



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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

January 25, 2023

Dan Paulson  
Paulson & Associates, LLC  
136 W Holum Street  
DeForest, Wisconsin 53532

RE: Approval of a Certified Survey Map (CSM) to create one lot for a single-family residence at 5978 Portage Road, Town of Burke, in the City of Madison's Extraterritorial Jurisdiction (Hoel-Orvick Family Trust) (LNDCSM-2022-00057; ID 74900).

Dear Dan;

The City of Madison Plan Commission, meeting in regular session on January 23, 2023, **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 Julius Smith of the City Engineering Division—Mapping Section at (608) 264-9276 if you have questions regarding the following eleven (11) conditions:**

1. 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](mailto:jrquamme@cityofmadison.com)), City Engineering.
2. In accordance with Section s. 236.18(8), Wisconsin Statutes, the applicant shall reference City of Madison WCCS Dane Zone, 1997 Coordinates on all PLS corners on the 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. See Sandsness City Tie sheets.
3. Prior to Engineering Division final sign-off by main office for Certified Survey Maps, the CSM shall be submitted in PDF format by email transmittal to Engineering Land Records Coordinator Julius Smith ([jsmith4@cityofmadison.com](mailto: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.
4. Per Madison General Ordinance MGO 16.23(5)(g)(1): "...the certified survey map shall show the entire ownership with a survey for the parcel or parcels being separated and a scaled drawing from recorded

information for the parcel remaining.” Provide an additional sheet showing a scaled drawing depicting the location and area adjacent to the entire owned 80 acres.

5. Correct 33.02' sub-distance to 33.00' along Northerly line of Lot 1.
6. Correct overall South line of Lot 1 from 372.98' to 375.00'.
7. If Portage Road is not being dedicated with this CSM, it should be shown as underlined.
8. Correct the bearing in the final call of the written legal description to S 89° 56' 01" W.
9. Correct the overall square-footage of Lot 1 to 122,243 and 111,485 excluding the right of way.
10. For the Basis of Bearings, correct the word 'lint' to 'line'. Also the assumed bearing matches that of WCCS Dane Coordinates with in 0^00'02" it appears this site was measured in some form of County Coordinates - WCCS or WisCRS Dane. Relation to County Coordinates is a requirement of approval. Therefore North reference should be related to the Coordinate System used, its adjustment NAD83(91),(97)or (2011) and then stated to be measured to bear and not assumed.
11. The applicant shall submit to Julius 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 Jenny Frese of the City's Office of Real Estate Services at (608) 267-8719 if you have questions regarding the following eight (8) conditions:**

12. 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.
13. 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). 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.

14. If any portion of the lands within the CSM boundary are subject to an Option to Purchase or other Option interest, recorded or unrecorded, 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. Stats. 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. Include/ update the Plan Commission certificate as follows:

Approved for recording per the Secretary of the City of Madison Plan Commission.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Matthew Wachter, Secretary of the Plan Commission

17. Per 236.21(3) Wis. Stats., 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.
18. All known special assessments are due and payable prior to CSM approval sign-off. 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 prior to CSM sign-off.
19. Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report via to the Office of Real Estate Services, 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. The updated title report shall only include the area of the proposed CSM; any parcels and documents that do not impact the area of this CSM shall be removed from the updated 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.

**The Office of Real Estate Services may have additional comments on the final CSM and title update when they are submitted for final approval.**

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

Note: This property is currently outside the Madison Water Utility 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.

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 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](mailto:tparks@cityofmadison.com).

Sincerely,

*Timothy M Parks*

Timothy M. Parks  
Planner

cc: Julius Smith, City Engineering Division – Mapping Section  
Jenny Frese, Office of Real Estate Services