



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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215 Martin Luther King Jr. Boulevard  
Madison, Wisconsin 53703  
Phone: (608) 266-4635  
[www.cityofmadison.com](http://www.cityofmadison.com)

June 19, 2019

Jeff Ekola  
Lake Edge Lutheran Church  
4032 Monona Drive  
Madison, Wisconsin 53716

RE: LNDCSM-2019-00017; ID 55597– Certified Survey Map – 4032 Monona Drive and 4013 Hegg Avenue  
(Lake Edge Lutheran Church)

Dear Mr. Ekola;

The two-lot certified survey of property located at 4032 Monona Drive and 4013 Hegg Avenue, Section 9, Township 7N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned SR-C1 (Suburban Residential–Consistent 1 District). The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

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

1. All outstanding 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 (261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff.
2. 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](mailto:ttroester@cityofmadison.com)) or Brenda Stanley at 261-9127 ([bstanley@cityofmadison.com](mailto: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).

**Please contact Jeff Quamme of the City Engineering Division–Mapping Section at 266-4097 if you have questions regarding the following nine (9) items:**

3. Add a note that the Certified Survey Map (CSM) is subject to private restrictions as noted per Document Nos. 311803a, 323467a, 341392, 445993 and 537749.
4. Sanitary Sewer Easement per Document No. 861699 shall be released. This easement shall be released by separate document prepared by the Office of Real Estate Services. The applicant shall prepare

metes and bounds legal descriptions and scale map exhibits for the portions to be released and provide to Engineering Land Records Coordinator Jeff Quamme for review. Upon approval of the exhibits and payment of the required \$500 administration fee (check payable to City of Madison Treasurer) to cover staff time and recording costs, Engineering will create the necessary Office of Real Estate Services (ORES) Project. ORES staff will then administer the release document(s) and record with the Dane County Register of Deeds. This release shall be completed prior to recording of the CSM permitting the removal of the note and easement shown on sheet 5.

5. The remaining portion of the Sanitary Sewer easement per Document No. 1159481 (partially released by Document No. 2808975) shall be released as authorized by RES-06-00620, file 03846 in conjunction with Engineering Project No. 53B1989 abandoning the sanitary sewer and Real Estate Project No. 8491. Coordinate the drafting and execution of the document with the Office of Real Estate Services. This release shall be completed prior to recording of the CSM permitting the removal of the note and entire remaining easement shown on sheet 4.
6. Provide "recorded as" information as follows: S 54°21'13" W, 156.08 for L-2; S 22 21'20" E, 35.75 for L-8; N 69°29'51" E, 134.30 and 133.8 for L-9.
7. Confirm the officer to execute the Owner's Certificate. Typically, congregations have a President and a President Elect who will execute documents.
8. Correct the arc length and chord length in the legal description to match and correspond to curve number C-3.
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 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.
10. Prior to Engineering final sign-off by main office for Certified Survey Maps (CSM), the final CSM must be submitted to City 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 City Engineering Division sign-off. Electronic mail submittal of the FINAL CSM in PDF form is preferred. Transmit to jrquamme@cityofmadison.com
11. The applicant shall submit to Jeff Quamme, prior to final Engineering sign-off of the subject plat, one (1) digital CADD drawing and one (1) signed copy of the final plat 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: right of way lines (public and private); lot lines; lot numbers; lot/plat dimensions; street names, and; 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.

**Please contact Jenny Kirchgatter, Assistant Zoning Administrator, at 266-4429 if you have any questions regarding the following item:**

12. Show the rear yard setback distance as measured to the existing single-family dwelling at 4013 Hegg Avenue on proposed Lot 2. The rear yard setback is the lesser of 30% of the lot depth or 35 feet. If the existing principal structure and any additions to it, covers twenty percent (20%) or less of the lot area, the rear yard setback may be reduced by twenty-five percent (25%).

**Please contact Jenny Frese of the Office of Real Estate Services at 267-8719 if you have any questions regarding the following seven (7) items:**

13. 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). Said parties shall provide documentation of legal signing authority to the notary at the time of execution. The title of each certificate shall be consistent with the ownership interest reported in the most recent title report. The executed original hard stock recordable CSM shall be presented at the time of sign-off.
14. A certificate of consent for all mortgagees/vendors shall be included following the Owner's Certificate(s) and executed prior to CSM approval sign-off.
15. City of Madison Plan Commission Certificate: Please include the name of the interim Secretary of the Plan Commission, following Natalie Erdman's retirement: Nan Fey.
16. As of June 3, 2019, the 2018 real estate taxes are paid. 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 recording. 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.
17. Special assessments are owed for the subject property and shall be paid in full prior to CSM approval sign-off.

18. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Jenny Frese in City's Office of Real Estate Services ([jfrese@cityofmadison.com](mailto: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 (February 12, 2019) 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.
19. The following revisions shall be made to the CSM prior to final sign-off and recording:
  - a.) Describe, and if possible, depict the encumbrances on the subject property by Document No. under Notes on Sheet 6 of the proposed CSM for the following documents in the title report: 311803a, 323467a, 341392, 445993, and 537749.
  - b.) If all parties of interest agree that certain easements are no longer necessary, the release documents for said easements shall be coordinated with City Engineering and ORES, and recorded prior to CSM approval sign-off.
  - c.) Coordinate with ORES and City Engineering for the possible creation or release of a sanitary sewer easement on the subject property, pursuant to ORES Project No. 8491.
  - d.) The easement for fire hydrant purposes recorded as Doc. No. 1612891 can be released, as the hydrant, along with a portion of the easement area, is now located in the Monona Drive right-of-way. The easement release document will be prepared by ORES, subject to a \$500 administrative fee (check payable to the City of Madison Treasurer). The Madison Water Utility waives the requirement for a metes and bounds legal description of the easement area to be released, but requests referral of the CSM to the Water Utility Board for approval.

**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 at its June 18, 2019 meeting.**

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.

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 261-9632.

Sincerely,

Timothy M. Parks  
Planner

cc: Tim Troester, City Engineering Division  
Jeff Quamme, City Engineering Division—Mapping Section  
Jenny Kirchgatter, Assistant Zoning Administrator  
Jenny Frese, Office of Real Estate Services