



Department of Planning & Community & Economic Development  
**Planning Division**

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

Madison Municipal Building  
215 Martin Luther King, Jr. Boulevard  
P.O. Box 2985  
Madison, Wisconsin 53701-2985  
TDD 608 266-4747  
FAX 608 266-8739  
PH 608 266-4635

May 6, 2013

Chris Adams  
Williamson Surveying and Associates  
104 A West Main Street  
Waunakee, WI 53597

RE: File No. LD 1310 – Certified Survey Map – 1902 Tennyson Lane and 3802 Packers Avenue

Dear Mr. Adams:

The certified survey of your client's property located at 1902 Tennyson Lane and 3802 Packers Avenue, Section 30, Township 8N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The conditions of approval from the reviewing agencies to be satisfied before final approval and recording of the CSM are:

**Please contact Janet Dailey of the City Engineering Division at 261-9688 if you have questions regarding the following nineteen (19) conditions:**

1. Presently, an 8-inch sanitary sewer main extends from the intersection of Tennyson Lane at Elliot Lane into the existing lot approximately 175 ft. With the recording of this CSM the sanitary sewer will be considered privately owned and maintained.
2. This property is an open site with the WDNR (BRRS# 0-13-553975). The Applicant shall provide proof of notification to the WDNR project manager and shall comply with all DNR requirements pertaining to remediation. Contact Brynn Bemis at 267-1986 if you have questions on this requirement.
3. The Applicant shall dedicate a 60ft wide right of way and construct a 32ft wide street from Tennyson Lane to the north CSM boundary. Modify Outlot 1 to show this as a right of way dedication.
4. Due to the topography, the proposed street may require a temporary retaining wall at the northerly property line. City Engineering shall design the proposed street and locate the wall as necessary. If a temporary retaining wall is require the Applicant shall enter into a maintenance agreement for any necessary repairs to the wall until the wall can be removed and the roadway extended.
5. All outstanding Madison Metropolitan Sewerage District (MMSD) and City of Madison sanitary sewer connection charges are due and payable prior to Engineering sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Janet Dailey (608-261-9688) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff. Current MMSD fees total over \$43,000. An exact invoice amount will be prepared after the CSM is modified to reflect the right of way modifications.

6. The developer shall enter into a City / Developer agreement for the installation of public improvements required to serve this plat/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 plat/csm without the agreement executed by the developer. (MGO 16.23(9)c)
7. Two weeks prior to recording the final plat, a soil boring report prepared by a Professional Engineer, shall be submitted to the City Engineering Division indicating a ground water table and rock conditions in the area. If the report indicates a ground water table or rock condition less than 9' below proposed street grades, a restriction shall be added to the final plat, as determined necessary by the City Engineer. (MGO 16.23(9)(d)(2) and 16.23(7)(a)(13))
8. The plat/csm shall show a temporary limited easement for a temporary cul-de-sac having a radius of 50 feet and a reverse curve radius of 50 feet. The easement(s) shall expire when the streets are extended. (MGO 16.23(3)(a)(2)(c) (plats) & 16.23 (5)(g)1. (CSM))
9. The developer shall construct Madison Standard street and sidewalk improvements for all streets within the plat/csm. (MGO 16.23(9)(d)6)
10. Extensive grading may be required due to steep roadway grades. (INFORMATIONAL)
11. All proposed street names shall be approved by the City Engineer. Applicant shall contact Lori Zenchenko (608-266-5952) with street name requests. (MGO 16.23(8)(a)12)
12. Arrows shall be added to the certified survey map indicating the direction of drainage for each property line not fronting on a public street. In addition, the certified survey map shall include lot corner elevations, for all lot corners, to the nearest 0.25-foot. The following notes shall be added to the certified survey map. (MGO 16.23(9)(D))
  - a. Arrows indicate the direction of surface drainage swale at individual property lines. Said drainage swale shall be graded with the construction of each principal structure and maintained by the lot owner unless modified with the approval of the City Engineer. Elevations given are for property corners at ground level and shall be maintained by the lot owner.
  - b. All lots within this certified survey are subject to public easements for drainage purposes which shall be a minimum of 6-feet in width measured from the property line to the interior of each lot except that the easements shall be 12-feet in width on the perimeter of the certified survey. For purposes of two (2) or more lots combined for a single development site, or where two (2) or more lots have a shared driveway agreement, the public easement for drainage purposes shall be a minimum of six (6) feet in width and shall be measured only from the exterior property lines of the combined lots that create a single development site, or have a shared driveway agreement, except that the easement shall be twelve (12) feet in width along the perimeter of the certified survey. Easements shall not be required on property lines shared with greenways or public streets. No buildings, driveways, or retaining walls shall be placed in any easement for drainage purposes. Fences may be placed in the easement only if they do not impede the anticipated flow of water.

