



Department of Planning & Community & Economic Development

Planning Division

William Fruhling, Interim Director

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

June 13, 2024

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

RE: Approval of a Certified Survey Map (CSM) to divide 0711-193-8430-0 in the Town of Cottage Grove (adjacent to 3972 Vilas Hope Road) into two residential lots and one lot for natural resource conservation, in the City of Madison's Extraterritorial Jurisdiction. (Jeff Schlieckau) (LNDCSM-2024-00023; ID 83268).

Dear Chris;

The City of Madison Plan Commission, meeting in regular session on June 10, 2024, **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 Jeff Quamme of the City Engineering Division—Mapping Section at (608) 266-4097 if you have questions regarding the following nine (9) conditions:

1. In accordance with Chapter 236, Wisconsin Statutes, the Applicant must show the type, location and width of any and all easements on a Plat or CSM. Clearly identify the difference between existing easements (cite recording data) and easements which are being conveyed by the land division. Identify the owner and/or benefiting interest of all easements. Include any and all language required to properly and legally create any easement by this land division.
2. Add text to the 10-foot wide utility easement along the westerly side of this CSM that it is as granted by CSM No 16023, Document No 5836731.
3. 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.
4. The surveyor shall reference City of Madison WCCS Dane Zone, Coordinates on all PLS corners on the plat or Certified Survey Map 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.

5. 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 Julius Smith, City Engineering (jsmith4@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.
6. Remove the Resolutions 1370685, 1450903, 1994443 and 2267778 from note 4. Extraterritorial reviews are set per statutes and are subject to the changing municipal limits of the City of Madison.
7. Provide measured widths to the North line of the SE1/4 of the NW 1/4 at the northwest and northeast corners of Lot 1 of this proposed CSM.
8. Modify the dimension of either Lot 2 or 3 to get the total of 361.65 for line L14
9. The applicant shall submit to Jeffrey Quamme, prior to final Engineering sign-off of the subject CSM, one (1) digital CADD drawing in a format compatible with AutoCAD. The digital CADD file(s) shall be referenced to the Dane County Coordinate System and shall contain, at minimum, the list of items stated below, each on a separate layer/level name. The line work shall be void of gaps and overlaps and match the final recorded CSM: right of way lines (public and private); lot lines; lot numbers; lot/plat dimensions; street names, and; easement lines (including wetland and floodplain boundaries).

*This transmittal is a separate requirement than the required submittals to Engineering Streets Section for design purposes. The Developer/Surveyor shall submit new updated final plat, electronic data and a written notification to Engineering Mapping for any changes to the plat that occur subsequent to any submittal.

Please Heidi Radlinger of the City's Office of Real Estate Services at (608) 266-6558 if you have questions regarding the following eight (8) conditions:

10. Prior to approval 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. When possible, the executed original hard stock recordable CSM shall be presented at the time of ORES approval sign-off. If not, the City and the Register of Deeds are now accepting electronic signatures. A PDF of the CSM containing electronic signatures shall be provided to ORES to obtain approval sign-off.
11. 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).
12. 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.

13. All ownership consents and certifications for the subject lands shall conform to Wis. Stats. 236.21(2) and 236.29 by including the language "...surveyed, divided, mapped and dedicated..."
14. If any portion of the lands within the CSM boundary are subject to an Option to Purchase or other Option interest please include a Certificate of Consent for the option holder and have it executed prior to CSM sign-off, if said ownership interest meets the criteria set forth by Wis. Stat. Sec. 236.34 and Sec. 236.21(2)(a).
15. 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.
16. All real estate taxes and special assessments shall be paid in full prior to final approval of the CSM for recording.
17. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish an updated title report via email to Heidi Radlinger in the ORES (hradlinger@cityofmadison.com), as well as the survey firm preparing the proposed CSM. The report shall search the period subsequent to 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. ORES reserves the right to impose additional conditions of approval in the event the title update contains changes that warrant revisions to the CSM.

Please contact my office at (608) 261-9632 if you have questions about the following two (2) items:

18. Lot 3 of the CSM shall be revised to Outlot 1 to further protect against development of the parcel in a manner inconsistent with the intergovernmental agreement between the City of Madison and Town of Cottage Grove. The outlot shall be reserved for farmland preservation and natural resource protection.
19. The subdivider shall record a deed restriction prohibiting non-farm development/ natural resource protection over proposed Lot 3/Outlot 1 of the Certified Survey Map in a form acceptable to the City of Madison Planning Division, Dane County, and Town of Cottage Grove. Modification or release of the deed restriction shall require written approval by the City's Plan Commission, its Secretary, or their designee..

The subject parcels are located beyond Madison Water Utility's existing service area. Note that future attachment to the City may require connection to the City water system, if/when water service becomes available per MGO Section 13.07.

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 PDFs of 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

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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,



Timothy M. Parks
Planner

cc: Brenda Stanley, City Engineering Division
Jeff Quamme, City Engineering Division – Mapping Section
Jeff Belshaw, Madison Water Utility
Heidi Radlinger, Office of Real Estate Services