



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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****BY E-MAIL ONLY****

September 20, 2022

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

RE: Approval of a Certified Survey Map (CSM) in the City of Madison's Extraterritorial Jurisdiction to divide 0608-0439-501-0 in the Town of Verona (adjacent to 2550 Woods Road) to create two lots for public open space (Dane County, City of Madison) (LNDCSM-2022-00036; ID 73186).

Dear Chris;

The City of Madison Plan Commission, meeting in regular session on September 19, 2022, **conditionally approved** the above-referenced extraterritorial Certified Survey Map subject to the conditions of approval from reviewing agencies in the following sections, which shall be satisfied before final City approval and recording:

Please contact Tim Troester of the City Engineering Division at (608) 267-1995 if you have questions regarding the following two (2) conditions:

1. A Phase 1 environmental site assessment (per ASTM E1527-13) is required for lands dedicated to the City. Provide one (1) digital copy and staff review will determine if a Phase 2 ESA is also required. Submit report(s) to Brynn Bemis ((608)267-1986, bbemis@cityofmadison.com).
2. A minimum of two (2) working days prior to requesting City Engineering signoff on the CSM, contact either Tim Troester (West) at (608) 267-1995 (ttroester@cityofmadison.com) or Brenda Stanley (East) at (608) 261-9127 (bstanley@cityofmadison.com) to obtain the final stormwater utility charges that are due and payable prior to subdivision of the properties. The stormwater utility charges (as all utility charges) are due for the previous months of service and shall be cleared prior to the land division (and subsequent obsolesces of the existing parcel).

Please contact Jeff Quamme of the City Engineering Division—Mapping Section at (608) 266-4097 if you have questions regarding the following ten (10) conditions:

3. Grant a 10-foot wide Permanent Limited Easement for grading and sloping along Woods Road. Contact Jeff Quamme of Engineering Mapping (jrquamme@cityofmadison.com, (608) 266-4097) for easement language.

4. The portion of the title lands within the City of Madison shall be dedicated /conveyed to the City of Madison for public road purposes prior to recording this Certified Survey Map to assure there is not a remnant area left behind.
5. The applicant shall dedicate seven feet of right of way along Woods Road for a total of 40 feet from centerline.
6. Provide an updated title report prior to final CSM sign off.
7. For the road dedication, note include the name of Woods Road in the label.
8. Add the hatch style to the Legend depicting the existing corporate boundary of the City of Madison.
9. Add to the surveyor's certificate that the CSM is also compliant with the Subdivision Ordinance of the City of Madison.
10. 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 Jeff Quamme (jrquamme@cityofmadison.com), City Engineering.
11. In accordance with Section s. 236.18(8), Wisconsin Statutes, the applicant shall reference City of Madison WCCS Dane Zone, 1997 Coordinates 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. Visit the Dane County Surveyor's Office for current tie sheets and control data that has been provided by the City of Madison.
12. Prior to Engineering final sign-off by main office for Certified Survey Maps (CSM), the CSM shall be submitted in PDF format by email transmittal to Engineering Land Records Coordinator Jeff Quamme (jrquamme@cityofmadison.com) for final technical review and approval. This submittal must occur a minimum of two working days prior to final City Engineering Division sign-off.

Please Sean Malloy of the Traffic Engineering Division at (608) 266-5987 if you have questions regarding the following condition:

13. The applicant shall dedicate seven feet of right of way along Woods Road for a total of 40 feet from centerline.

Please Jenny Frese of the City's Office of Real Estate Services at (608) 267-8719 if you have questions regarding the following seven (7) conditions:

14. Prior to final sign-off by the Office of Real Estate Services ("ORES"), the Owner's Certificate(s) on the CSM shall be executed by all parties of interest having the legal authority to do so, pursuant to Wis. Stats. 236.21(2)(a). Said parties shall provide documentation of legal signing authority to the notary or authentication attorney at the time of execution. The title of each certificate shall be consistent with the ownership interest(s) reported in the most recent title report. The City and the Register of Deeds are now accepting electronic signatures. A PDF of the CSM containing the Owner's signature

shall be provided to ORES to obtain approval sign-off. ORES can assist with obtaining the electronic signatures or the Clerk and Plan Commission Secretary.

15. Prior to CSM approval sign-off, an executed and notarized or authenticated certificate of consent for all mortgagees/vendors shall be included following the Owner's Certificate(s).
16. If a mortgage or other financial instrument is reported in record title, but has been satisfied or no longer encumbers the lands or ownership within the CSM boundary, a copy of a recorded satisfaction or release document for said instrument shall be provided prior to CSM approval sign-off.
17. A Consent of Lessee certificate shall be included on the CSM for all tenant interests in excess of one year, recorded or unrecorded, and executed prior to CSM sign-off.
18. As of September 9, 2022 the 2021 real estate taxes are paid for the subject property and there are no special assessments reported. Per 236.21(3) Wis. Stats., 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. All known special assessments are due and payable prior to CSM approval sign-off. If special assessments are levied against the property during the review period and prior to CSM approval sign-off, they shall be paid in full prior to CSM sign-off.
19. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Jenny Frese (jfrese@cityofmadison.com), as well as the survey firm preparing the proposed CSM. The report shall search the period subsequent to the date of the initial title report submitted with the CSM application and include all associated documents that have been recorded since the initial title report. A title commitment may be provided, but will be considered only as supplementary information to the title report update. The surveyor shall update the CSM with the most recent information reported in the title update. Staff reserves the right to impose additional conditions of approval in the event the title update contains changes that warrant revisions to the CSM.
20. The following revisions shall be made to the CSM prior to final approval and recording:
 - a) Add owner name to the Owners Certificate on Sheet 3.
 - b) If all parties of interest agree that certain easements and encumbrances are no longer necessary, the documents to accomplish said release or termination shall be recorded prior to CSM approval sign-off.
 - c) Liens or judgments levied against the lands within the CSM boundary shall be satisfied, with proof of satisfaction provided prior to CSM approval sign-off..

Specific questions regarding the comments or conditions contained in this letter should be directed to the commenting agency.

In order to commence the process for obtaining the necessary City signatures on the Certified Survey Map, the applicant shall e-mail the revised CSM, updated title report, and any other materials required by reviewing agencies to the reviewing planner. The reviewing planner will share the updated materials with

the relevant commenting City agencies for them to verify that their conditions have been satisfied and that the secretary or designee may sign the Plan Commission approval certificate.

Once all of the necessary City signatures have been affixed to the Certified Survey Map, the instrument may be recording at the Dane County Register of Deeds Office. For information on recording procedures and fees, please contact the Register of Deeds at (608) 266-4141.

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 (608) 261-9632 or tparks@cityofmadison.com.

Sincerely,

A handwritten signature in black ink that reads "Timothy M Parks". The signature is written in a cursive, flowing style.

Timothy M. Parks
Planner

cc: Sharene Smith, Dane County
Tim Troester, City Engineering Division
Jeff Quamme, City Engineering Division – Mapping Section
Sean Malloy, Traffic Engineering Division
Jenny Frese, Office of Real Estate Services