



Department of Planning & Community & Economic Development

## Planning Division

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March 24, 2015

Chris Adams  
Williamson Surveying & Associates, LLC  
104A W. Main Street  
Waunakee, Wisconsin 53597

RE: File No. LD 1503 – Certified Survey Map – 2501-2525 University Avenue (Lindholm Properties)

Dear Mr. Adams;

Your two-lot certified survey of property located at 2501-2525 University Avenue, Section 21, Township 7N, Range 9E, 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 seventeen (17) items:**

1. This Certified Survey Map (CSM) application shall be completed and recorded with the Dane County Register of Deeds (ROD) prior to issuance of any building permits for new construction. When the recorded CSM image is available from the ROD, the Assessor's Office can then create the new Address-Parcel-Owner (APO) data in GEO so that the permitting system can upload this data and permit issuance made available for this new land record.
2. The proposed lots within this CSM are dependent on each other for overland and subsurface stormwater drainage and stormwater treatment. A private reciprocal Storm Sewer/ Drainage Easement/ Agreement for the lots within this development shall be drafted, executed and recorded prior to building permit issuance. A draft of the easement shall be provided and approved prior to CSM signoff.
3. Portions of proposed retaining walls are shown to be immediately adjacent to exterior property lines of this development. An easement/agreement with the adjacent property owner(s) shall be drafted, executed and recorded prior to building permit issuance for the construction and maintenance of the retaining walls that require entry onto adjacent property for construction and/or maintenance. A draft of the easement shall be provided and approved prior to CSM signoff.
4. The proposed lots within this development have a common access and parking areas shown for the development. A private common access easement/ agreement to replace the current agreements of record between the lots within this development shall be drafted, executed and recorded prior to

building permit issuance. A draft of the easement shall be provided and approved prior to CSM signoff.

5. Revise Note 4 on sheet 3: It shall state the easements shall be released by the new ingress and egress and parking easement/ agreement to be recorded as required for redevelopment of the site.
6. Dimension the easement location to a lot corner per Document No. 1836525 on the face of the map.
7. Remove the reference to Dane County subdivision regulations and add the City of Madison to the Surveyor's Certificate.
8. Add a bar scale to sheet 2.
9. Remove the reference to Dane County in the legend for the section corners.
10. This property is an open PCE contamination site (BRRS # 6213556991). Copies of the complete site investigation report and remedial actions report shall be submitted to City Engineering (Brynn Bemis at [bbemis@cityofmadison.com](mailto:bbemis@cityofmadison.com)). The developer shall provide proof of coordination with the Wisconsin Department of Natural Resources (WDNR) to remediate and close the site.
11. This area is prone to flooding. The following note shall be added to the CSM: "This area is subject to frequent urban flood events. Any redevelopment shall be subject to significant restrictions on minimum elevations to prevent future flooding."
12. The developer shall enter into a City/ Developer agreement for the installation of public improvements required to serve this CSM. The developer shall be required to provide deposits to cover City labor and materials and surety to cover the cost of construction. The developer shall meet with the City Engineer to schedule preparation of the plans and the agreement. The City Engineer will not sign off on this CSM without the agreement executed by the developer.
13. The following note shall be placed on the CSM: "No changes in drainage patterns associated with development on any or all lots within this CSM shall be allowed without prior approval of the City Engineer."
14. A minimum of 2 working days prior to requesting City Engineering sign-off on the CSM, the applicant shall contact Janet Schmidt (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).
15. 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.

16. In accordance with Section s. 236.18(8), Wisconsin Statutes, the applicant shall reference City of Madison WCCS Dane Zone, 1997Coordinates 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 of Madison has established WCCS, Dane Zone Coordinates on all PLS corners within its corporate boundary. Visit the Dane County Surveyor's Office (web address <https://www.countyofdane.com/PLANDEV/records/surveyor.aspx>) for current tie sheets and control data that has been provided by the City of Madison. If a surveyor encounters an area without a published WCCS Dane Zone 1997 value, contact Engineering Division for this information.
17. City of Madison Environmental Projects Staff have reviewed the subject site and determined that a Phase I ESA **will** be required of the applicant. The applicant shall provide 1 digital and 1 hard copy of an ASTM Phase I ESA prepared by an environmental professional. Staff review of this Phase I ESA will determine if a further investigative Phase II ESA is also required. Please submit any relevant Phase I and Phase II ESAs to Brynn Bemis (267-1986, [bbemis@cityofmadison.com](mailto:bbemis@cityofmadison.com)) for further review.

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

18. 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 Heidi Radlinger of the Office of Real Estate Services at 266-6558 if you have any questions regarding the following five (5) items:**

19. Prior to requesting sign-off by the City Real Estate Section, the signature blocks shall be fully executed for owners, mortgagees, vendors and lessees as record title exists in the title report; pursuant to MGO Section 16.23(5)(e)4 and Wis. Stats. 236.21(2)(a).
20. Include the following Plan Commission certificate on the final CSM:

Approved for recording per the Secretary of the City of Madison Plan Commission.

By: \_\_\_\_\_  
Natalie Erdman, Interim Secretary, Plan Commission

Date: \_\_\_\_\_

21. 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 this letter, real estate taxes are paid for the subject property and there are no special assessments owed.
22. 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.
23. The following revisions shall be made to the CSM prior to final sign-off:
- a.) 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.

b.) Correct the spelling of 'representative' on sheet 4.

**Please contact my office at 261-9632 if you have questions about the following two items:**

24. The applicant is proposing 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 site plans, 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 and Economic Development and prior to recording of the CSM. [Note: The site plan requirement may be satisfied during sign-off of the related conditional use and demolition permit for proposed Lot 2.]
25. 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."

**Note: The Madison Fire Department does not object to this proposal provided the project complies with all applicable fire codes and ordinances.**

**Note: Approval of this CSM does not confer any approval to demolish any existing buildings or construct any new buildings. A letter regarding the related demolition permit and conditional use has been sent separate from this letter.**

**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 March 17, 2015.**

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  
Kay Rutledge, Parks Division  
Bill Sullivan, Madison Fire Department  
Pat Anderson, Zoning Inspector  
Sally Sweeney, City Assessor's Office  
Heidi Radlinger, Office of Real Estate Services  
Dan Everson, Dane County Land Records and Regulations