



Department of Planning & Community & Economic Development

## Planning Division

Katherine Cornwell, Director

Madison Municipal Building, Suite LL-100

215 Martin Luther King, Jr. Boulevard

P.O. Box 2985

Madison, Wisconsin 53701-2985

Phone: (608) 266-4635

Fax (608) 267-8739

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

October 22, 2014

Eric W. Sandsnes  
Royal Oak & Associates, Inc.  
3678 Kinsman Boulevard  
Madison, Wisconsin 53704

RE: File No. LD 1312 – Certified Survey Map – 2701 S. Stoughton Road and 4501 Tompkins Drive (Weir Minerals)

Dear Mr. Sandsnes;

Your revised one-lot certified survey of property located at 2701 S. Stoughton Road and 4501 Tompkins Drive, Sections 21 and 22, Township 7N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The site is zoned IG (General Industrial District). 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 261-9688 if you have questions regarding the following twenty-three (23) items:**

1. Verify square footage: the computations do not match Surveyor's Certificate. Also, the Surveyor's Certificate does not match the Lot 1 Map labeled square footage.
2. Label S. Stoughton Road to include "Frontage Road".
3. Easement amendment with the City's Office of Real Estate Services shall be finalized and signed before final sign-off of the Certified Survey Map (CSM).
4. The applicant has executed an easement amendment with the City for Real Estate Project 4766 for the stormwater conveyance cullette that bisects the property. The conditional approval of this CSM will provide authorization for the City to execute and record the document. Upon the recording of the document by Real Estate staff, add the document number and title of the amendment to the CSM prior to final sign-off.
5. Along with the language already included on the CSM for the Public Sanitary Sewer Easement, additional separate language for the Public Water Main Easement being created shall be added to the CSM that includes maintenance provisions for each party, access rights, etc. Contact Jeff Quamme for the standard language at [jquamme@cityofmadison.com](mailto:jquamme@cityofmadison.com).

6. The applicant shall provide an access easement across the proposed lot and within the driving and parking area to allow for maintenance vehicles to access the public sewer main, since the actual sanitary sewer easement does not coincide with a drivable surface.
7. Include a note that this CSM is subject to the restriction noted on CSM 6929: “This lot shall receive and convey runoff from adjacent lands to the east according to the drainage arrows as recorded on the Fourth Addition to Glendale Industrial Park.”
8. The CSM shall dedicate new Public Sanitary and Water Main Easements that will encompass the City of Madison facilities in their as-built locations. The applicant shall confirm in writing that the facilities were located in the field and the easements cover all of those facilities as located.
9. Several easements and portions of easements that will not be necessary, or superseded with the new easements to be dedicated, shall be released by a document drafted by the City’s Office or Real Estate Services under Real Estate Project 10253. The easements to be released are as follows:
  - a.) Entire Public Utility Easement per CSM No. 6929, Document No. 2412481;
  - b.) Partial release of a Public Water and Public Sanitary Sewer Easement per Document No. 991470 lying within this proposed CSM;
  - c.) Partial release of a Public Sanitary Sewer Easement per Document No. 1111238 lying within this proposed CSM;
  - d.) 10-foot Wide Utility Easement along the West line of previous Lot 19 of East Addition to Glendale Industrial Park – This portion was not released by Document No. 2160694;
  - e.) Entire Public Sanitary Sewer Easement per Document No. 1115213;
  - f.) Entire Sanitary Sewer Easement per Document No. 1119617;
  - g.) Entire Public Sanitary Sewer Easement per Document No. 991471.
10. The applicant shall check all closures and dimensions for the easements being created on this CSM. The easement dimensioning will be checked by City staff on the draft provided prior to final sign-off. Please add bearings and distances to Detail “B” on sheet 2 for the two easements. Change the line type on one of the easements on the CSM to provide clarity on the limits of each easement.
11. Add the right of way line for Tompkins Drive on Detail “A” on sheet 2.
12. Provide coordinate values for the Northeast Corner of Section 21.
13. Remove the two Public Water Main Easements in the northwesterly quadrant of the CSM. These mains are private and are not City of Madison facilities.
14. Add the 6-foot Underground Electric Easement per Document Nos. 2160695 and 2166702 along the north side of the CSM lying east of the Greenway.
15. Add the recorded as data around the Storm Water Drainage Easement per Document No. 1536352. Also review the 424.82 and 72.52 dimensions on the north side of the easement. They vary

substantially from the document. It appears a revision may be needed. Add language to the label for the easement that includes the easement amendment document number.

