



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

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October 17, 2013

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

RE: File No. LD 1333 – Certified Survey Map – 105-113 S. Mills Street and 1018-1022 Mound Street (Meriter Hospital/ Gallina Corp.)

Dear Ms. Burse;

The one-lot certified survey combining your client's property located at 105-113 S. Mills Street and 1018-1022 Mound Street, Section 23, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The site is zoned PD (Planned Development 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 ten (10) conditions:**

1. A copy of resolution RES-13-00597 in regard to the vacation/discontinuance of St. James Court is to be recorded by the City Clerk at the Register of Deeds office. This document shall be referenced on the final Certified Survey Map (CSM).
2. Include all "recorded as" information where appropriate on the perimeter of the CSM.
3. Note the lot distance of 152.10' along the south line of Lot 1.
4. The sub-distances between irons should be checked with the total distance of the boundary along the west side of the CSM. Also provide the 8.25' distance between the southern two most irons along the 108.86-foot boundary line.
5. The site plan for this project refers to a future 5-foot Landscape and Driveway Easement along the northerly half of the east side of this project. It is anticipated this easement would be recorded after this CSM is recorded. If it is recorded prior to the recording of this CSM, the easement shall be shown and labeled on this CSM.
6. If the lots within this certified survey map are inter-dependent upon one another for stormwater runoff conveyance, and/or a private drainage system exists for the entire site an agreement shall be provided for the rights and responsibilities of all lot owners. Said agreement shall be reviewed and placed on file by the City Engineer, referenced on the certified survey map and recorded at the Dane County Register of Deeds.

7. The following note shall be added to the CSM: "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."
8. 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).
9. 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.
10. In accordance with s. 236.18(8), Wisconsin Statutes, the applicant shall reference City of Madison WCCS Dane Zone, 1997 Coordinates on all PLS corners on the CSM in areas where this control exists. The surveyor shall identify any deviation from City Master Control with recorded and measured designations. The City has established WCCS, Dane Zone Coordinates on all PLS corners within its corporate boundary. Visit the City Engineering Division at [http://gis.ci.madison.wi.us/Madison\\_PLSS/PLSS\\_TieSheets.html](http://gis.ci.madison.wi.us/Madison_PLSS/PLSS_TieSheets.html) for current tie sheets and control data. If a surveyor encounters an area without a published WCCS Dane Zone 1997 value, contact the City Engineering Division for this information.

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

11. Note: Per MGO Section 13.21, all wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility.

**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:**

12. Prior to requesting approval sign-off of the CSM, executed signature block certifications shall be included for all parties of interest, pursuant to MGO Section 16.23(5)(g)4 and Wis. Stats. Section 236.21(2)(a). All signatory parties shall provide documentation that proves said signatories have legal authority to sign the Owner's Certificate.
13. A certificate of consent by all mortgagees/vendors as shown on the report of title and update shall be included following the Owner(s) Certificate and shall be executed prior to final sign-off.
14. 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.

15. The 2012 real estate taxes are paid for the subject property, but there are special assessments reported as noted below. Per MGO Section 16.23(5)(g), the property owner shall pay all real estate taxes and special assessments for the subject property prior to CSM recording. Please provide staff with proof of payment.

Parcel Address	Tax Parcel No.	Special Assessments	
		<i>Sewer Lateral</i>	<i>Street Improvements</i>
105 S. Mills Street	251-0709-233-0404-5	\$441.75	\$423.44
107 S. Mills Street	251-0709-233-0405-3	\$472.72	\$715.50
113 S. Mills Street	251-0709-233-0406-1	\$392.20	\$391.22
1022 Mound Street	251-0709-233-0407-9	\$1,299.00	\$2,055.30
1020 Mound Street	251-0709-233-0408-7	\$1,249.45	\$1,021.50
1018 Mound Street	251-0709-233-0409-5	\$1,038.35	\$855.00
Subtotal		\$4,893.47	\$5,461.96
<b>Total</b>		<b>\$10,355.43</b>	

16. Please verify that stormwater management charges are paid in full by contacting Janet Dailey with City Engineering (261-9688) or Sharon Pounders with the Madison Water Utility (266-4641).

17. The following CSM revisions shall be made:

- a.) Create notes that define the purpose of and the ownership of (whether public or private) all outlots. The note for an outlot dedicated to the public shall say: "Dedicated to the public for \_\_\_\_\_ purposes."
- b.) Label and describe the recently vacated St. James Court by the Resolution Doc. No. 5019405.

**The demolition permit and Planned Development zoning approval for subject property shall receive final staff approval and be accepted 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 15, 2013.**

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).

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 261-9632.

Sincerely,

Timothy M. Parks  
Planner

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