



Department of Planning & Community & Economic Development

Planning Division

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May 21, 2014

Chris Adams
Williamson Surveying
104A W. Main St
Waunakee, WI 53597

RE: File No. LD 1404 – Certified Survey Map – 6301-6313 Odana Road

Dear Mr. Adams:

The certified survey of your client's property located at 6301-6313 Odana Road, Section 25, Township 7N, Range 8E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. A separate approval letter has been issued for the requested zoning map amendment approved by the Common Council May 20, 2014 and the demolition permit request approved by the Plan Commission on May 12, 2014. That letter has been provided to Bill Montelbano, project architect.

The conditions of approval from the reviewing agencies to be satisfied before final approval and recording of the CSM are:

Please contact Janet Schmidt of the City Engineering Division at 261-9688 if you have questions regarding the following nineteen (19) items:

1. The existing utility easements along the east, southerly and along the common lot line of Lots 2 and 3 of CSM 1578 shall note they are per Document No. 1414996.
2. Additional language shall be added to the 42' Building Setback per CSM No. 1578 stating "is hereby released by the City of Madison". The resolution for approval of the CSM is to have language authorizing the release of this setback.
3. The 30' and 10' building setbacks shown and noted on the CSM shall be clarified that they are "Private" building setbacks.
4. Language shall be added to the Deed Restriction note per Doc. No. 1431338 stating "No Building Permitted".
5. Add a note that US Highway 12 & 14 is an access controlled highway per Doc. No. 802720.
6. All curves shall have chords shown as required.

7. Note 1 on sheet 2 shall be revised to match the language required in the City of Madison Subdivision Ordinance.
8. Note 7 on sheet 2 Document 125823 shall be revised to 1258523.
9. The first course after the point of beginning in the legal description under the Surveyor's Certificate shall be revised to read "along said east line".
10. Show the limits of the existing pavement on site.
11. Correct Owner's Certificate spelling of 'Distric Council' to 'District Council' in all instances
12. 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.
13. Remove drainage arrows, notes (unless otherwise provided by City Engineering) and elevations from the face of the CSM.
14. The following note shall be added to the certified survey map. "All lots created by this certified survey map are individually responsible for compliance with Chapter 37 of the Madison General Ordinances in regard to storm water management at the time they develop."
15. A minimum of two (2) working days prior to requesting City Engineering signoff on the plat/csm the applicant shall contact Janet Dailey (608-261-9688) 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). (POLICY)
16. All outstanding 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 Janet Dailey (608-261-9688) 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))
17. 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 condition reports for all monuments, including center of sections of record, used in this survey, to Eric Pederson, City Engineering. 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. The Applicant shall identify monument types on all PLS corners included on the Plat or CSM. Note: Land tie to two PLS corners required.
18. In accordance with Section s.236.34(1) (c) which says a CSM shall be prepared in accordance with s.236.20(2) (c) & (f), Wisconsin Statutes, the Applicant must show type, location and width of any and all easements. Clearly identify the difference between existing easements (cite Register of Deeds recording data) and easements which are being conveyed by the Plat/CSM. Identify the owner and/or benefiting interest of all easements.

19. Prior to Engineering final sign-off by main office for Certified Survey Maps (CSM), final 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 epederson@cityofmadison.com

Please contact Kay Rutledge at 266-4717 if you have questions regarding the following three (3) items:

20. All proposed street tree removals within the right of way shall be reviewed by City Forestry. Please submit an existing inventory of trees (location, species, & DBH) and a tree removal plan (in PDF format) to Dean Kahl – dkahl@cityofmadison.com or 266-4816. 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. Please reference ID# 14116 when contacting Parks about this project.
21. Additional street trees are needed for this project. All street tree planting locations and trees species with the right of way shall be reviewed by City Forestry. Please submit a tree planting plan (in PDF format) to Dean Kahl – dkahl@cityofmadison.com or 266-4816. Approval and permitting of tree planting shall be obtained from the City Forester and/or the Board of Public Works prior to the approval of the site plan. Tree planting specifications can be found in section 209 of City of Madison Standard Specifications for Public Works Construction – <http://www.cityofmadison.com/business/pw/documents/StdSpecs/2013/Part2.pdf>.
22. 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. Tree protection specifications can be found in section 107.13 of City of Madison Standard Specifications for Public Works Construction - <http://www.cityofmadison.com/business/pw/documents/StdSpecs/2013/Part1.pdf>.

