



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

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

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October 19, 2012

Brett Stoffregan  
D'Onofrio Kottke & Associates  
7530 Westward Way  
Madison, Wisconsin 53717

RE: File No. LD 1233 – Certified Survey Map – 117-129 State Street and 120-124W. Mifflin Street  
(Central Focus, LLC/ Block 100 Foundation, Inc.)

Dear Mr. Stoffregan;

The one-lot certified survey combining your client's property located at 117-129 State Street and 120-124 W. Mifflin Street, Section 23, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned C4 (Central Commercial District). 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 three (3) conditions:**

1. The developer shall enter into a City/ Developer agreement for the installation of public improvements required to serve this project. 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.
2. 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).
3. 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 Jennifer Frese of the Office of Real Estate Services at 267-8719 if you have any questions regarding the following seven (7) items:**

4. Prior to requesting final approval prior to recording, executed signature block certifications shall be included for all parties of interest, pursuant to MGO 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. The title report shows the following parties have an ownership interest in the lands within the CSM and shall be signatories on the Owner's Certificate:  
  
→ Central Focus, LLC
5. A certificate of consent by each mortgagee/vendor shall be included following the Owner(s) Certificate.
6. 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"...
7. 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.
8. Include the following Common Council Certificate on the CSM. This certificate is required when dedication of land and the conveyance of rights in land are required. For parcels located within the City of Madison, the Madison Common Council Certificate shall appear as follows:

**Madison Common Council Certificate:**

Resolved that this certified survey map located in the City of Madison was hereby approved by Enactment Number\_\_\_\_\_, File ID Number \_\_\_\_\_, adopted on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_, and that said enactment further provided for the acceptance of those lands dedicated and rights conveyed by said Certified Survey Map to the City of Madison for public use.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2012

\_\_\_\_\_  
Maribeth L. Witzel-Behl, City Clerk  
City of Madison, Dane County Wisconsin

9. As of October 2, 2012 the 2011 real estate taxes are paid for the subject property. Stormwater fees are owed for each parcel. \*There are three separate accounts for the property at 119 State Street; one of which has a credit of \$602.46. However, the combined amount (\$3.49) for the other two accounts are handled separately and still owed. There are final special assessments owed for one of the above parcels. The special assessments owed for the following parcels are:

Parcel Address	Tax Parcel No.	Taxes	Specials		Storm Water
			Sewer	Street Imp.	
119 State Street	251-0709-231-0105-3	Paid	\$218.93	\$1,865.55	\$3.49*
121 State Street	251-0709-231-0106-1	Paid	\$0		\$3.19
125 State Street	251-0709-231-0107-9	Paid	\$0		\$1.49
129 State Street	251-0709-231-0108-7	Paid	\$0		\$3.36

122-24 W. Mifflin St.	251-0709-231-0109-5	Paid	\$0	\$1.68
120 W. Mifflin St.	251-0709-231-0110-2	Paid	\$0	\$2.77
Total		\$0	\$2,084.48	\$15.98

10. The following CSM revisions shall be made:

- a.) Depict and identify by document number all existing easements cited in the most recent title report.
- b.) Please add a note on the proposed CSM stating that the lands within the CSM boundary are subject to an Encroachment Agreement, followed by the recording information for the Agreement. Coordinate with the City's Office of Real Estate Services to have the agreement recorded so the recording information can be added to the Note prior to CSM approval sign-off.
- c.) Include a complete and accurate legal description of the lands that are to be included in the proposed CSM that is consistent with the description in record title.
- 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.
- e.) Record satisfactions or releases for all mortgages, liens, judgments, or other instruments that encumber the title of the subject lands, but where the purpose for such instrument has been satisfied, fulfilled or resolved.

**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 is scheduled for approval by the Common Council on October 30, 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 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