extend the westbound right turn lane at the Anderson Road/ N. Stoughton Road intersection as required by the City Traffic Engineer.
47. The applicant shall extend the westbound left-turn lane at the Hoepker Road/Stoughton Road intersection as required by the City Traffic Engineer.
48. The applicant shall extend the eastbound left-turn lane at the Hoepker Road/Manufacturers Drive intersection as required by the City Traffic Engineer.
49. The applicant shall be required to modify the existing southbound approach at the Hoepker Road/Manufacturers Drive intersection to provide an additional turn lane as required by the City Traffic Engineer.
50. No alterations to the CSM shall negatively impact the approved site plan and/or cause the approved site plan to be in non-compliance.
51. The applicant shall execute and return a declaration of conditions and covenants for streetlights and traffic signals prior to sign off of the final plat.
52. The applicant shall submit one contiguous plan showing proposed conditions and one contiguous plan showing existing conditions for approval. The plan drawings shall be scaled to 1" = 20' and include the following, when applicable: existing and proposed property lines; parcel addresses; all easements; vision triangles; pavement markings; signing; building placement; items in the terrace such as signs, street light poles, hydrants; surface types such as asphalt, concrete, grass, sidewalk; driveway approaches, including those adjacent to and across street from the project lot location; parking stall dimensions, including two (2) feet of vehicle overhang; drive aisle dimensions; semitrailer movement and vehicle routes; dimensions of radii; and percent of slope.

**Please contact Jacob Moskowitz, Assistant Zoning Administrator, at 266-4560 if you have any questions regarding the following item:**

53. Section 28.185(7)(a)5. requires that if a demolition or removal permit is approved, it shall not be issued until the reuse and recycling plan is approved by the Recycling Coordinator, Bryan Johnson (266-4682). Section 28.185(10) Every person who is required to submit a reuse and recycling plan pursuant to Section 28.185 (7)(a)5. shall submit documents showing compliance with the plan within sixty (60) days of completion of demolition. Section 28.185(9)(a). A demolition or removal permit is valid for one (1) year from the date of the Plan Commission.



**Please contact Adam Wiederhoeft of the Madison Water Utility at 266-9121 if you have any questions regarding the following three (3) items:**

54. The Madison Water Utility shall be notified to remove the water meter at least two working days prior to demolition. Contact the Water Utility Meter Department at 266-4765 to schedule the meter removal appointment.
55. The developer shall construct the public water distribution system and services required to serve the proposed CSM per MGO 16.23(9)(d)(3).
56. All public water mains and water service laterals shall be installed by a standard City of Madison Subdivision Contract. The applicant shall contact City Engineering Division to schedule the development of plans and the agreement. See Engineering Division comments for additional information.

**Please contact Bill Sullivan of the Madison Fire Department at 261-9658 if you have any questions regarding the following two (2) items:**

57. Please consider allowing Madison Fire Department to conduct training sequences prior to demolition. Contact the MFD Training Division – Chief Tracy Burrus at [tburrus@cityofmadison.com](mailto:tburrus@cityofmadison.com) or 266- 5959 to discuss this possibility.
58. Fire hydrants and fire access shall be provided.

**Please contact Brad Hofmann of the Parks Division–Forestry Section at 267-4908 if you have any questions regarding the following two (2) items:**

59. An inventory of existing trees (location, species, & DBH) and any tree removal plans (in PDF format) shall be submitted to the plans and Brad Hofmann – [bhofmann@cityofmadison.com](mailto:bhofmann@cityofmadison.com) or 266-4816. All proposed street tree removals within the right of way shall be reviewed by City Forestry. Approval and permitting of street tree removals shall be obtained from the City Forester and/or the Board of Public Works prior to the approval of the site plan.
60. Existing street trees shall be protected. Please include the following note on the site plan: Contractor shall install tree protection fencing in the area between the curb and sidewalk and extend it at least 5 feet from both sides of the tree along the length of the terrace. No excavation is permitted within 5 feet of the outside edge of a tree trunk. If excavation within 5 feet of any tree is necessary, contractor shall contact City Forestry (266- 4816) prior to excavation to assess the impact to the tree and root system. Tree pruning shall be coordinated with City Forestry prior to the start of construction. Tree protection specifications can be found in Section 107.13 of *City of Madison Standard Specifications for Public Works Construction*. Any tree removals that are required for construction after the development plan is approved will require at least a 72-hour wait period before a tree removal permit can be issued by Forestry, to notify the Alder of the change in the tree plan.

**Please contact my office at 261-9632 if you have questions about the following three (3) items:**

61. The applicant shall market the single-family residence at 6932 Manufacturers Drive for relocation off-site for a period of not less than 60 calendar days starting on a date to be agreed upon by the applicant and Planning Division. Demolition of the residence shall not be allowed within this 60-day period. Marketing of the house should include sharing its availability for relocation with local preservation organizations. If relocated to another property in the City of Madison, the proposed receiving site shall be appropriately zoned for the residence, and a site plan shall be approved by the Zoning Administrator prior to permits for the relocation being issued by the Building Inspection Division.
62. Notwithstanding the requirements in the preceding condition, the residence and barn shall be labeled as "To be demolished" on the final CSM.
63. Note: The parking lot on Lot 2 is considered a "private parking facility" as defined and regulated by the Zoning Code, which are a conditional use in the proposed IL zoning and require Plan Commission approval under a separate application. Approval of this zoning map amendment and Certified Survey Map by the Plan Commission and Common Council does not constitute approval of future development on Lot 2.