NOTE: IN THE EVENT OF A CITY OF MADISON PLAN COMMISSION AND/OR COMMON COUNCIL APPROVED REDIVISION OF A PREVIOUSLY SUBDIVIDED PROPERTY, THE UNDERLYING PUBLIC EASEMENTS FOR DRAINAGE PURPOSES ARE RELEASED AND REPLACED BY THOSE REQUIRED AND CREATED BY THE CURRENT APPROVED SUBDIVISION.

Information to Surveyor's: In addition to notes such as this, WI State Plat Review now enforces the requirement that easements or other reference lines/areas be graphically shown, dimensioned and tied when they represent fixed locations. They will accept a "typical detail" when the easement or restriction can be effectively described and retraced from the typical detail.

(MGO 16.23(3)(a)(2)(c) (plats) & 16.23 (5)(g)1. (CSM)

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. The following note shall be added to the certified survey map. "All lots created by this certified survey map are individually responsible for compliance with Chapter 37 of the Madison General Ordinances in regard to storm water management at the time they develop."
15. A minimum of two (2) working days prior to requesting City Engineering signoff on the plat/csm the applicant shall contact Janet Dailey (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. The Developer shall construct public sanitary sewer, storm sewer, and drainage improvements as necessary to serve the lots within the plat/csm. (MGO 16.23(9)(d)
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 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 or CSM. Note: Land tie to two PLS corners required.
18. 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 Plat/CSM. Identify the owner and/or benefiting interest of all easements.
19. 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 one (1) digital and one (1) hard copies 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 (608-267-1986, [bbemis@cityofmadison.com](mailto:bbemis@cityofmadison.com)) for further review.(MGO 16.23(5)(g)(2))

**Please contact Eric Halvorson of the Traffic Engineering Division at 266-6572 if you have questions regarding the following two (2) conditions:**

20. The applicant shall dedicate a 60ft wide right of way and construct a 3ft wide street from Tennyson to the north CSM boundary. Modify Outlot 1 to show this as a right of way dedication.
21. A second North/South street connection, preferably the continuation of Eliot Ln., is highly recommended to support improved connectivity.

**Please contact Kay Rutledge at 266-4717 if you have questions regarding the following two (2) conditions:**

22. The developer shall pay park impact fees when residential development is proposed and approved for these three lots. The developer must select a method for payment of park fees before signoff on this approval. This development is within the Warner park impact fee district (SI21). Please reference ID# 13120 when contacting Parks Division staff about this project.

The park dedication requirement for single-family and two-family units equals 1,100 square feet per dwelling unit. The fee in lieu of parkland dedication for single- or two-family units is \$2,684.00 per unit in 2013. The park development fee for a single-family or two-family unit in 2013 is \$1,003.96 per dwelling unit. Multi-family unit developments have a different park impact fee rate. Park impact fees are adjusted on January 1 of each calendar year, and the park impact fees due at the time of building permit issuance may be higher than the amounts stated above to reflect these annual adjustments.

23. Approval of plans for this project does not include any approval to prune, remove or plant trees in the public right-of-way. Permission for such activities must be obtained from the City Forester, 266-4816.

**Please contact Denis Cawley of the Water Utility at 261-9243 if you have questions regarding the following two (2) conditions:**

24. There are unassessed water mains adjacent to this property.
25. 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 not need a copy of the approved plans.

