



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

126 S. Hamilton Street
P.O. Box 2985
Madison, Wisconsin 53701-2985
Phone: (608) 266-4635
www.cityofmadison.com

November 6, 2017

Peggy Kelbel
3318 E. Washington Ave.
Madison, Wisconsin 53704

RE: ID 48792 | LNDCSM-2017-00043 – Certified Survey Map – 3318-3322 E. Washington Avenue

Dear Ms. Kelbel:

The four-lot Certified Survey Map of property located at 3318-3322 E. Washington Avenue, Section 32, Township 8N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned TR-V1 (Traditional Residential – Varied District 1). The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

Please contact Brenda Stanley of the City Engineering Division at 261-9127 if you have questions regarding the following six (6) items:

1. Applicant shall dedicate a private sanitary sewer easement along the east lot line of proposed Lot 1 and a second private easement between the proposed Lot 4 and 1 as a condition of plan approval.
2. Proposed Lot 3 and Lot 4 will be required to have an ownership maintenance agreement for the private sanitary sewer main that extends along the east lot line of the proposed Lot 1.
3. All outstanding Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to Engineering sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Mark Moder (608-261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering Division signoff. (MGO16.23(9)(d)(4))
4. A minimum of two (2) working days prior to requesting City Engineering signoff on the CSM the applicant shall contact either Tim Troester at 261-1995 (ttroester@cityofmadison.com) or Brenda Stanley at 608-261-9127 (bstanley@cityofmadison.com) 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)
5. 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."

6. 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)

Please contact Jeff Quamme of the City Engineering Division–Mapping Section at 266-4097 if you have questions regarding the following eleven (11) items:

7. The proposed MG&E Utility easement proposed to be granted lying within the public Sanitary Sewer Easement appears to be for existing facilities. The easement shall have text requiring City of Madison Engineer approval prior to the modification of existing utilities within any part of the existing sanitary sewer easement. New facilities should be prohibited unless approved by the City Engineer.
8. A consent to Occupy easement shall be required for any of the private sanitary sewer within the Public Sanitary Sewer Easement per Document NO 4478335. Coordinate the exhibits required and associated administrative fees with Jeff Quamme at jrquamme@cityofmadison.com or 266-4097.
9. Applicant shall provide for review and approval a private sanitary sewer easement agreement encompassing the east side of proposed Lot 1 and between the proposed Lots 4 and 1 to serve proposed Lots 3 and 4. The Easement Agreement shall provide conditions and restrictions for the construction and maintenance of the private sewer. It shall be recorded immediately after the Certified Survey.
10. The CSM shall properly note the lands deeded to the City of Madison. The portion in front of proposed Lot 2 is Document No. 1284442 and the portion in front of proposed Lot 1 is Document No. 1280824.

11. 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 monument condition reports for all monuments, including center of sections of record, used in this survey, to Jeff Quamme, City Engineering (jrquamme@cityofmadison.com). 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 and shall be attached to a signed and sealed monument condition report. The Applicant shall identify monument types on all PLS corners included on the Plat or CSM. Note: Land tie to two PLS corners required.

12. The Applicant shall submit to Jeff Quamme, prior to Engineering sign-off of the subject plat, one (1) digital CADD drawing and one (1) signed copy of the final plat/CSM to the Mapping/GIS Section of the Engineering Division either as hard copy or Adobe pdf format. The digital CADD file shall be submitted in the WISDOT County Coordinate System, Dane County Zone datum in either Auto CAD Version compatible with MicroStation Version V8i, MicroStation Version V8i or older or Universal DXF Formats. The digital CADD file(s) shall contain the minimum of the items stated below, each on a separate layer name/level number. All line work shall be void of gaps and overlaps that would cause any parcel, street or easement to not properly close. All line work orientation and geometrics shall match the dimensioning as labeled on the final recorded plat:
 - a. Right-of-Way lines (public and private)
 - b. Lot lines
 - c. Lot numbers
 - d. Lot/Plat dimensions
 - e. Street names
 - f. Easement lines (i.e. street, sanitary, storm (including wetland & floodplain boundaries) water, pedestrian/bike/walkway, or any public and/or private interest easement except local service for Cable TV, gas, electric and fiber optics).

NOTE: This Transmittal is a separate requirement from the required 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 which occur subsequent to any original submittal of data and prior to final sign off.

13. Prior to Engineering final sign-off by main office for Plats or Certified Survey Maps (CSM), the final Plat or CSM must be submitted to 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 sign-off. Electronic mail submittal of the FINAL Plat or CSM in PDF form is preferred. Transmit to jrquamme@cityofmadison.com.

