



Department of Planning & Community & Economic Development

## Planning Division

Katherine Cornwell, Director

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September 22, 2014

Michelle L. Burse

Burse Surveying & Associates, Inc.

1400 E. Washington Avenue, Suite 158

Madison, Wisconsin 53703

RE: File No. LD 1432 – Certified Survey Map – 2158 Atwood Avenue (2158 Atwood Avenue, LLC)

Dear Ms. Burse;

Your one-lot certified survey of property located at 2158 Atwood Avenue, Section 6, Township 7N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned TSS (Traditional Shopping Street 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 nine (9) items:**

1. The proposed Joint Driveway Agreement for the redevelopment of this site shall be recorded and the recording information noted. Also, the easement shall be shown and dimensioned on the map.
2. Remove the notes from Sheets 1 and 2 regarding the two Grant of Easement Right of Ways per Document Nos. 801709 and 805184. These easements are no longer in effect due to merger of title of Lots 7, 8 and 9.
3. Dimension the 45-foot length (north to south) of the MG&E easement per Document No. 2168139.
4. Add adjoiner calls (lot lines) to the west and north lines of the metes and bounds description under the Surveyor's Certificate.
5. The bearing reference shall be modified to refer to a quarter line of Section 6 as required by statute.
6. The survey and legal description shall be modified to tie the survey to a quarter line in which the Certified Survey Map is located as required by statute.
7. A minimum of 2 working days prior to requesting City Engineering signoff on the plat, the applicant shall contact Janet Schmidt (261-9688) to obtain the final stormwater utility charges that are due and payable prior to subdivision 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).

8. 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. 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. Note: Land tie to two PLS corners required.
9. 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:**

10. 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 my office at 261-9632 if you have any questions about the following two (2) items:**

11. The following note shall be added to the CSM: "Lots/ buildings within this subdivision / development are subject to impact fees that are due and payable at the time building permit(s) are issued."
12. As part of a planned multi-use site, as defined in the City's Zoning Code and Subdivision Regulations, the land division shall be subject to a reciprocal land use agreement and/ or cross-access and shared parking agreement approved by the City Traffic Engineer, City Engineer and Director of Planning and Community and Economic Development and recorded in the office of the Dane County Register of Deeds.

**Please note that the City's Office of Real Estate Services is reviewing the report of title provided with the revised survey and may have comments to be addressed prior to final sign-off of the CSM. That office will send any comments to you by e-mail. If you have any questions, please Jenny Frese at 267-8719 for more information. In order for the CSM to receive final staff approval prior to recording, the CSM shall include executed owner and consent of mortgagee certificates to match an updated title report to be submitted for the property; all taxes and special assessments shall be paid in full (including receipts for any payments not reflected in the updated title report); all stormwater fees shall be paid; and the CSM revised to include any revisions identified by Office of Real Estate Services staff based on a review of the updated title report.**

**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 September 16, 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  
Jennifer Frese, Office of Real Estate Services  
Dan Everson, Dane County Land Records and Regulations