**Please contact Jenny Frese, Office of Real Estate Services if you have questions regarding the following nine (9) items:**

26. Prior to requesting approval sign-off, executed signature block certifications shall be included for all parties of interest, pursuant to Madison City Ordinance Section 16.23(5)(g)4 and Wis. Stats. 236.21(2)(a). The title of each certificate shall be consistent with the ownership interest reported in the most recent title report; therefore, please remove the "mortgagee" language from the Owner's Certificate.
27. A certificate of consent for all mortgagees/vendors shall be included following the Owner(s) Certificate.

28. As of April 17, 2013, the 2012 real estate taxes are unpaid for the subject property. 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. This includes property tax bills for the prior year that are distributed at the beginning of the year.

Parcel Address	Tax Parcel No.	Total Tax Amount Owed
1902 Tennyson Lane	251-0810-302-0101-6	\$35,729.14
3802 & 3994 Packers Ave.	251-0810-302-0102-4	\$22,115.37
<b>Total</b>		<b>\$57,844.51</b>

Receipts are to be provided on or before sign-off and checks are payable to:

City of Madison Treasurer  
 210 Martin Luther King, Jr. Blvd.  
 Madison, WI 53701

29. As of April 17, 2013, the special assessments reported above apply to the subject property. Ordinance Enactment No. ORD-08-00094, ID No. 10847, Enactment Date 8/23/2008, requires that special assessments be paid in full prior to CSM approval.

Parcel Address	Tax Parcel No.	Special Assessments		
		Snow and Ice Removal	Un-assessed Water Main	Sewer Interceptor Area Charge
1902 Tennyson Ln.	251-0810-302-0101-6	\$159.25	\$0	\$5,143.00
3802 & 3994 Packers Ave	251-0810-302-0102-4	\$136.75	\$0	\$2,513.00
Sub Total		\$296.00		\$7,656.00
<b>Total</b>		<b>\$7,952.00</b>		

30. Prior to CSM approval sign-off, please verify Janet Dailey at City Engineering (261-9688) or Sharon Pounders at the Water Utility (266-4641) that storm water management fees are paid in full.

31. 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 (11-02-2012) and the date when approval sign-off is requested. Surveyor shall update the CSM with the most recent information reported in the title update.

32. A Phase 1 ESA is required because of the public dedication.

33. The owner shall email the document number of the recorded CSM to Jenny Frese at the City’s Office of Real Estate Services at [jfrese@cityofmadison.com](mailto:jfrese@cityofmadison.com) as soon as the recording information is available.

34. The following CSM revisions shall be made:

- a. Include on the proposed CSM a complete and accurate legal description of the lands that are to be included in the proposed CSM. The legal description shall be reconciled with the legal description of said lands in record title. Please update the legal at the top of each sheet to include Lot 2.
- b. Reconcile the depiction of the 12' MGE easement with the legal description in Document No. 1750299, as well as CSM 4928, as the distance does not appear to be the same. Also, update the label to reference the Doc. No and CSM source.
- c. Convert Outlot 1 to a dedication for a future public road.
- d. 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. There are two liens reported in title.

**Please contact my office at 267-1150 if you have questions regarding the following three (3) items. Please note that condition 35 modified conditions recommended by the Planning Division. Condition 36 was added by the Plan Commission.**

35. That a note be placed on the face of the CSM stating that "The dedication and construction of additional public streets may be required at the time when lots are further divided or developments are proposed."
36. That the developer dedicate and construct Eliot Lane between Tennyson Lane and the northern property line of the site according to an alignment and design approved by the City Engineering Division in consultation with the Planning Division and Traffic Engineering Division.
37. That a note be placed on the Certified Survey Map that requires the applicant for the future subdivision or development of Lot 1 to submit a tree preservation/ management plan for approval by the Planning Division or Plan Commission for the line of oak trees present along the western line of that lot.

**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 April 30, 2013.**

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 [epederson@cityofmadison.com](mailto:epederson@cityofmadison.com).

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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 six (6) 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 Dailey, City Engineering Division  
Maureen Richards, City Assessor's Office  
Eric Halvorson, Traffic Engineering Division  
Kay Rutledge, Parks Division  
Dennis Cawley, Madison Water Utility  
Jennifer Frese, Office of Real Estate Services  
Dan Everson, Dane County Land Records and Regulations