



Department of Planning & Community & Economic Development

## Planning Division

Katherine Cornwell, Director

Madison Municipal Building, Suite LL-100

215 Martin Luther King, Jr. Boulevard

P.O. Box 2985

Madison, Wisconsin 53701-2985

Phone: (608) 266-4635

Fax (608) 267-8739

[www.cityofmadison.com](http://www.cityofmadison.com)

February 12, 2016

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

RE: Consideration of a Certified Survey Map (CSM) to create 2 lots from land addressed as 2819 CTH T, Town of Sun Prairie, in the City of Madison's Extraterritorial Jurisdiction (Ricky A. Rice).

Dear Mr. Pynnonen;

The City of Madison Plan Commission, meeting in regular session on February 8, 2016, **conditionally approved** your clients' two-lot Certified Survey Map of property located at 2819 CTH T, Town of Sun Prairie. The conditions of approval from the reviewing agencies to be satisfied before final City approval and recording of the CSM are:

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

1. USPS records indicate that the street is called County Road T. Please verify with the Wisconsin Department of Transportation as to whether this is now called County Road T or if it is County Trunk Highway T.
2. 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. 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. The Applicant shall identify monument types on all PLS corners included on the Plat. Note: Land tie to two PLS corners required.
3. Show as required by statute the "recorded as" data along the exterior boundaries of the Certified Survey Map. This also includes some data within the curve table. Many dimensions vary substantially from the public record.
4. A note shall be added to the CSM that County Trunk Highway T is and Access Controlled Highway as set forth by Document No. 1368501. Also designate and dimension the frontage of "No Vehicular Access" on the face of the CSM.

5. Ties from the existing home to adjacent lot lines shall be shown on the CSM.
6. A Common Access Easement/Agreement is required for the common driveway shown on the Certified Survey Map. All easements shall specify the beneficiaries of the easement along with rights and responsibilities of all parties cited within the easement.
7. The chords of the curves shall be shown on the map as required by statute.
8. Clarify the recorded as data shown over the County Trunk Highway "T" label or remove. It appears to not reference any of the boundaries of this Certified Survey Map.
9. Revise the Secretary of the City of Madison Plan Commission to Natalie Erdman.

**Please contact Heidi Radlinger of the City's Office of Real Estate Services at 266-6558 if you have questions regarding the following four (4) items:**

10. Pursuant to MGO Section 16.23(5)(e)4 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 City of Madison Plan Commission certificate of approval:

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

By: \_\_\_\_\_  
Natalie Erdman, Secretary of the Plan Commission

Date: \_\_\_\_\_

11. Per Section 236.21(3) Wis. Stats. and MGO Section 16.23(5)(g), the property owner shall pay all real estate taxes and special assessments for the subject property prior to CSM recording.
12. Pursuant to MGO 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 (October 26, 2015) submitted with the CSM application and include all associated documents that have been recorded since the initial title report. The surveyor shall update the CSM with the most recent information reported in the title update
13. Revise the CSM prior to final sign-off as follows:
  - a.) Depict, name, and identify by document number on the proposed CSM all existing easements cited in record title and the updated interim report.
  - b.) Satisfactions or releases for all mortgages, liens, judgments, or other instruments that no longer encumber the lands or ownership within the CSM boundary shall be recorded prior to CSM approval sign-off.

**Please contact my office at 261-9632 if you have questions about the following five (5) items:**

14. The applicant shall execute a restrictive covenant over Lots 1 and 2 of the CSM in a form approved by the Planning Division prior to final City approval of the CSM for recording. The restrictive covenant shall require written approval of the City of Madison Planning Division Director of the

location of any new or expanded principal or accessory buildings located on Lots 1 and 2. The purpose of the restrictive covenant is to ensure that the location of any new or expanded buildings on the site does not negatively impact the ability to potentially extend Burke Road or other services across the subject property to serve future urban development in the area.

15. That no additional driveway access to CTH T be granted for Lots 1 and 2 of the CSM. The applicant shall create a joint driveway easement/ agreement to benefit both proposed lots, with the final easement/ agreement to be approved by the Planning Division and executed prior to final approval of the CSM for recording.
16. Per Section 16.23(8)(d)4, side lot lines shall be as nearly as possible at right angles to straight street lines or radial to curved street lines on which the lots face. Work with Planning Division staff prior to final sign-off to revise the CSM to create a common line between the Lots 1 and 2 that more closely parallels the side property lines.
17. Any accessory buildings located on the property shall be shown on the final CSM prior to sign-off. If those buildings are to be removed/ demolished, a note to that affect shall be provided.
18. The final CSM shall show front and side yard setbacks for the existing residence as measured from the proposed common lot line.

**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.

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).

The owner shall furnish to the Office of Real Estate Services and the survey firm preparing the CSM an updated title report covering the period between the date of the initial title report and the date when final signoff is requested. The surveyor shall update the CSM with the most recent information reported in the title update.

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  
Heidi Radlinger, Office of Real Estate Services  
Dan Everson, Dane County Land Records and Regulations