Please contact Jenny Frese, Office of Real Estate Services if you have questions regarding the following eight (8) items:

23. Prior to requesting approval sign-off, executed signature block certifications shall be included for all parties of interest, pursuant to Wis. Stats. 236.21(2)(a). All signatory parties shall provide documentation that proves said signatories have legal authority to sign the Owner's Certificate.
24. A certificate of consent by all mortgagees/vendors shall be included following the Owner's Certificate(s) and executed prior to approval sign-off. Please include a Consent of Mortgagee for David L. Rusch and Kent A. Rusch.
25. If there are leases in excess of one year, a Consent of Lessee shall be included on the CSM for each tenant and executed prior to approval sign-off.

26. As of May 03, 2014 the 2013 real estate taxes are delinquent for the subject property. Under 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. Please verify totals prior to the day of sign-off, as penalty and interest amounts differ from what was reported in the title report.

Ordinance Enactment No. ORD-08-00094, ID No. 10847, Enactment Date 8/23/2008, requires that special assessments be paid in full prior to CSM approval. Please verify totals prior to sign-off, as penalties and interest change monthly.

27. Prior to CSM approval sign-off, please verify Janet Schmidt at City Engineering (261-9688) or Sharon Pounders at the Water Utility (266-4641) that storm water management fees are paid in full.
28. Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish to the City's Office of Real Estate Services, as well as the survey firm preparing the proposed CSM, an updated title report covering the period between the date of the initial title report (02-18-2014) and the date when approval sign-off is requested. Surveyor shall update the CSM with the most recent information reported in the title update.
29. The owner shall email the document number of the recorded CSM to Jenny Frese at the City's Office of Real Estate Services at jfrese@cityofmadison.com as soon as the recording information is available.
30. The following revisions to the CSM shall be made:
- a. Reconcile Note #7 on Sheet 2 of the proposed CSM with the title update when prepared, as Doc. No. 1431338 appears to have been labeled in error on the 60-year report. This document should only be referenced once.
 - b. Coordinate with City staff regarding the potential need for public utility easement releases for those set forth in prior Plat and CSM 1578, to be recorded prior to sign-off approval. Clarify which easements are set forth in the proposed CSM and label existing easements to remain by Document Number.
 - c. Include a Note on Sheet 2 for the Findings Declaration recorded as Doc. No. 802720 that is an encumbrance in title.
 - d. Satisfactions or releases for all mortgages, liens, judgments, delinquencies or other instruments that no longer encumber the lands or ownership within the CSM boundary shall be recorded prior to CSM approval sign-off.

Please contact my office at 267-1150 if you have questions regarding the following two (2) items:

31. That with this approval, the Plan Commission grants a variance of Section 16.23(8)(a)3a allowing a buffer strip along the Beltline Highway (USH 12 and 14) to be less than the required 30 feet. The approved buffer area shall be the area that is between 5-6 feet, generally consistent with the existing area as shown on the proposed site plan. The landscape plan for the buffer area shall be revised to clearly

identify the existing species and include some evergreen plantings to provide better year round screening. This information shall be provided for staff approval.

32. That with this approval, the Plan Commission reduces the rear building setback from 42 to 20 feet.

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 on May 20, 2014.

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.

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. The owner shall furnish to the Office of Real Estate Services and the survey firm preparing the CSM an updated title report covering the period between the date of the initial title report and the date when final signoff is requested. The surveyor shall update the CSM with the most recent information reported in the title update.

Upon acceptance and recording of the certified survey map by the Dane County Register of Deeds, please transfer the recorded volume, document number, and page numbers to the copies and forward a copy to this office for our records. The original survey map with the recording information is permanently kept on file in the Dane County Register of Deeds Office. A copy of the recorded document can be obtained from the Register of Deeds Office, Room 110, City-County Building or the Real Estate Office in the Madison Department of Planning and Development.

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 six (6) 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 267-1150.

Sincerely,

Kevin Firchow, AICP
Planner

cc: Janet Schmidt, City Engineering Division
Sally Sweeney, City Assessor's Office
Eric Halvorson, Traffic Engineering Division
Kay Rutledge, Parks Division
Dennis Cawley, Madison Water Utility
Jennifer Frese, Office of Real Estate Services
Dan Everson, Dane County Land Records and Regulations