14. This pending Certified Survey Map application shall be completed and recorded with the Dane County Register of Deeds (ROD) prior to issuance of any building permits for new construction. When the recorded CSM image is available from the ROD, the Assessor's Office can then create the new Address-Parcel-Owner (APO) data in GEO so that the Accela system can upload this data and permit issuance made available for this new land record.

15. Provide the City of Madison Published Coordinates where they deviate from measured values for the

Section Corners.

16. Coordinate the language in note 7 with City of Madison Zoning and Planning staff to assure accuracy.
17. Correct the street name of Lexington Street to Lexington Avenue.

Please contact Bill Sullivan of the Fire Department at 261-9658 if you have questions regarding the following item:

18. Provide the following information to the buyer of each individual lot: Madison Fire Department recommends the installation of a residential fire sprinkler system in accordance with NFPA 13D and SPS 382.40(3)(e). Additional information is available at the Home Fire Sprinkler Coalition website: <http://homefiresprinkler.org/>

Please contact Adam Wiederhoeft of Water Utility at 266-9121 if you have any questions regarding the following two (2) items:

19. Proposed Lots 3 and 4 will be subject to water main assessments via Ridgeway Avenue (Burke #4 Water Main Assessment). Please contact Adam Wiederhoeft at Madison Water Utility - awiederhoeft@madisonwater.org to establish total water main assessment values.
20. Upon development, a separate water service lateral and water meter will be required to serve each parcel. The water laterals shall be directly connected to the public water main with the shut-off valve located in the public right-of-way (per PSC 185.52 (2)). A water lateral is not required if the parcel remains undeveloped.

Please contact Janet Schmidt of the Parks Division at 261-9688 if you have any questions regarding the following four (4) items:

21. Park Impact Fees (comprised of the Park Infrastructure Impact Fee, per MGO Sec. 20.08(2)), and Park-Land Impact Fees, per MGO Sec. 16.23(8)(f) and 20.08(6) will be required for all new residential development associated with this project. This development is within the North Park – Infrastructure Impact Fee district. Please reference ID# 17155 when contacting Parks about this project.
22. Remove Note 7 on page 3 of 4 and replace the following note: “Lots within this subdivision are subject to impact fees that are due and payable at the time building permit(s) are issued.”
23. Prior to sign off on the final plat the applicant shall execute a declaration of conditions and covenants along with an impact fee schedule for the park impact fees for this development. This document will be recorded at the Register of Deeds. The applicant shall be responsible for all recording fees.
24. The Parks Division will be required to sign off on this subdivision.

Please contact Heidi Radlinger of the Office of Real Estate Services at 266-6558 if you have any questions regarding the following four (4) items:

25. A consent of Lessee shall be included for all tenant interests in excess of one year, recorded or unrecorded, and executed prior to CSM sign-off.
26. 2016 real estate taxes are paid for the subject properties. Per 236.21(3) Wis. Stats. 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. There are no outstanding special assessments reported on either property. If special assessments are levied against the property before CSM signoff they shall be paid in full pursuant to MGO Section 16.23(5)(g)1.
27. Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Heidi Radlinger in the City's Office of Real Estate Services (hradlinger@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 (July 19, 2017) submitted with the CSM application and include all associated documents that have been recorded since the initial title report. Surveyor shall update the CSM with the most recent information reported in the title update.
28. The surveyor shall email the document number of the recorded CSM to Heidi Radlinger as soon as the recording information is available.

Please contact my office at 243-0554 if you have any questions regarding the following item:

29. In keeping with the existing TR-V1 zoning of the property, Lots 3 and 4 each have enough lot area and lot width to accommodate single-family detached dwellings, two-family two-unit dwellings, two-family twin-home dwellings, or three-unit dwellings subject to compliance with the bulk requirements for same in the Zoning Code.

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 October 31, 2017.

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.

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 243-0554.

Sincerely,



Sydney Prusak
Planner

cc: Brenda Stanley, City Engineering Division
Jeff Quamme, City Engineering Division–Mapping Section
Jenny Kirchgatter, Assistant Zoning Administrator
Eric Halvorson, Traffic Engineering Division
Debra Crary, City Assessor's Office
Heidi Radlinger, Office of Real Estate Services
Janet Schmidt, Parks Division
Adam Wiederhoeft, Water Utility
Tim Parks, Planning Division
Bill Sullivan, Fire Department