



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)

June 30, 2015

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

RE: File No. LD 1524 – Certified Survey Map – 202-206 E. Washington Avenue & 15 N. Webster Street  
(202 E. Washington, LLC)

Dear Mr. Krebs;

Your one-lot certified survey of property located at 202-206 E. Washington Avenue & 15 N. Webster Street, Section 13, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned PD (Planned Development 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 Joint Driveway Easement per Document No. 1916144 (not listed in the title work) over the northerly side of this parcel shall be released. A new agreement drafted and recorded to address the proposed common sidewalk that straddles the property line between this property and the property to the north shown on the site plan. This agreement shall be recorded prior to site plan sign off.
2. The 1-foot wide permanent limited easement for sidewalk purposes on the pending CSM shall be granted by the CSM. Contact Jeff Quamme ([jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com)) for the required language to be placed on the face of the CSM. Also correct the spelling of “permanent” in the note.
3. A new CSM (No. 13751) has been recorded adjacent to the northwest side of this CSM. This shall be acknowledged on the map. There also is a discrepancy between this CSM and the adjacent CSM as to the location of the northerly most corner. The surveyor [for this CSM] shall discuss, coordinate and resolve this issue with the adjacent platting surveyor to rectify the discrepancy.
4. Label the buildings that are to be demolished. The building shown on the adjacent property to the northwest has been razed and new construction is underway. Remove the building and modify the map accordingly.
5. Provide distances on the map between the points A, B, C, D and E.

6. Add calls to the legal description under the Surveyor's Certificate when following any platted lot line to provide intent.
7. 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).
8. Prior to approval, the owner or owner's representative shall obtain a permit to plug each existing sanitary or storm sewer lateral that serves a building which is proposed for demolition. For each lateral to be plugged the owner shall complete a sewer lateral plugging application and pay the applicable permit fees. NOTE: As of January 1, 2013, new plugging procedures and permit fees are in effect.
9. 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:**

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 Jenny Frese of the Office of Real Estate Services at 267-8719 if you have any questions regarding the following eight (8) items:**

11. The name included in the Owner's Certificate shall be consistent with the ownership interest(s) reported in the most recent title report. Currently, the owner reported in record title does not match the name provided in the Owner's Certificate on the proposed CSM. Prior to requesting final CSM 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.
12. A certificate of consent for all mortgagees/vendors of record shall be included following the Owner's Certificate(s) and executed prior to CSM approval sign-off. If the mortgages with Middleton Community Bank and Thomas A. Bergamini are paid in full prior to CSM approval sign-off, recorded Satisfactions of Mortgage shall be provided with the title update.

13. Remove the word "restricting" in the Consent of Mortgagee certificate and replace with "dedicating" to comply with Wis. Stats. 236.21(2) and 236.29 by including the language "...surveyed, divided, mapped and dedicated..."
14. 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.
15. 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 June 29, 2015, the second installment of the 2014 real estate taxes is owed for two of the parcels within the CSM boundary. Receipts are to be provided on or before sign-off. No special assessments are reported.
16. 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.
17. The 60-year title report submitted with the CSM application was incomplete and only included two of the three parcels numbers included in the CSM boundaries. When the title update is ordered, please ensure all three parcel numbers are included in the report. Approval of this CSM is further conditioned on the satisfactory resolution of any additional comments resulting from review of the additional and updated title report.
18. Prior to final approval and recording of the CSM, the following revisions shall be made:
  - a.) Add the word "be" to Note 3 on Sheet 2, with regard to the building removal.
  - b.) Either depict the Joint Driveway Agreement per Document No. 1916144 or prepare a release for said document to be recorded prior to CSM approval sign-off.

**Note: Approval of this CSM does not confer any approval to demolish any existing buildings or construct any new buildings. Conditional approval for those activities was granted separately and is governed by an approval letter by Kevin Firchow of the Planning Division, dated February 27, 2015.**

**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 July 7, 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  
Jenny Frese, Office of Real Estate Services  
Dan Everson, Dane County Land Records and Regulations