



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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February 24, 2020

Michelle Burse
Burse Surveying and Engineering Inc.
2801 International Lane
Madison, WI 53704

RE: LNDCSM-2020-00005; ID 59185 – Certified Survey Map – 4221 Marsh Road

Dear Ms. Burse;

Your two-lot certified survey of property located at 4221 Marsh Road, Section 26, Township 7N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned Industrial Limited (IL). 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 261-9127 if you have questions regarding the following six (6) items:

1. If properties within CSM will be needing sanitary sewer, developer shall construct public sanitary sewer, storm sewer, and drainage improvements as necessary to serve the lots within the plat/csm. (MGO 16.23(9)(d)). A septic system will not be approved for permitting by the Board of Public Works. A developer agreement would be required for the public sewer improvements.
2. Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to Engineering sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Mark Moder (608-261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff. (MGO 16.23(9)(d)(4))
3. A minimum of two (2) working days prior to requesting City Engineering signoff on the plat/csm contact either Tim Troester (West) at 261-1995 (ttroester@cityofmadison.com) or Brenda Stanley (East) at 608-261-9127 (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 and must be cleared prior to the land division (and subsequent obsolesces of the existing parcel). (POLICY)
4. Add a note to the CSM: Each lot shall be individually responsible for compliance with Madison Ordinance Chapter 37 requirements.
5. Add a note to the CSM: No change in grades shall be allowed without the approval of the City Engineer.

6. The text for intra-block drainage easements per Madison General Ordinance 16.23(9)(d)2 (a. & b.) shall be included on the final Certified Survey Map.

Please contact Sean Malloy of Traffic Engineering at 266-5987 if you have any questions regarding the following item:

7. The applicant shall provide an executed copy of a cross-access agreement to allow vehicular movements onto and off of adjacent sites.

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

8. Address the location of the proposed property line as it relates to the existing structure on site and ensure compliance with the building codes in regards to set backs from property lines and/or exterior wall protection.

Please contact Jeff Belshaw of the Water Utility at 261-9835 if you have any questions regarding the following two (2) items:

9. This property appears to have an outstanding water main connection charges associated with the original water main installation (installed in 2001). Outstanding balances for water main connection charges are based on original installation cost and applicable bond interest, payable to Madison Water Utility. Improvements which substantially change the use of the property may require any outstanding deferred assessments or connection fees to be paid in full prior to proceeding with the proposed improvements (MGO 4.081(4)). Contact Adam Wiederhoeft at awiederhoeft@madisonwater.org to determine the final water main and/or existing water lateral connection fees.
10. Madison Water Utility will be required to sign off as part of the approval review associated with this Land Use Application/Site Plan Review prior to the issuance of building permits for the proposed development.

Please contact Jeff Quamme of Engineering – Mapping Section if you have any questions regarding the following six (6) items:

11. Remove all notations of the City of Madison Corporate boundary. Blooming Grove in 7 years will attach to the City of Madison per an intergovernmental agreement.
12. Provide labels to clarify what easement they represent for the different easement lines in Detail B.
13. Add a note that Document No's 2110505, 2184387 & 3406344 are subject to an Assignment and Assumption Agreement per Doc No 4759810.
14. 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 (with current tie sheet

attached) for all monuments, including center of sections of record, used in this survey, to Jeff Quamme, City Engineering (jrquamme@cityofmadison.com)

15. Prior to Engineering final sign-off by main office for Plats or Certified Survey Maps (CSM), the final Plat or CSM in pdf format must be submitted by email transmittal to Engineering Land Records Coordinator Jeff Quamme (jrquamme@cityofmadison.com) for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division sign-off.
16. Submit to Jeff Quamme, prior to Engineering sign-off of the subject plat, one (1) digital CADD drawing in a format compatible with AutoCAD. The digital CADD file(s) shall be referenced to the Dane County Coordinate System and shall contain, at minimum, the list of items stated below, each on a separate layer/level name. The line work shall be void of gaps and overlaps and match 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 for any changes subsequent to any submittal.

Please contact Andy Miller of the Office of Real Estate Services at 261-9983 if you have any questions regarding the following twelve (12) items:

17. 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). 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.
18. 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. If a mortgage or other financial instrument is reported in record title, but has been satisfied or no longer encumbers the lands or ownership within the CSM boundary, a copy of a recorded satisfaction or release document for said instrument shall be provided prior to CSM approval sign-off.
19. 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....
20. City of Madison Plan Commission Certificate: 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: _____ Date: _____
Matt Wachter, Secretary of the Plan Commission

21. The lands within the CSM boundary are partially located within TID 39, a Tax Incremental Financing District. Discussions with Joe Gromacki, the City of Madison's tax increment financing coordinator, may be necessary before recording the CSM if a TIF application is required. Mr. Gromacki can be reached at 608-267-8724 or jgromacki@cityofmadison.com. Please inform Andy Miller in the City's Office of Real Estate Services (acmiller@cityofmadison.com) if a TIF Loan has been authorized for the project.
22. As of 2-21-2020, the 2019 real estate taxes are not paid for the subject property. Per 236.21(3) Wis. Stats. and 16.23(5)(g)(1) Madison General Ordinances, the property owner shall pay all real estate taxes 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.
23. As of 2-21-2020, 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.
24. Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Andy Miller in the City's Office of Real Estate Services (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 (12-23-2019) 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. Office of Real Estate Services reserves the right to impose additional conditions of approval in the event the title update contains changes that warrant revisions to the CSM.
25. Depict, dimension, name, note and/or identify by document number all relevant easements, declarations, plans, conditions, agreements, and other documents cited in record title and the updated title report, and include relevant notes from plats or CSMs of record. If documents included in the 12-23-2019 title report do not apply to the area within the proposed CSM, have them removed from the updated title report.
26. It appears a driveway and utility facility exist along the proposed CSM's western boundary. Depict and dimension those improvements, and any other existing improvements including, but not limited to: buildings, drives, parking lots, utility facilities, encroachments, wells, septic systems, etc. located within the CSM boundary.
27. For properties not connected to municipal utility services, consider whether or not well abandonment ref. NR 141 needs to be addressed.

28. If all parties of interest agree that certain easements from prior plats or CSM's 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.

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 March 17, 2020 meeting.

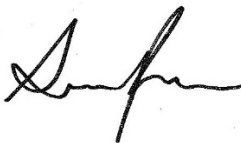
Prior to City Engineering final sign-off by the main office of the CSM, the final CSM shall be submitted to the Engineering Division Surveyor/ Land Records Coordinator for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division signoff. E-mail submittal of the final CSM in PDF form is preferred. Transmit to jrquamme@cityofmadison.com.

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 243-0554.

Sincerely,



Sydney Prusak, AICP
Planner

cc: Brenda Stanley, Engineering Division
Sean Malloy, Traffic Engineering
Jeff Belshaw, Water Utility
Jeff Quamme, Engineering Division—Mapping Section
Andy Miller, Office of Real Estate Services
Bill Sullivan, Fire Department