



PREPARED FOR THE PLAN COMMISSION

**Project Address:** 5027-5101 Tradewinds Parkway (District 16 – Ald. Tierney)

**Application Type:** Certified Survey Map

**Legistar File ID #** [63209](#)

**Prepared By:** Sydney Prusak, AICP, Planning Division

**Reviewed By:** Kevin Firchow, AICP, Principal Planner

In November 2020, a Certified Survey Map (CSM) application was submitted on behalf of Newcomb Construction to combine two parcels located at 5027 and 5101 Tradewinds Parkway into one-lot. The CSM request was necessitated due to the development of a one-story industrial flex building which, as proposed, currently crosses a platted lot line. Therefore, in order for the site plan to be approved by Building Inspection, the underlining lot line must be dissolved via a CSM.

During the agency review process, staff noted that an Official Map Street Reservation to extend Tormey Lane from Voges Road to Tradewinds Parkway went directly through the proposed lot and proposed building. That Official Map Reservation was approved by Resolution-20-00688 by the Common Council at their October 6, 2020 meeting. In consideration of this issue, the applicant requested a referral of this CSM to the April 12, 2021 Plan Commission meeting.

Since the referral request, the District Alder sponsored a resolution to amend the underlying Official Map Reservation and relocate the future street to the eastern end of the proposed lot. The Plan Commission reviewed the amendment at their March 22, 2021 meeting, and the Common Council granted final approval and adopted the amendment at their March 30, 2021 meeting. More information on that approval is available in the Legislative File linked [here](#).

Now that the Street Reservation no longer intersects the proposed building, the Planning Division recommends that the Plan Commission **approve** Resolution ID 63209 subject to the comments and conditions below

**Engineering Division** (Contact Brenda Stanley, at (608) 261-9127)

1. These lots were located in the floodplain at the time that this area was developed. Capitol Area Region Planning Commission(CARPC) has indicated that they need to review any development plans for these properties. Applicant shall provide a letter from CARPC confirming that the properties are now considered developable as condition of CSM approval.
2. The applicant is made aware that much of both of the lots making up the new lot - are in the regulatory FEMA floodplain. Prior to development a LOMA-F will be required to be submitted and approved by FEMA & the WDNR. Alternatively, the land may be developed while in the floodplain provided the site is filled 2' above the regional flood elevation as required by Zoning Code.
3. 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))

4. 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)

**Traffic Engineering Division** (Contact Sean Malloy, (608) 266-5987)

5. This Certified Survey Map is subject to an Official Map Street reservation adopted on March 31, 2021 by the Common Council as Resolution RES-21-00221 File ID 64346. The Certified Survey Map shall show the reservation.

**Engineering Division – Mapping Section** (Contact Jeffrey Quamme, (608) 266-4097)

6. This Certified Survey Map is subject to an Official Map Street reservation adopted on March 31, 2021 by the Common Council as Resolution RES-21-00221, File ID 64346. The Certified Survey Map shall show the reservation over part of the easterly 5 feet of this CSM. The area shall be restricted on the CSM from the construction of buildings or structures within the reservation area. Additionally, provide a 10' wide Permanent Easement to the City of Madison for Sloping and Grading adjacent to the roadway reservation. Contact Jeff Quamme for the CADD information for the reservation and for the easement text.
7. 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 or a nearly start.
8. Add text to the Private Storm Water Easement label on sheet 2 that the easement is also subject to a Declaration of Storm Water Management Easement per Document No. 5199214.
9. Remove the notes referring to Doc No's 4772073, 5367923 and 5368624 as all has been released and no longer encumbers this CSM.
10. 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) Also note that there is a new recently filed tie sheet by Michael Ziehr for the North Quarter Corner as some ties were recently missing.
11. 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.
12. Correct the dimension between the irons on the west side of the Lot to be 384.51. Also add the 20.00' dimension from the meander corners to the actual southwest and southeast corners of the Lot.
13. 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.

**Office of Real Estate Services** (Contact Heidi Radlinger, (608) 266-6558)

14. Prior to approval sign-off by the Office of Real Estate Services ("ORES"), the Owner's Certificate on the CSM 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(s) reported in the most recent title report. When possible, the executed original hard stock recordable CSM shall be presented at the time of ORES approval sign-off. If not, the City and the Register of Deeds are now accepting electronic signatures. A PDF of the CSM containing electronic signatures shall be provided to ORES to obtain approval sign-off.
15. 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.
16. 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 and executed prior to CSM sign-off.
17. 2020 real estate taxes are owed 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. This includes property tax bills for the prior year that are distributed at the beginning of the year. 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
18. There are special assessments reported on the subject property. Special assessments shall be paid in full pursuant to Madison General Ordinance Section 16.23(5)(g)1.
19. Pursuant to Madison City Ordinance 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 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 (7/27/2020) 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. ORES reserves the right to impose additional conditions of approval in the event the title update contains changes that warrant revisions to the CSM.

20. The owner shall email the document number of the recorded CSM to Heidi Radlinger as soon as the recording information is available.