16. For clarity, please add a label on sheet 4 to the 30-foot wide portion of the Sanitary Sewer and Water Main Easement per Document No. 991470 adjacent to this CSM on the adjacent Lot 1, Fourth Addition to Glendale Industrial Park. Also, show over the north 30-foot of adjacent Lot 1 of CSM 7984 the Sanitary Sewer and Water Main easement per Document No. 1073401.
17. Move any new public utility easements running longitudinally within any Sanitary Sewer or Water Main easement outside of those easements to avoid dry utility installations in conflict with any City of Madison facilities.
18. Add proper language to grant the public utility easements shown on the CSM.
19. Revise the course in the legal description stating it is running along the South line of said Lot 18. This is incorrect and does not run along that line.
20. Add as notes that this CSM is subject to Document Nos. 4345297 and 4395302. These easements grant easement rights under certain circumstances to the City of Madison and are to be added to the CSM.
21. A minimum of two (2) working days prior to requesting City Engineering signoff on the plat/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).
22. All outstanding Madison Metropolitan Sewerage District (MMSD) and City of Madison sanitary sewer connection charges are due and payable prior to City Engineering Division sign-off, unless otherwise collected with a Developer's/ Subdivision Contract. Contact Janet Schmidt (261-9688) to obtain the final MMSD billing a minimum of 2 working days prior to requesting City Engineering Division signoff.
23. 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 CSM. Identify the owner and/or benefiting interest of all easements.

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

24. Note: All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility per MGO Sec. 13.21.

**Please contact Bill Sullivan of the Madison Fire Department at 261-9658 if you have questions regarding the following item:**

25. Coordinate addresses for each existing building with the City Engineering Division (Lori Zenchenko, 266-5952).

**Please contact Jenny Frese of the Office of Real Estate Services at 267-8719 if you have any questions regarding the following six (6) items:**

26. Prior to requesting final sign-off, executed signature block certifications shall be included for all parties of interest, pursuant to 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.
27. If mortgages are of record, a certificate of consent for all mortgagees/vendors shall be included following the Owner's Certificate(s) and executed prior to final sign-off.
28. The applicant shall be aware that the western portion of the property is located within City of Madison Tax Increment District (TID) 39. The lot consolidation proposed by this CSM will not change the boundary of TID 39. Any change to the boundary will require a formal boundary amendment process as outlined in Wis. Stats. 66.1105. Any request for TIF assistance on the portion of the property that is not currently in TID 39 would require a boundary amendment, as well as compliance with the City's TIF Policy.
29. Under 236.21(3) Wis. Stats. and MGO Section 16.23(5)(g)(1), the property owner shall pay all real estate taxes and special assessments that are accrued or delinquent for the subject property prior to CSM recording. As of the writing of this letter, the 2013 real estate taxes are paid for the subject properties and there are no special assessments reported.
30. Prior to final CSM sign-off, please verify with Janet Schmidt of the City Engineering Division (261-9688) or Sharon Pounders at the Water Utility (266-4641) that stormwater management fees are paid in full.
31. Revise the CSM prior to final sign-off as follows:
  - a.) Correct the typos in the legal description header on Sheet 1.
  - b.) Depict the underlying lot lines and lot and outlot numbers per prior plat and CSM within the CSM boundary.
  - c.) Include the easement width in the label on Sheet 2 for the public electric easement created by this CSM.
  - d.) Include the easement width in the label on Sheet 2 for the public water main easement created by this CSM.
  - e.) Reconcile the depiction of the easement limits for the public water main easement created on Sheet 2 and 4 to make them consistent.

- f.) Add Creation of Easement Rights language for the new public water main easement created by this CSM.
- g.) Carry over notes from prior CSM 6929.
- h.) Once recorded, add a label with the description and document number for the Easement Amendment to Document No. 1536352 on Sheet 4.
- i.) Either depict and label the two Underground Electric Easements recorded as Document Numbers 2160695 and 2166702 or prepare exhibits and legal descriptions to be placed in an Easement Release document.
- j.) An easement release document for Sanitary, Water and Public Utility Easements shall be prepared and recorded by the City of Madison Office of Real Estate Services as RE Project 10253 with a \$500 administrative fee. Once recorded, include a note on the CSM describing said release by document number.
- k.) Copies of recorded Public Utility Easement releases from all utility companies having rights in the Public Utility Easement (PUE) created by CSM 6929 and Lot 19 East Addition to Glendale Industrial Park shall be provided prior to recording the City's release of the same for those areas requiring release of rights.
- l.) Provide a revised PUE Release Map to be included as an exhibit to the easement release document. Said exhibit shall show only those easements being released within the CSM boundary: 6-foot and 10-foot PUE created by CSM 6929 and 6-foot PUE created by East Addition to Glendale Industrial Park over Lot 19.
- m.) Provide a revised exhibit to be included with the City's easement release document entitled Water Main and Sanitary Sewer Release Map. Accurately depict and describe the easements to be released that were set forth in the following Document Numbers: 1115213, 1119617, 1111238, 991470 and 991471.
- n.) Include notes that describe the DCCR's per Document Nos. 4345297 and 4395302.
- o.) When the title update is ordered, coordinate with the title company to verify if document Numbers 1089300 and 1271308 can be removed, as they do not appear to be located within the CSM boundary.

**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 21, 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](mailto: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 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 261-9632.

Sincerely,

Timothy M. Parks  
Planner

cc: Janet Schmidt, City Engineering Division  
Dennis Cawley, Madison Water Utility  
Bill Sullivan, Madison Fire Department  
Jenny Frese, Office of Real Estate Services  
Dan Everson, Dane County Land Records and Regulations