



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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January 13, 2021

Michelle Burse  
Burse Surveying & Engineering  
2801 International Lane, Suite 101  
Madison, WI 53704

RE: LNDCSM-2020-00027; ID 60689 – Certified Survey Map – 817 Williamson Street

Dear Ms. Burse;

Your one-lot certified survey of property located at 817 Williamson Street, Section 13, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **approved**. The property is zoned Traditional Shopping Street (TSS) District and Third Lake Ridge Historic District (HIS-TL). The comments for the CSM are listed below. Please contact staff three weeks prior to the anticipated recording date for final sign-off.

**Please contact Brenda Stanley of the Engineering Division at 261-9127 if you have questions regarding the following three (3) items:**

1. Enter into a City/Developer agreement for the required infrastructure improvements. Agreement to be executed prior to sign off. Allow 4-6 weeks to obtain agreement. Contact City Engineering to schedule the development and approval of the plans and the agreement. (MGO 16.23(9)(c))
2. Construct sidewalk/terrace/pavement improvements to a plan as approved by City Engineer.
3. 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 signoff. (MGO 16.23(9)(d)(4))

**Please contact Sean Malloy of the Traffic Engineering Division at 266-5987 if you have questions regarding the following item:**

4. The applicant shall dedicate Right of Way or grant a Public Sidewalk Easement for and be responsible for the construction of a five (5)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance along Williamson Street.

**Please contact Ann Freiwald of the Parks Division at 243-2848 if you have any questions regarding the following four (4) items:**

5. 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(2) will be required for all new residential

development associated with this project. This development is within the East Park-Infrastructure Impact Fee district. Please reference ID# 20017 when contacting Parks about this project.

6. The following note should be included on the CSM: "LOTS WITHIN THIS SUBDIVISION ARE SUBJECT TO IMPACT FEES THAT ARE DUE AND PAYABLE AT THE TIME BUILDING PERMIT(S) ARE ISSUED."
7. Prior to sign off on the CSM the applicant shall execute a declaration of conditions and covenants for impact fees.
8. The Parks Division shall be required to sign off on this CSM.

**Please contact Jeff Quamme of Engineering – Mapping Section at 266-4097 if you have any questions regarding the following seven (7) items:**

9. The existing easement to Wisconsin Bell per Doc No 1951553 shall be released as it will encumber the future building planned on this site.
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 monument condition reports (with current tie sheet attached) for all monuments, including center of sections of record, used in this survey, to Jeff Quamme, City Engineering ([jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com))
11. Prior to Engineering final sign-off by main office for Plats or Certified Survey Maps (CSM), the final Plat or CSM in pdf format must be submitted by email transmittal to Engineering Land Records Coordinator Jeff Quamme ([jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com)) for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division sign-off.
12. Add to the legal description for the southeast side of the CSM that the course also runs along the Southeasterly side of Lot 3, Block 148.
13. Add to the header on each sheet and to the legal description that the CSM also lies within a part of the SW 1/4 of the SE 1/4, all being within Government Lot 5.
14. This Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD), the new parcel data created by the Assessor's Office and the parcel data available to zoning and building inspection staff prior to issuance of building permits for new construction.
15. This Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD), the new parcel data created by the Assessor's Office and the parcel data available to zoning and building inspection staff prior to issuance of building permits for new construction.
16. Submit to Jeff Quamme, prior to Engineering sign-off of the subject plat, 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 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 for any changes subsequent to any submittal.

**Please contact Heidi Radlinger of the Office of Real Estate Services at 266-6558 if you have any questions regarding the following nine (9) items:**

17. Signature block certifications shall be executed by all parties of interest having the legal authority to do so, pursuant to Wis. Stats. 236.21(2)(a). The executed original recordable CSM shall be presented at the time of sign-off.
18. All ownership consents and certifications for the subject lands shall conform to Wis. Stats. 236.21(2), 236.34(1)(dm) and 236.29 by including the language ...surveyed, divided, mapped and dedicated....
19. 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.
20. 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.
21. Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Heidi Radlinger in City's Office of Real Estate Services ([hradlinger@cityofmadison.com](mailto: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 (5/22/2017) 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. Surveyor shall update the CSM with the most recent information reported in the title update.
22. The owner shall email the document number of the recorded CSM to Heidi Radlinger as soon as the recording information is available.
23. Create note if existing building is to be razed.

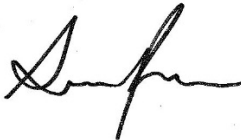
**Specific questions regarding the comments contained in this letter should be directed to the commenting agency.**

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).

As soon as the comments have been addressed, 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.

If you have any questions or if may be of any further assistance, please do not hesitate to contact my office at [sprusak@cityofmadison.com](mailto:sprusak@cityofmadison.com).

Sincerely,

A handwritten signature in black ink, appearing to read 'Sprusak', written in a cursive style.

Sydney Prusak, AICP  
Planner

cc: Brenda Stanley, Engineering Division  
Sean Malloy, Traffic Engineering  
Ann Freiwald, Parks Division  
Jeff Quamme, Engineering Division—Mapping Section  
Heidi Radlinger, Office of Real Estate Services