



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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September 13, 2017

Brett Stoffregan  
D'Onofrio Kottke & Associates  
7530 Westward Way  
Madison, WI 53717

RE: ID 48490 | LNDCSM-2017-00028 | 116 Juneberry Drive  
Approval of a Certified Survey Map (CSM) to amend lot size and width standards and create two lots for split two-family twin homes via CSM.

Dear Mr. Stoffregan:

At its August 28, 2017 meeting, the Plan Commission, meeting in regular session, found the standards met and approved your client's two lot CSM at 116 Juneberry Drive, Section 1, Township 7N, Range 10E, City of Madison, Dane County, Wisconsin. The conditions of approval from the reviewing agencies to be satisfied prior to final approval of the plan amendment and recording of the CSM are:

**Please contact Tim Troester of the Engineering Division at 267-1995 if you have questions regarding the following item:**

1. A minimum of two (2) working days prior to requesting City Engineering signoff on the plat/csm the applicant shall contact either Tim Troester at 261-1995 ([ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com)) or Brenda Stanley at 608-261-9127 ([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). (POLICY)

**Please contact Jeff Quamme of the Engineering Division–Mapping Section at 608-266-4097 if you have questions regarding the following two (2) items:**

2. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD) prior to issuance of any building permits for new construction. When the recorded CSM image is available from the ROD, the Assessor's Office can then create the new Address-Parcel-Owner (APO) data in GEO so that the Accela system can upload this data and permit issuance made available for this new land record.
3. Prior to Engineering final sign-off by main office for Plats or Certified Survey Maps (CSM), the final Plat or 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 Plat or CSM in PDF form is preferred. Transmit to [jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com).

**Please contact Bill Sullivan of the Madison Fire Department at 261-9658 if you have questions regarding the follow item:**

4. Madison Fire Department recommends the installation of a residential fire sprinkler system in accordance with NFPA 13D. Additional information is available at the Home Fire Sprinkler Coalition website: <https://homefiresprinkler.org/building-residential-fire-sprinklers>

**Please contact Janet Schmidt of the Parks Division at 261-9688 if you have questions regarding the following three (3) items:**

5. Park Impact Fees (comprised of the Park Infrastructure Impact Fee, per MGO Sec. 20.08(2)), and Park-Land Impact Fees, per MGO Sec. 16.23(8)(f) and 20.08(6) will be required for all new residential development associated with this project. This development is within the East Park -Infrastructure Impact Fee district. Please reference ID# 17121.1 when contacting Parks about this project.
6. The following note should be included on the subdivision: "LOTS WITHIN THIS SUBDIVISION ARE SUBJECT TO IMPACT FEES THAT ARE DUE AND PAYABLE AT THE TIME BUILDING PERMIT(S) ARE ISSUED."
7. Parks Division will be required to sign off on this subdivision.

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

8. The mortgagee on the Certificate of Consent does not match the mortgagee on record title. Reconcile and revise.
9. There are outstanding 2016 real estate taxes for the subject property. Per 236.21(3) Wis. Stats. and 16.23(5)(g)(1) Madison General Ordinances, 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. As of the date of this letter there are no special assessments reported. If special assessments are levied against the property prior to CSM signoff, they shall be paid in full pursuant to MGO Section 16.23(5)(g)1.
10. Pursuant to Madison City Ordinance 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 (11/24/2016) submitted with the CSM application and include all associated documents that have been recorded since the initial title report. Surveyor shall update the CSM with the most recent information reported in the title update.
11. The owner shall email the document number of the recorded CSM to Heidi Radlinger as soon as the recording information is available.

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

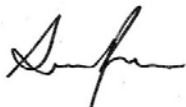
As soon as the comments and conditions have been satisfied as verified with a completed affidavit form (attached), the original along with the revised Certified Survey Map, with all signatures and approvals from the reviewing agencies, shall be brought to this office for final signoff. You or your client 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).

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 243-0554.

Sincerely,



Sydney Prusak on behalf of Colin Punt  
Planner

cc: Timothy Troester, City Engineering Division  
Jeff Quamme, City Engineering Division – Mapping Section  
Bill Sullivan, Fire Department  
Janet Schmidt, Parks Division  
Heidi Radlinger, Office of Real Estate Services  
Sally Sweeney, City Assessor's Office