



Department of Planning & Community & Economic Development

Planning Division

Katherine Cornwell, Director

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April 29, 2014

Adam Gross
Snyder & Associates, Inc.
5010 Voges Road
Madison, Wisconsin 53718

RE: File No. LD 1403 – Certified Survey Map – 627 N. Lake Street (Sigma Alpha Epsilon Corp.)

Dear Mr. Gross;

The one-lot certified survey of property located at 627 N. Lake Street, Section 14, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned DR-2 (Downtown Residential 2 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 seven (7) items:

1. The brass cap monument shown as the Southwest Corner of Section 14 is actually a meander corner. Revise the map accordingly and also show the true corner location with dimensions. Provide Dane County Coordinates for all Section corner and meander corners.
2. Provide a vertical benchmark with a description and elevation along with a basis of datum statement on the survey.
3. The Ordinary High Water Elevation for Lake Mendota is 850.7, not 850.5. Also graphically show the 850.7 ordinary high water mark on the survey and use it for the lake side boundary. Revise dimensions as required.
4. The plat name in the legal description and on the headers shall be revised to “Madison Manufacturing Company’s Replat of a Part of Lots 1, 2, 3 & 4, Block 3”.
5. Add a line type for the previously platted line in the legend on Sheet 2.
6. 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.

7. In accordance with Section s. 236.18(8), Wisconsin Statutes, the applicant shall reference City of Madison WCCS Dane Zone 1997 Coordinates on all PLS corners on the plat 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 website for current tie sheets and control data (http://gis.ci.madison.wi.us/Madison_PLSS/PLSS_TieSheets.html). 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:

8. Note: All operating private wells shall be identified and permitted by the Madison Water Utility and all unused private wells shall be abandoned in accordance with MGO Sec. 13.21.

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

9. Note: The Madison Fire Department supports the combination of these lots as a means to comply with the Building Code, which prohibits buildings from crossing property lines.

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

10. 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. All signatory parties shall provide documentation that proves said signatories have legal authority to sign the Owner's Certificate. The certificate shall be prepared with the correct ownership interest and title shown in the title update.
11. 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.
12. Please include the name of the Register of Deeds, Kristi Chlebowski, in the Register of Deeds certificate.
13. Correct the spelling error in the City Clerk's name, Maribeth L. Witzel-Behl, in the Madison Common Council Certificate.
14. Per Under 236.21(3) Wis. Stats. and 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 prior to final signoff and recording of the CSM. As of April 14, 2014, the 2013 real estate taxes are delinquent for the subject property. Penalties and Interest accrue monthly, so please verify amounts due prior to payment using the e-statement on the County website. As of April 14, 2014, there delinquent special assessments accruing penalty and interest

(included in the tax amounts). There are also special assessments reported for Building Re-inspection Fees totaling \$375.00.

15. Please verify that stormwater management charges are paid in full by contacting Janet Schmidt with City Engineering (261-9688) or Sharon Pounders with the Madison Water Utility (266-4641).
16. Revise the legal description on all sheets of the CSM to include the complete and accurate legal description, as shown in record title.

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 review by the Common Council on April 29, 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.

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.**

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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
Sally Sweeney, City Assessor's Office
Dennis Cawley, Madison Water Utility
Bill Sullivan, Madison Fire Department
Jennifer Frese, Office of Real Estate Services
Dan Everson, Dane County Land Records and Regulations