**Please contact Lance Vest of the Office of Real Estate Services at 245-5794 if you have any questions regarding the following nine (9) items:**

64. Include Owner's Certificates for all ownership interests if lands within the CSM boundary have not been transferred prior to CSM sign-off. Current ownership interests that need an Owner's Certificate include the following: Hooper Construction Corporation, Interstate Commerce Park, Inc., and Barbara J. Hoel. 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.
65. A certificate of consent for all mortgagees/vendors shall be included following the Owner's Certificate(s) and executed prior to final CSM sign-off.
66. All ownership consents and certifications for the subject lands shall conform to Wis. Stats. 236.21(2) and 236.29 by including the language "...surveyed, divided, mapped and dedicated..."
67. If the lease with Adams Outdoor Advertising is terminated prior to CSM sign-off, please provide a copy of the notice of termination to Lance Vest in City's Office of Real Estate Services ([lvest@cityofmadison.com](mailto:lvest@cityofmadison.com)). 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.
68. As of July 3, 2019, there are 2018 real estate taxes reported as due or owing for lands within this CSM. Under 236.21(3) Wis. Stats. and MGO Section 16.23(5)(g)(1), the property owner shall pay all real estate taxes and special assessments that are accrued or delinquent for all parcels prior to recording.

This includes property tax bills for the prior year that are distributed at the beginning of the year. Receipts are to be provided on or before sign-off; checks are payable to: City of Madison Treasurer; 210 Martin Luther King, Jr. Blvd.; Madison, WI 53701.

69. As of July 3, 2019, there are special assessments reported as due or owing for lands within this CSM. All known special assessments are due and payable prior to CSM sign-off. If special assessments are levied against the property during the review period and prior to CSM 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.
70. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish to Lance Vest in City's Office of Real Estate Services ([lvest@cityofmadison.com](mailto:lvest@cityofmadison.com)) as well as the surveyor preparing the plat, an updated title report covering the period between the date of the initial title report (November 30, 2018) and the date when sign-off approval is requested. A title commitment may be provided, but will only be considered as supplementary information to the title report update. The surveyor shall update the plat with the most recent information available in the title report update.
71. Depict, name, and identify by document number all existing easements cited in record title and the updated title report.
72. Liens or judgments levied against the lands within the CSM boundary shall be satisfied, with proof of satisfaction provided prior to CSM approval sign-off.

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

**No interior, exterior or structural demolition or wrecking activities or remodeling activities (including material reclamation activities by the applicant or a third party) shall commence nor any wrecking or building permits be issued until the applicant has met all of the conditions of approval stated in this letter.**

In order to obtain sign-off on the demolition permit, please submit **seven (7) sets** of complete, fully dimensioned, and to-scale plans for the site, the appropriate site plan review application and fee pursuant to Section 28.206 of the Zoning Code, and any other documentation requested herein with the Zoning Administrator, Room 017, Madison Municipal Building, 215 Martin Luther King, Jr. Boulevard. **This submittal shall all also include one (1) complete digital plan set in PDF format.** The final plans shall be revised to reflect any conditions of demolition approval. The sets of final revised plans or documents will be circulated by Zoning staff to the City department staff listed above for their final approval.

A demolition or removal permit is valid for one (1) year from the date of the Plan Commission. Where the plans have not been altered since issuance of the demolition or removal permit and the permit has

expired, the Director of Planning and Community and Economic Development may, after consultation with the Alderperson of the District, approve an extension for up to 24 months from the expiration date.

As soon as the comments and conditions for the revised land division 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 the conditional approval of the land division, 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: Brenda Stanley, City Engineering Division  
Jeff Quamme, City Engineering Division–Mapping Section  
Sean Malloy, Traffic Engineering Division  
Jacob Moskowitz, Assistant Zoning Administrator  
Bill Sullivan, Madison Fire Department  
Brad Hofmann, Parks Division–Forestry Section  
Adam Wiederhoeft, Madison Water Utility  
Lance Vest, Office of Real Estate Services

LNDUSE-2019-00052			
For Official Use Only, Re: Final Plan Routing (Demolition Only)			
<input checked="" type="checkbox"/>	Planning Div. (T. Parks)	<input checked="" type="checkbox"/>	Engineering Mapping Sec.
<input checked="" type="checkbox"/>	Zoning Administrator	<input type="checkbox"/>	Parks Division
<input checked="" type="checkbox"/>	City Engineering	<input type="checkbox"/>	Urban Design Commission
<input checked="" type="checkbox"/>	Traffic Engineering (EP)	<input type="checkbox"/>	Recycling Coord. (R&R)
<input checked="" type="checkbox"/>	Fire Department	<input type="checkbox"/>	Other:
<input checked="" type="checkbox"/>	Water Utility (EP)	<input type="checkbox"/>	Other: