



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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April 30, 2020

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

RE: LNDCSM-2020-00007; ID 59190 – Certified Survey Map – 5133-5237 University Avenue (Tom Degen)

Dear Mr. Buhr;

The one-lot Certified Survey Map of property located at 5133-5237 University Avenue, Section 18, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The 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 Tim Troester of the City Engineering Division at 267-1995 if you have questions regarding the following four (4) items:

1. 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, contact either Tim Troester (West) at 261-1995 (ttroester@cityofmadison.com) or Brenda Stanley (East) 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 and must be cleared prior to the land division (and subsequent obsolesces of the existing parcel).
3. Add a note to the CSM: "Each lot shall be individually responsible for compliance with Madison Ordinance Chapter 37 requirements."
4. Add a note to the CSM: "No change in grades shall be allowed without the approval of the City Engineer."

Please contact Jeff Quamme of the City Engineering Division–Mapping Section at 266-4097 if you have questions regarding the following fourteen (14) items:

5. Due to the presence of City of Madison Public Sanitary Sewer through this site currently not within a recorded easement, the Certified Survey Map (CSM) shall grant a 15-foot wide Public Sanitary Sewer Easement on the face of the CSM for the sewer running north-south and for a 50-foot east to west portion along the south line of Certified Survey Map 207. The terms and conditions shall be as required by the City of Madison. Contact Jeff Quamme (jrquamme@cityofmadison.com) for the easement language to be included on the pending CSM. Only pavements for vehicular access, parking and pedestrian uses along with landscaping (excluding large over-story trees) will be permitted within the easement area. Provide a detail sheet with full dimensioning for the new easement on the CSM.
6. Due to the true location of the City of Madison Storm Box Culvert and a 24-inch storm sewer lead to the south connecting to the box culvert through this site, the owner shall grant a Public Storm Sewer Easement of adequate size and location to the City on the face of the CSM with the terms and conditions required by the City of Madison. Contact Jeff Quamme (jrquamme@cityofmadison.com) for the easement language to be included on the pending Certified Survey Map. Only pavements for vehicular access, parking and pedestrian uses along with landscaping (excluding large over-story trees) will be permitted within the easement area. Provide a detail sheet with full dimensioning for the new easement on the CSM.
7. A Public Sanitary Sewer and Storm Sewer Access Easement shall be granted by separate instrument drafted and recorded by City of Madison Real Estate Staff. The applicant shall provide a map exhibit and \$500 administrative fee to Jeff Quamme (jrquamme@cityofmadison.com) designating the aisles and paved areas required to provide adequate access to the new Public Sanitary Sewer and Storm Sewer Easements for maintenance and replacement of the public facilities. Upon the receipt of the materials and fees, a Real Estate project will be set up to administer the document. The document shall be recorded immediately after the pending Certified Survey Map has been recorded.
8. All rights that the City of Madison has within that portion of the public Sewer Easement per Document No. 623280 lying within the proposed Certified Survey map shall be released by the City of Madison.
9. Due to the true location of the City of Madison Storm Box Culvert through this site, the City of Madison shall release the existing Storm Sewer Easement per Document No. 1092266 just prior to the recording of the pending CSM.
10. Denote which easement line E6 and E9 represents the centerline of Document Nos. 830920 and 955207 on the map and in the table. Provide appropriate ties to each westerly end. Also, show both easements fully extending to the northwest line of this Certified Survey Map.
11. Change the Secretary of the Plan Commission to Matt Wachter.
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 (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).

13. Prior to Engineering final sign-off by main office for Certified Survey Maps, the final CSM shall be submitted in PDF format 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.
14. Conditions of approval noted herein are not intended to be construed as a review determining full compliance with City of Madison Ordinances and State of Wisconsin Statutes. The licensed professional preparing the land division is fully responsible for full compliance with all Ordinances and Statutes regulating this proposed land division.
15. Label the buildings on the CSM as "to be demolished." Also, change the labels of the access point to "Current Access Points" to avoid any interpretation of a restriction.
16. As per statute, the CSM must be tied by bearing(s) and length(s) to a boundary line of a quarter section in which the subdivision lies. This CSM is tied to a line of an adjacent quarter section. Provide a tie to a quarter line of the SE Quarter of Section 18.
17. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD), the new parcel data created by the Assessor's Office and the parcel data available to Zoning and Building Inspection staff prior to issuance of building permits for new construction.
18. The applicant shall submit to Jeff Quamme, prior to final Engineering sign-off of the subject CSM, 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 CSM: right of way lines (public and private); lot lines; lot numbers; lot/plat dimensions; street names, and; easement lines (including wetland and floodplain boundaries).

*This transmittal is a separate requirement than the required submittals to 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 submittal.

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

19. 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) will be required for all new residential development associated with this project. This development is within the West Park-Infrastructure Impact Fee district. Please reference ID# 20001 when contacting Parks Division staff about this project.

20. The following note should be included on the CSM: "Lots within this CSM are subject to impact fees that are due and payable at the time building permit(s) are issued."
21. Prior to sign off on the CSM the applicant shall execute a declaration of conditions and covenants for impact fees.

Please contact Heidi Radlinger of the Office of Real Estate Services at 266-6558 if you have any questions regarding the following eight (8) items:

22. All ownership consents and certifications for the subject lands shall conform to Wis. Stats. 236.21(2), 236.34(1)(dm) and 236.29 by including the language "...surveyed, divided, mapped and dedicated..."
23. If any portion of the lands within the CSM boundary are subject to an Option to Purchase or other Option interest please include a Certificate of Consent for the option holder.
24. 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 final sign-off.
25. City of Madison Plan Commission Certificate: The Plan Commission Secretary is Matthew Wachter.
26. There is a special assessment reported on the 5237 University Avenue parcel. All special assessments are due and payable prior to CSM approval sign-off. If special assessments are levied against the property prior to CSM approval sign-off they shall be paid in full pursuant to MGO Section 16.23(5)(g)1.
27. 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 (December 18, 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 owner shall email the document number of the recorded CSM to Heidi Radlinger as soon as the recording information is available.
29. Depict and dimension all existing improvements, and label those to be razed.

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 approved by the Common Council at its May 5, 2020 meeting.

Approval of this Certified Survey Map does not include any approval to demolish existing buildings or construct new buildings on the subject site. A letter with the conditions of approval for the related redevelopment of the site will be sent separately.

****NEW**** In order to commence the process for obtaining the necessary City signatures on the Certified Survey Map, the applicant shall e-mail the revised CSM, updated title report, and any other materials required by reviewing agencies to the reviewing planner. The reviewing planner will share the updated materials with the relevant commenting City agencies for them to verify that their conditions have been satisfied and that the secretary or designee may sign the Plan Commission approval certificate. Once the Plan Commission certificate is executed, the Planning Division will transmit the CSM to the City Clerk's Office for execution of the Common Council certificate.

Once all of the necessary City signatures have been affixed to the Certified Survey Map, the instrument will be returned electronically to the applicant by the Planning Division for printing and recording at the Dane County Register of Deeds Office. For information on recording procedures and fees, please 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 you may be of any further assistance, please do not hesitate to contact my office at 261-9632.

Sincerely,

Timothy M Parks

Timothy M. Parks
Planner

cc: Tim Troester, City Engineering Division
Jeff Quamme, City Engineering Division—Mapping Section
Sarah Lerner, Parks Division
Heidi Radlinger, Office of Real Estate Services