



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](http://www.cityofmadison.com)

August 13, 2015

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

RE: RE: File No. LD 1522–Certified Survey Map–5201-5235 High Crossing Boulevard (Walsh Properties, LLC)

Dear Mr. Krebs;

Your two-lot certified survey of property located at 5201-5235 High Crossing Boulevard, Section 22, Township 8N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned CC (Commercial Center 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 twenty (20) items:**

1. The sixth line of legal description contains a bearing error – "...The chord bearing south 36 degrees 50 minutes 05 seconds west..." – west should be east.
2. Note 4 is missing. Add a note that per CSM 7285 Lots within this CSM and Lot 2 of CSM 7285, that not more than four driveways will be constructed along High Crossing Boulevard except as may be permitted by the Director of Transportation of the City of Madison.
3. Add the following note: "This CSM is subject to Declaration of Covenants, Conditions and Restrictions per Document No. 2440202."
4. Note 6 from the original CSM indicates that there is to be a mutual agreement between the lots within this total development. The title work does not contain any recorded mutual agreement for access between the lots. An agreement shall be drafted and recorded addressing access between the lots.
5. Notes 5 and 6 are duplicated on sheets 2 and 3. Remove the duplication for note clarity and numbering.
6. Add sentence to note 8 that the privilege is for a sprinkler system.

7. Revise the 12-foot Utility label on sheet 3 to read "Existing 12' Wide Utility Easement as set forth by the plat of High Crossing, Document No. 2306075." Also, per the site plan of the conditional use submittal, a portion of the Public Utility Easement is to be released. This portion shall be released by the utilities and the City of Madison prior to the final sign off of this CSM. Remove the portion to be released from the CSM and provide a label for the future release documents to be referenced.
8. Per the site plan of the conditional use submittal, the 20-foot Sanitary Sewer Easement on sheet 3 per the plat of High Crossing, Document No. 2306075 is to be released and the sewer main relocated. This easement shall be released prior to the final sign off of this CSM. Remove the easement from the CSM.
9. The recorded as bearing of the southwest line of the CSM shown is incorrect and shall be revised.
10. The location and dimension label of the Electric Easement on the map for Document No. 2620524 is unreadable due to hatching. Mask some hatching to alleviate the issue.
11. Any portion(s) of a public easement(s) that are to be released shall be released by separate document prepared by City Office of Real Estate Services. The applicant shall prepare metes and bounds legal descriptions and scale map exhibits for the portions to be released and provide to Engineering Land Records Coordinator Jeff Quamme for review. Upon approval of the exhibits and payment of the required \$500 administration fee for each City of Madison release (check payable to City of Madison Treasurer) to cover staff time and recording costs, Engineering will create the necessary Office of Real Estate Services (ORES) Project. ORES staff will then administer the release document(s) and record with the Dane County Register of Deeds. The releases are required to be completed prior to recording of the CSM, acknowledgement of the release and document number shall be noted on the face of the CSM.
12. A portion of the Joint Easement and Maintenance Agreement per Document No. 2542988 is being modified per the conditional use application. This agreement shall be modified, recorded and the recorded document referenced on this CSM.
13. The existing sanitary sewer located within a public easement near the corner of High Crossing Boulevard and City View Drive will need to be relocated to accommodate the proposed building as shown on the Conditional Use Application. This work will require a developer's agreement. The new sanitary sewer will be relocated into the High Crossing public right of way.
14. 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.
15. The applicant shall execute a waiver of their right to notice and hearings on the assessments for the installation of sidewalk along City View Drive in accordance with Section 66.0703(7)(b), Wisconsin Statutes, and MGO Section 4.09.
16. The lots within this CSM 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 CSM and recorded at the Dane County Register of Deeds.

17. A minimum of 2 working days prior to requesting City Engineering Division signoff 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).
18. The developer shall construct public sanitary sewer, storm sewer, and drainage improvements as necessary to serve the lots within the CSM.
19. All outstanding Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to City Engineering sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Janet Schmidt (261-9688) to obtain the final MMSD billing a minimum of 2 working days prior to requesting City Engineering signoff.
20. 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.

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

21. 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 regarding the following item:**

22. The applicant is proposing to re-divide 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.

**Please contact Bill Sullivan of the Madison Fire Department if you have any questions regarding the following item:**

23. Vehicle access easement shall also include any necessary fire access lanes serving buildings on either Lot 1 or Lot 2.

**Please contact Heidi Radlinger of the Office of Real Estate Services at 266-6558 if you have any questions regarding the following six (6) items:**

24. Remove Consent of Corporate Mortgagee as there is no mortgage of record.
25. A Consent of Lessee shall be included for all tenant interests in excess of one year, recorded or unrecorded, and executed prior to final CSM sign-off.
26. Pursuant to MGO Section 16.23(5)(e)4 and Wis. Stats. 236.21(2) (a), all CSMs that are subject to the review and approval of the City of Madison shall contain the following certificate of approval:

City of Madison Plan Commission Certificate:

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

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

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

27. 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 July 9, 2014 real estate taxes are owed for the subject property and a special assessment is reported, which shall be paid in full prior to final sign-off of the CSM.
28. Prior to final CSM sign-off, please verify with Janet Schmidt of the City Engineering Division (261-9688) or Pam Mousley at the Water Utility (261-9132) that stormwater management fees are paid in full.
29. Prior to final approval and recording of the CSM, the following revisions shall be made:
  - a.) If all parties of interest agree that certain easements from prior plats or CSM's of record are no longer necessary, the release documents for said easements shall be recorded prior to CSM approval sign-off, with the recording information for the release included as a Note on the proposed CSM.
  - b.) Label utility and sanitary sewer easements as being per High Crossing Plat or CSM 7285.

**Note: Approval of this CSM does not confer approval to demolish any existing buildings or construct new buildings on the site. Approval to develop proposed Lot 1 will be considered by the Plan Commission at its August 24, 2015 meeting, and if approved, will be subject to separate conditions to be satisfied prior to issuance of permits for demolition or construction activities.**

**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 will be reviewed by the Common Council on September 1, 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  
Sally Sweeney, City Assessor's Office  
Bill Sullivan, Madison Fire Department  
Heidi Radlinger, Office of Real Estate Services  
Dan Everson, Dane County Land Records and Regulations