



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

December 8, 2014

John Krebs
JSD Professional Services, Inc
161 Horizon Drive, Suite 101
Verona, WI 53593

RE: File No. LD 1443– Certified Survey Map – 722 Williamson Street

Dear Mr. Krebs:

The two-lot certified survey of property located at 722 Williamson Street, Section 13, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. 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 eighteen (18) items:

1. Add a note that the lands within the Certified Survey Map are subject to a Trench and Sanitary Sewer Easement per Document No. 4886188.
2. Denote monuments set at each end of the northeast line of Lot 1.
3. Label Block 129 over the adjoining lots to the northeast and southwest of this Certified Survey Map.
4. Correct the total number of notes referred to on sheet 1 and 2 (Refers to notes on sheet 3).
5. Update field work completion date on sheets 1 through 3.
6. Revise the note at the approximate location of the monitoring well in E. Wilson Street to refer to note 5 on sheet 3.
7. Remove the first paragraph of note 4 on sheet 3. The easement area defined in Doc No. 4884153 is not within the boundary of this proposed Certified Survey Map. The second paragraph of Note 4 shall be modified to acknowledge that Document No. 4884154 has been amended by Document No. 4886054.
8. Note 5 shall be modified to acknowledge that Document No. 3079567 has been amended by a First Amendment per Document No. 4874896. Also the last sentence of the paragraph shall be modified to state it affects both Lots 1 and 2 of this Certified Survey Map.

9. Note 6 shall be modified to acknowledge that Document No. 4370708 has been amended by Document No. 4886053.
10. Add a southeasterly line to the right-of-way grant per Document No. 1850827 where it crosses between the north corner of Lot 1 to the northeast.
11. Add the lot numbers to the map on Sheet 3.
12. Add the Volume, page and Document Number to the description containing Lot 1 of CSM No. 13306 as required by statute.
13. Add "Original Plat of Madison" to the Block 129 references within the legal description.
14. The lots within this certified survey map are inter-dependent upon one another for storm water 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 Co Register of Deeds. (POLICY)
15. 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). (POLICY)
16. All outstanding Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to Engineering sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Janet Schmidt (608-261-9688) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff. (MGO 16.23(9)(d)(4))
17. 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 monument condition reports for all monuments, including center of sections of record, used in this survey, to Jeff Quamme, City Engineering (jrquamme@cityofmadison.com). 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 to be attached to the monument condition report. The Applicant shall identify monument types on all PLS corners included on the Plat or CSM. Note: Land tie to two PLS corners required.
18. Prior to Engineering final sign-off by main office for Plats or Certified Survey Maps (CSM), the final Plat or CSM must be submitted to 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 sign-off. Electronic mail submittal of the FINAL Plat or CSM in PDF form is preferred.

Transmit to jrquamme@cityofmadison.com

Please contact Patrick Anderson, Assistant Zoning Administrator at 266-5978 if you have questions regarding the following two (2) items:

19. Building code issues shall be resolved in regards to the loading dock on the east façade of the building at 722 Williamson Street.
20. This CSM represents a land division within a Zoning lot and or Planned multi-use site and is subject to the regulations of Section 28.137 MGO.

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

21. The Madison Fire Department does not object to this proposal provided the project complies with all applicable fire codes and ordinances. Ensure new lot lines do not create a building code violation to the existing buildings. Refer to IBC 602.

Please contact Dennis Cawley of the Madison Water Utility at 261-9243 if you have questions regarding the following two (2) items:

22. Proposed Lot 2 will require a new water service lateral connected to a public water main.
23. This property is not in a wellhead protection district. All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility. The Water Utility will not need to sign off the final plans, and will not need a copy of the approved plans.

Please contact Jenny Frese of the Office of Real Estate Services at 267-8719 if you have questions regarding the following seven (7) items:

24. Prior to requesting approval sign-off, executed signature block certifications shall be included for all parties of interest, pursuant to Wis. Stats. 236.21(2)(a). All signatory parties shall provide documentation that proves said signatories have legal authority to sign the Owner's Certificate. The title of each certificate shall be consistent with the ownership interest reported in the most recent title report.
25. A certificate of consent for all mortgagees/vendors shall be included following the Owner's Certificate(s) and executed prior to CSM approval sign-off. Satisfactions or releases for all mortgages, liens, judgments, or other instruments that no longer encumber the lands or ownership within the CSM boundary shall be recorded prior to CSM approval sign-off.
26. The final CSM shall include the following certificate and consent requirements:
 - a. All ownership consents and certifications for the subject lands shall conform to Wis. Stats. 236.21(2) and 236.29 by including the language ...surveyed, divided, mapped and dedicated....
 - b. 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.

27. Under 236.21(3) Wis. Stats. and 16.23(5)(g)(1) Madison General Ordinances, the property owner shall pay all real estate taxes that are accrued or delinquent for the subject property prior to CSM recording. As of November 12, 2014, all 2013 real estate taxes are paid and there are no special assessments reported.
28. Prior to CSM approval sign-off, please verify Janet Schmidt at City Engineering (261-9688) or Sharon Pounders at the Water Utility (266-4641) that storm water management fees are paid in full.
29. Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish to the City's Office of Real Estate Services, as well as the survey firm preparing the proposed CSM, an updated title report covering the period between the date of the initial title report (10/14/2014) and the date when approval sign-off is requested. Surveyor shall update the CSM with the most recent information reported in the title update.
30. The CSM shall be revised as follows:
 - a. Depict, name, and identify by document number on the proposed CSM all existing easements cited in record title and the updated interim report.
 - b. Note amendments recorded subsequent to CSM 13306.
 - c. Carry over all applicable restrictions from Deeds and Easement documentation.
 - d. Sheet 3 under (No Motorized Vehicular Access) update the verbiage "SEE NOTE 6, PAGE 2" as there is no Note 6 on Sheet 2.
 - e. Remove one of the two document number 315785 call outs on Sheet 3.
 - f. Sheet 3 Notes, item 4, the sentence "This property is subject to declaration of driveway easement..." should be a new item number.

Please contact my office at 267-1150 if you have questions regarding the following item:

31. The applicant is proposing to create a Planned Multi-Use Site as defined in the City's Zoning Code and Subdivision Regulations. Prior to final staff approval of the CSM for recording, the applicant shall receive approval of the reciprocal land use agreements, reciprocal access easements and shared parking agreements sufficient to govern the proposed lots. Any new or amended agreement(s) and easement(s) necessary for this land division shall be recorded with the Dane County Register of Deeds following approval by the City Engineer, Traffic Engineer, and Director of the Department of Planning and Community & Economic Development and prior to recording of the CSM.

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 December 2, 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 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 267-1150.

Sincerely,

Kevin Firchow, AICP
Planner

cc: Janet Schmidt, City Engineering Division
Dennis Cawley, Madison Water Utility
Matt Tucker, Zoning Administrator
Jennifer Frese, Office of Real Estate Services
Amy Scanlon, Historic Preservation Planner
Dan Everson, Dane County Land Records and Regulations