



Department of Planning & Community & Economic Development  
**Planning Division**

Website: [www.cityofmadison.com](http://www.cityofmadison.com)

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October 19, 2012

Michelle L. Burse  
Burse Surveying & Engineering, Inc.  
1400 E. Washington Avenue, Suite 158  
Madison, Wisconsin 53703

RE: File No. LD 1222 – Certified Survey Map – 502 S. Park Street and 917-925 Drake Street (Gallina Corp.)

Dear Ms. Burse;

The one-lot certified survey combining your client's property located at 502 S. Park Street and 917-925 Drake Street, Section 23, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property was recently rezoned PUD-GDP-SIP. The conditions of approval from the reviewing agencies to be satisfied before final approval and recording of the CSM are:

**Please contact Janet Dailey of the City Engineering Division at 261-9688 if you have questions regarding the following five (5) conditions:**

1. Note: City records indicate the property is not currently owned by the name listed in the CSM Owner's Certificate.
2. Given the property's historical use, if dewatering is required with the related redevelopment, the owner shall contact Brynn Bemis at 267-1986 and submit groundwater quality results.
3. The developer shall enter into a City/ Developer agreement for the installation of public improvements required to serve this CSM. The developer shall be required to provide deposits to cover City labor and materials and surety to cover the cost of construction. The developer shall meet with the City Engineer to schedule preparation of the plans and the agreement. The City Engineer will not sign off on this CSM without the agreement executed by the developer.
4. A minimum of 2 working days prior to requesting City Engineering Division signoff on the CSM, the applicant shall contact Janet Dailey (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).
5. 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 Division. 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.

**Please contact Dennis Cawley of the Madison Water Utility at 261-9243 if you have questions about the following item:**

6. All operating private wells shall be identified and permitted by the Water Utility in accordance with MGO Section 13.21. All unused private wells shall be abandoned in accordance with MGO section 13.21.

**Please contact Jennifer Frese of the Office of Real Estate Services at 267-8719 if you have any questions regarding the following seven (7) items:**

7. Prior to requesting approval sign-off, executed signature block certifications shall be included for all parties of interest, pursuant to Madison City Ordinance Section 16.23(5)(g)4 and 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. Please update the owner certificate and corresponding notary acknowledgement to reflect the following parties shown in the title report:

→ The Peter J. Dottl and Mary P. Dottl Joint Revocable Trust, dated January 31, 2006

8. A certificate of consent by the mortgagee/vendor shall be included following the Owner(s) Certificate for each of the mortgagees/vendors listed below:

→ Oak Bank

9. All ownership and mortgage certifications shall conform to Wis. Stats. 236.21(2) and 236.29 by including the language ..."surveyed, divided, mapped and dedicated"...
10. Disclose any tenancy in excess of one year and provide the document number or tenancy description as a note on the face of the CSM.
11. Please update the space provided for the date in the Madison Common Council Certificate to read "20\_\_" instead of "200\_\_".
12. As of August 8, 2012, the 2011 real estate tax bills are partially paid for the subject property, with the second installment still owed on two of the parcels. There are no special assessments owed; however, there are outstanding stormwater fees for two of the subject parcels. Prior to final approval for recording, the owner shall provide paid receipts for all amounts outstanding.

| Parcel Address  | Tax Parcel No.      | Total Tax Amount | Outstanding Taxes | Stormwater Fees |
|-----------------|---------------------|------------------|-------------------|-----------------|
| 917 Drake St.   | 251-0709-233-1501-8 | \$5,021.94       | \$0               | \$153.43        |
| 921 Drake St.   | 251-0709-233-1502-6 | \$1,605.83       | \$802.92          | \$0             |
| 923 Drake St.   | 251-0709-233-1503-4 | \$5,003.51       | \$0               | \$0             |
| 925 Drake St.   | 251-0709-233-1504-2 | \$4,872.21       | \$0               | \$378.68        |
| 502 S. Park St. | 251-0709-233-1522-4 | \$9,714.19       | \$4,857.10        | \$0             |
|                 |                     | <b>Total</b>     | <b>\$5,660.02</b> | <b>\$532.11</b> |

13. The following CSM revisions shall be made:
- a.) Please update the legal description on the heading of each CSM sheet to be consistent with the legal description of said lands in title; e.g.; include "Block 18".
- b.) Update the "Surveyed For:" information on Sheet 1.
- c.) Depict and dimension all existing improvements (buildings, drives, parking lots, etc.), encroachments, wells and septic systems associated with the lands described for the proposed CSM. (Well abandonment: ref. NR 141).

- d.) Create and record, or show as being dedicated in the proposed CSM, easements for utility and drainage rights of way when the utility or drainage physically exists, but no document for it exists in record title.

**The Planned Unit Development (PUD) zoning of the subject property shall receive final staff approval and be received for recording by the Zoning Administrator prior to the final approval and recording of this CSM. Please contact my office at 261-9632 if you have questions about this requirement.**

**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 October 2, 2012.**

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 [epederson@cityofmadison.com](mailto:epederson@cityofmadison.com).

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 you may be of any further assistance, please do not hesitate to contact my office at 261-9632.

Sincerely,

Timothy M. Parks  
Planner

cc: Janet Dailey, City Engineering Division  
Dennis Cawley, Madison Water Utility  
Jennifer Frese, Office of Real Estate Services  
Dan Everson, Dane County Land Records and Regulations