



Department of Planning & Community & Economic Development

Planning Division

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

March 10, 2025

Alysen Tierney
United Grading and Surveying, LLC
6522 CTH C
Sun Prairie, Wisconsin 53590

RE: Approval of a Certified Survey Map (CSM) to divide 0811-302-8050-0 in the Town of Sun Prairie (adjacent to 3111 Burke Road) to create a residential lot, in the City of Madison's Extraterritorial Jurisdiction (Brad and Constance Freitag) (LNDCSM-2025-00002; ID 86860).

Dear Alysen,

On March 3, 2025, the City of Madison Plan Commission **approved** the above-referenced extraterritorial Certified Survey Map subject to the conditions from reviewing agencies in the following sections, which shall be satisfied before final City approval and recording:

Please contact Jeffrey Quamme of the City Engineering Division–Mapping Section at (608) 266-4097 if you have questions regarding the following ten (10) items:

1. Grant a 10-foot wide permanent limited easement for grading and sloping along Burke Road. Contact Jeff Quamme of Engineering-Mapping (jrquamme@cityofmadison.com, (608) 266-4097) for easement language.
2. Add a note that lands within this CSM are subject to a Declaration of Restrictive Covenants per Document No. 4344541.
3. 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), City Engineering.
4. The surveyor 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. Provide coordinate on both corners used for this CSM.

5. Prior to Engineering final sign-off by main office for Certified Survey Maps (CSM), the CSM shall be submitted in PDF format by email transmittal to Engineering Land Records Coordinator Julius Smith, City Engineering (jsmith4@cityofmadison.com), for final technical review and approval. This submittal must occur a minimum of two working days prior to final City Engineering Division sign-off.
6. The bearings along the boundaries of this CSM indicate the boundary is intended to be a parallelogram, but some of the distances do not coincide with that shape. Surveyor shall correct the necessary bearings or distances for accurate closure. Modify the legal description as necessary as well.
7. Provide a bearing along the right of way of Burke Rd. Also add "Burke Rd" text within the area being dedicated to the public.
8. Provide an overall boundary bearing and distance along the west side of this CSM as required by statute.
9. Remove the area under the Lot 1 label that includes any area within the Burke Road dedication. With the dedication of lands, the Lot area is exclusive of the right of way.
10. Add 'Matthew Wachter' as the Secretary of the Plan Commission.

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

11. Note: A Transportation Demand Management (TDM) Plan is not required as part of certified survey map review. A TDM Plan will not be required for future residential development if fewer than ten dwelling units are proposed.

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

12. Note: The subject parcels are located beyond Madison Water Utility's existing service area. Note that future annexation to the City may require connection to the City water system, if/when water service becomes available per MGO Section 13.07.

Please contact Heidi Radlinger of the City's Office of Real Estate Services at (608) 266-6558 if you have questions regarding the following eight (8) items:

13. 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.

14. 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).
15. 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.
16. 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..."
17. 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 have it executed prior to CSM sign-off, if said ownership interest meets the criteria set forth by Wis. Stat. Sec. 236.34 and Sec. 236.21(2)(a).
18. 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.
19. All real estate taxes and special assessments shall be paid in full prior to final approval of the CSM for recording.
20. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish an updated title report 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 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. Staff reserves the right to impose additional conditions of approval in the event the title update contains changes that warrant revisions to the CSM.

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

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.

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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 you 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 signature is written in a cursive, flowing style.

Timothy M. Parks
Planner