



Department of Planning & Community & Economic Development

Planning Division

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

June 17, 2026

Dylan Douglas
JT Engineering, Inc.
281 W Netherwood Road, Suite 1
Oregon, Wisconsin 53575

RE: LNDCSM-2026-00021; ID 93087 – Certified Survey Map – 4733 Eastpark Boulevard (American Family Mutual Insurance Corp. Real Estate)

Dear Dylan,

The two-lot Certified Survey Map (CSM) for property located at 4733 Eastpark Boulevard, Section 22, Township 8N, Range 10E, City of Madison, Dane County, Wisconsin is hereby **conditionally approved**. The property is zoned SEC (Suburban Employment Center District). 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 (608) 261-9127 if you have questions regarding the following three (3) items:

1. Add the following note to the CSM: "Lot 2 of the proposed CSM will be required to have a sanitary sewer lateral and water service installed as part of any building permit for said lot."
2. Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to City Engineering Division 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.
3. A minimum of two (2) working days prior to requesting City Engineering signoff on the CSM, contact either Tim Troester (West) at (608) 261-1995 (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 sub-division of the properties. The stormwater utility charges (as all utility charges) are due for the previous months of service and must be cleared prior to the land division (and subsequent obsolesces of the existing parcel).

Please contact Jeffrey Quamme of the City Engineering Division–Mapping Section at (608) 266-4097 if you have questions regarding the following fifteen (15) items:

4. On the Public Sanitary Sewer and Lift Station Access Easement that is mapped, define with different hatching and labels the Parking Lot Access Easement Area and the Gravel Driveway Access Easement Area. The responsibilities are different for the two areas and need to be clearly denoted to avoid confusion.
5. Provide a developed site plan showing and confirming the Public Sanitary Sewer and Lift Station Easement Area is adequate and conforms to the future development of the site.
6. Remove the new “Access Easement Area” on the CSM. The shared access area shall be granted as part of an amendment to the existing agreement per Document No. 5705050. Provide for review the amendment necessary to accomplish the future site development as proposed prior to final sign-off. The document(s) shall be executed and recorded subsequent to the CSM recording and prior to a final approval of a future development.
7. The proposed parcels within and adjacent to this development are dependent on each other for overland and subsurface storm water drainage. The proposed Drainage Easement on this CSM does not state the beneficiaries or any terms and conditions. Provide the terms and conditions on the CSM or provide a private storm sewer/drainage easement/agreement draft including the parcels affected for review. The agreement would be executed and recorded subsequent to the recording of the CSM and prior to a final site plan approval within this CSM.
8. Include notes 8, 9 and 10 from The American Center Holladay Plat in the notes on Sheet 13 of this CSM.
9. 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).
10. Prior to Engineering final sign-off by main office for Certified Survey Maps, the final CSM shall be submitted in PDF format by email transmittal to Engineering Land Records Coordinator Jule Smith (jsmith4@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.
11. Conditions of approval noted herein are not intended to be construed as a review determining full compliance with City of Madison Ordinances and State of Wisconsin Statutes. The licensed professional preparing the land division is fully responsible for full compliance with all Ordinances and Statutes regulating this proposed land division.
12. The dividing lot lines shall be solid as per the platting checklist by the Wisconsin Department of Administration. Dashed lines are reserved for adjoiners, easements, chords and existing buildings in the platting statute.

13. Provide chords as required on the main curves. Provide the length of the monuments to be set. Label the centerline of Eastpark Blvd. Provide a bearing and distance from the Witness Monument to the true N 1/4 of Section 22. Provide the bearing and distance from the N 1/4 of Section 22 to the tie.
14. Correct and change the first instance of Document No. 5764641 in note 5 and replace with Document No. 237920.
15. Add a note to all sheets with mapping: "See Notes on Sheet 13".
16. Correct the Secretary of the Plan Commission to Matthew Wachter.
17. This pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds, 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.
18. The applicant shall submit to Jule Smith, 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 which occur subsequent to any submittal.

Please contact Bill Putnam of the Traffic Engineering Division at (608) 267-8713 if you have any questions regarding the following item:

19. The developer shall provide a recorded copy of any joint driveway ingress/ egress and cross access easements, which shall be noted on face of plan.

Please contact Trent W. Schultz of the Parking Division at (608) 246-5806 if you have any questions regarding the following item:

20. The agency reviewed this project and determined a Transportation Demand Management (TDM) Plan is not required as part of this CSM review. A TDM Plan will be required as part of future development, per MGO Section 16.03.

Please contact Jeff Belshaw of the Madison Water Utility at (608) 261-9835 if you have any questions regarding the following item:

21. 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. For condominiums and townhomes located on a single parcel, it will be the developer's choice whether to master meter or individually meter each unit.

Please contact Heidi Radlinger of the Office of Real Estate Services at (608) 266-6558 if you have any questions regarding the following twelve (12) items:

22. 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. If any of the land within the CSM boundary is under contract for sale or purchase, and said transfer will be conducted at the time of CSM recording, an escrow agreement may be necessary. Please discuss closing plans with ORES in advance of CSM sign-off.
23. Prior to CSM approval sign-off, an executed and notarized or authenticated certificate of consent for all mortgagees shall be included following the Owner's Certificate(s).
24. 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.
25. 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..."
26. 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 executed prior to CSM sign-off if said ownership interest meets the criteria set forth by Wis. Stats. Sec. 236.34 and Sec. 236.21(2)(a).
27. 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 final sign-off.
28. Please correct the name of the City Clerk on the Common Council certificate to Lydia A. McComas.
29. 2025 real estate taxes are paid for the subject property. Per 236.21(3) Wis. Stats. and MGO Section 16.23(5)(g)(1), the property owner shall pay all real estate taxes that are accrued or delinquent for the subject property prior to CSM sign-off and recording. This includes property tax bills for the prior year that are distributed at the beginning of the year. Receipts from the City of Madison Treasurer are to be provided before or at the time of sign-off. Payment is made to: City of Madison Treasurer; 210 Martin Luther King, Jr. Blvd.; Madison, WI 53701.

30. As of the date of this letter, there are no special assessments reported. 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 pursuant to MGO Section 16.23(4)(f)(3).
31. Pursuant to MGO Section 16.23(4)(f), 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 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. ORES reserves the right to impose additional conditions of approval in the event the title update contains changes that warrant revisions to the CSM.
32. The owner shall email the document number of the recorded CSM via email to Heidi Radlinger when the recording information is available.
33. 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.

A resolution approving the Certified Survey Map and authorizing the City to sign it and any other documents related to the CSM will be reviewed by the Common Council at its June 23, 2026 meeting.

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 the Plan Commission certificate is executed, the Planning Division will make the City Clerk's Office aware that the Common Council certificate may be executed.

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.**

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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 script is fluid and cursive, with the first letters of each word being capitalized and prominent.

Timothy M. Parks
Planner