



Department of Planning & Community & Economic Development

Planning Division

Katherine Cornwell, Director

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August 10, 2015

Kay Rutledge
City of Madison Parks Division
210 MLK Jr. Blvd., Rm 104
Madison, WI 53715

RE: Certified Survey Map – 109 and 115 South Fair Oaks Avenue

Dear Ms. Rutledge;

Your four-lot certified survey of property located at 109 and 115 South Fair Oaks Avenue, Section 5, Township 7N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is currently zoned TE (Traditional Employment), but Lots 1, 2, and 3 are being rezoned to PD-SIP (Planned Development-Specific Implementation Plan) pursuant to an August 4 approval by the Common Council. The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

Please contact Janet Schmidt of the City Engineering Division at (608) 261-9688 if you have questions regarding the following eleven (11) items:

1. Union Pacific no longer owns the adjacent railroad right of way. It is now owned by the State of WI and leased to WSOR. Update maps and text where applicable.
2. The applicant shall amend the CSM to show existing wetlands and flood plain.
3. The Applicant acknowledges the City Engineer's and City Traffic Engineer's desire to have a public bike path located through the lots within this CSM. The Applicant shall work with City Engineering and City Traffic Engineering to determine a location for the facilities such that a path can be located from Sugar Maple Lane to a proposed future bridge crossing Starkweather Creek and continuing northerly to Fair Oaks Avenue. The new path is anticipated to be built by the City in conjunction with the build out of the proposed redevelopment.
4. The Applicant shall dedicate a public pedestrian and bike path easement across Lot 1 of the CSM in a location to be determined by the City Engineer or City Traffic Engineer. If the easement dedication is to be done on the face of the CSM the City shall provide additional easement language for inclusion in the notes. If the easement is to be done by a separate easement document the City shall review and approve the easement language prior to recording. The recorded easement shall be cited in the notes on the CSM.

5. The Applicant shall record the necessary cross access, interlot drainage and private utility easements and maintenance agreements necessary for the development. The easement agreements will be recorded concurrently with the proposed CSM.
6. Necessary easement releases shall be accomplished in coordination with City Engineering Mapping and the City of Madison Office of Real Estate Services.
7. A note shall be added to the CSM: See separate recorded documents addressing easements/agreements for public access, private access, private utilities, public utilities and storm water drainage between lots within this Certified Survey Map.
8. All separate documents to be recorded as part of this redevelopment shall be reviewed and approved prior to final sign off of the Certified Survey Map.
9. A minimum of two (2) working days prior to requesting City Engineering signoff on the CSM the applicant shall contact Janet Schmidt (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).
10. 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 Schmidt (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).
11. 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, Engineering requests a copy of the latest tie sheet on record with Dane County Surveyor's office to be attached to the monument condition report. The Applicant shall identify monument types on all PLS corners included on the Plat or CSM. **Note: Land tie to two PLS corners required**

Please contact Jenny Frese of the Office of Real Estate Services at (608) 267-8719 if you have any questions regarding the following five (5) items:

12. OWNER'S CERTIFICATION

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). City staff shall collect all signatures.

13. CERTIFICATE AND CONSENT REQUIREMENTS

- a. A Consent of Lessee shall be included for all tenant interests in excess of one year, recorded or unrecorded, and executed prior to CSM sign-off.
- b. Please revise the City of Madison Plan Commission Certificate to show the name of the interim director, as follows:

Approved for recording per the Secretary of the City of Madison Plan Commission.

By: _____ Date: _____
Natalie Erdman, Interim Secretary of the Plan Commission

- c. Move the notary blocks for the Owner's Certificate so they appear under the signature blocks for the Mayor and Clerk.
- d. Include the entire legal name of the city in the Owner's Certificate: City of Madison, a Wisconsin municipal corporation.

14. ENVIRONMENTAL SITE ASSESSMENT

The Environmental Site Assessments completed for the land within the CSM boundary, specifically the public dedication areas, require review and approval by Brynn Bemis in city Engineering.

15. TITLE REPORT UPDATE

Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), an updated title report shall be provided by the City prior to approval sign-off. The report shall search the period subsequent to the date of the initial title report (6-30-2015) submitted with the CSM application and include all associated documents that have been recorded since the initial title report. The CSM shall be updated with the most recent information reported in the title update.

16. CSM REVISION REQUIREMENTS

17. Per Notes 5, 6 & 7 on Sheet 9 of the CSM, coordinate with City staff for the creation of Real Estate projects to accomplish the necessary easement releases, as well as any new agreements required for the property.

Note: Approval of this CSM does not confer any approval to demolish any existing buildings or construct any new buildings. A letter regarding the related rezoning has been sent separate from this letter.

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

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 [jqumme@cityofmadison.com](mailto:jrqumme@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 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 266-5974.

Sincerely,

Heather Stouder
Planner

cc: Janet Schmidt, City Engineering Division
Dan Rodman, Parks Division
Sally Sweeney, City Assessor's Office
Dan Rolfs, Office of Real Estate Services
Jenny Frese, Office of Real Estate Services
Dan Everson, Dane County Land Records and Regulations