



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, AICP, Director

Madison Municipal Building, Suite 017
215 Martin Luther King Jr. Boulevard
Madison, Wisconsin 53703
Phone: (608) 266-4635
www.cityofmadison.com

March 11, 2019

Mark Pynnonen
Birrenkott Surveying, Inc.
1677 N. Bristol Street
Sun Prairie, Wisconsin 53590

RE: Approval of two (2) one-lot Certified Survey Maps (CSM) to create two lots on land located adjacent to 3385 North Star Road, Town of Cottage Grove, in the City of Madison's Extraterritorial Jurisdiction (Skaar).

Dear Mr. Pynnonen;

The City of Madison Plan Commission, meeting in regular session on February 25, 2019, **conditionally approved** your Certified Survey Map of property located on North Star Road in the Town of Cottage Grove. The conditions of approval from the reviewing agencies to be satisfied before final City 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 three (3) conditions:

1. A Phase 1 environmental site assessment (Phase 1 ESA), compliant with ASTM E1527-13, is required land dedicated to the public. The applicant shall provide one (1) digital copy to Brynn Bemis (267-1986, bbemis@cityofmadison.com) for review. Staff review of this Phase 1 ESA will determine if a Phase 2 ESA is also required.
2. A navigable stream is located on this parcel. Identify the limits of the stream and centerline of the channel and show on the CSM. This shall be done in conjunction with the WDNR. Applicant shall provide an easement a minimum of 50 feet from each side of the channels of the ordinary high water marks as determined by the WDNR. The easement shall be dedicated to the public for stormwater purposes.
3. A wetland delineation will be required. Show wetlands and all required setbacks on the CSM. Provide a copy of the wetland delineation.

Please contact Jeff Quamme of the City Engineering Division—Mapping Section at 266-4097 if you have questions regarding the following twelve (12) conditions:

4. Both CSMs are showing a North Star Road right of way that deviates from the County Highway Road Book for Cottage Grove, where a three-rod road was laid out centered on the Section Line. Also, the easterly right of way as shown on each survey do not match. Both surveys shall provide the required

labeled overall widths of the right of ways and widths to the exterior boundary line and centerline (add to the map), including widths at any bend points. Also, provide necessary notation on how the right of ways were determined.

5. The Banovetz CSM shall show all record boundary data as required by statute.
6. The Banovetz CSM shall show the East Quarter Corner of Section 28 and an overall quarter line bearing and distance as required by statute.
7. The Banovetz CSM shall remove note 1. A title report has been provided as part of this review.
8. The Skaar CSM shall add a City of Madison Plan Commission approval certificate.
9. Both CSMs bearing systems are on the Dane County Coordinate System. Provide measured coordinate values on the Section Corners.
10. Prior to City Engineering final sign-off by main office for Certified Survey Maps (CSM), the final 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** 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).

*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 original submittal of data and prior to final sign off.

Please contact Lance Vest of the City's Office of Real Estate Services at 245-5794 if you have questions regarding the following eight (8) conditions:

12. Update the Owners Certificate notary block to 2019 (018-0711-284-9940-0). 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.

13. 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. Include Mortgagee Certificates for Landmark Services Cooperative and Verity Business Solutions, LLC per Document Nos. 5393459 and 5393460 (018-0711-284-9940-0).
14. City of Madison Plan Commission Certificate: Change "Planning" to "Plan" (018-0711-284-9720-2). Pursuant to MGO Section 16.23(7)(d)3 and Wis. Stats. 236.21(2) (a), all CSMs that are subject to the review and approval of the City of Madison shall contain the following certificate of approval:

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

By: _____ Date: _____
Natalie Erdman, Secretary of the Plan Commission"

15. Register of Deeds Certificate: Update the certificate to 2019 (018-0711-284-9940-0). Please include a space for the Register to hand write the recording info on the date of recording, to appear similar to the following:

Office of the Register of Deeds
Dane County, Wisconsin
Received for recording on _____, 20__ at ___ o'clock __ M, and
recorded in Vol. ___ of CSMs on page(s) _____, Document No. _____.

Kristi Chlebowski, Register of Deeds

16. As of February 14, 2019, the 2018 real estate taxes are paid for the subject property and there are no special assessments. Per 236.21(3) Wis. Stats. and MGO Section 16.23(5)(g)(1), the property owner shall pay all real estate taxes and special assessments 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.
17. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish updated title reports to Lance Vest in City's Office of Real Estate Services (lvest@cityofmadison.com), as well as the survey firms preparing the proposed CSMs. The report shall search the period subsequent to the date of the initial title report (November 27 and December 21, 2018) 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.
18. The owner shall email the document number of the recorded CSM to Lance Vest in the City's Office of Real Estate Services as soon as the recording information is available.

19. The following revisions shall be made to the CSM prior to final approval and recording: Depict and dimension all existing improvements including, but not limited to: buildings, drives, parking lots, encroachments, wells, septic systems, etc. located within the CSM boundary..

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

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.

Upon acceptance and recording of the Certified Survey Map by the Dane County Register of Deeds, please transfer the recorded volume, document number, and page numbers to the copies and forward a copy to this office for our records. The original survey map with the recording information is permanently kept on file in the Dane County Register of Deeds Office. A copy of the recorded document can be obtained from the Register of Deeds Office, Room 110, City-County Building or the Real Estate Office in the Madison Department of Planning and Development.

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 261-9632.

Sincerely,

Timothy M. Parks
Planner

cc: Brenda Stanley, City Engineering Division
Jeff Quamme, City Engineering Division – Mapping Section
Lance Vest, Office of Real Estate Services
Dan Everson, Dane County Land Records and Regulations