



Department of Planning & Community & Economic Development

Planning Division

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

June 2, 2026

Devon Pittman
Briohn Building Corporation
3885 Brookfield Road
Brookfield, Wisconsin 53045

RE: Approval of a Certified Survey Map (CSM) to create two lots for commercial use and one outlot from two parcels generally addressed as 5926 CTH CV in the Town of Burke and the City of Madison's Extraterritorial Jurisdiction (LNDCSM-2026-00016; ID 92835).

Dear Devon,

The City of Madison Plan Commission, meeting in regular session on June 1, 2026, **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 Brenda Stanley of the City Engineering Division at (608) 261-9127 if you have questions regarding the following four (4) items:

1. A Phase 1 environmental site assessment (per ASTM E1527-21), is required for lands dedicated to the City. Provide one (1) digital copy and staff review will determine if a Phase 2 ESA is also required. Please submit report(s) to Environmental Review (environmentalreview@cityofmadison.com).
2. Attachment to the Madison Metropolitan Sewerage District (MMSD) and fees associated with the attachment will be due as a condition for plan approval. Contact Mark Moder of the City Engineering Division at 608-261-9250 to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering sign-off of the CSM.
3. The applicant shall show a setback from wetland boundary as required by Capital Area Regional Planning Commission (CARPC) regulations.
4. Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to City Engineering Division sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Mark Moder (608-261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering sign-off.

Please contact Jeffrey Quamme of the City Engineering Division–Mapping Section at (608) 266-4097 if you have questions regarding the following twenty-one (21) conditions:

5. Grant a 15-foot wide Permanent Limited Easement for grading and sloping adjacent to the CTH CV rights of way along the south side of Lot 1 and the north side of Lot 2. Contact Jeff Quamme of Engineering Mapping (jrquamme@cityofmadison.com, 608-266-4097) for easement language.
6. Show the north right of way of Daentl Road opposite all of this CSM. The majority of the right of way is 90 feet wide along this CSM until it varies. This shall be clearly shown and noted. Also note the area of Daentl Road conveyed by Document No. 989300.
7. Add a note that US Highway 51 is an Access Controlled Highway per Document No. 914742. Refer to the note for the “No Access Label” along the easterly side of Lot 2. Also revise the “No Access” note to read "No Access per Document No. 1418835 and RW Plat Proj No. 5410-3-21 Sheet 4.3."
8. Add a note that CTH CV is an Access Controlled Highway per Chapter 79 of the Dane County Ordinances.
9. Modify the notes for the two Restricted Development Easement Areas: Restricted Development Easement Area per Document No. 1614222 and RW Plat Proj No 1011-0-21, Sheets 4.2 and 4.3. Also per the document, no rights of access shall accrue to any right of way adjacent to this easement area.
10. Label the Daentl Service Road as acquired by Document No 1614222. Also, there are specific widths for this road at every bend point and they shall be labeled as required. Lastly, label the reference line as Reference Line F of RW plat No. 1011-0-02.
11. Add a note that Lot 2 is subject to a deed restriction per Document No. 5834846.
12. 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 monument condition reports for all monuments, including center of sections of record used in this survey, to Jeff Quamme, City Engineering (jrquamme@cityofmadison.com).
13. 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. E-mail submittal of the **final** CSM in PDF form is preferred. Please transmit to Jeff Quamme (jrquamme@cityofmadison.com).
14. Conditions of approval noted herein are not intended to be construed as a review determining full compliance with City of Madison General Ordinances and State of Wisconsin Statutes. The licensed professional preparing the land division is responsible for full compliance with all ordinances and statutes regulating this proposed land division.

15. An un-named Wisconsin Department of Natural Resources-designated perennial (navigable) stream crosses the northwest corner of Outlot 1. This shall be shown and an approximate ordinary high water mark (OHWM) noted as required by platting statute. See the Surface Water Data Viewer by the WDNR.
16. Label the Daentl Road Reference Line as Reference Line C, Hwy Proj No I-90-2(12)122.
17. Provide the adjustment year information for the Dane County Coordinate bearing reference.
18. Label the right of ways of CTH CV per Document No. 1039915 and RW Proj. Plat 5410-3-21 Sheet 4.3.
19. Add the delineated wetland line type to the legend.
20. The note for the Flood Hazard line should have text added to refer to Note 3.
21. "Recorded as" information shall be added to the CSM at all appropriate places, including any line or curve tables. Add curve chords and dimension information to the details on Sheet 2, including the easement areas.
22. Add a City of Madison Plan Commission Certificate to the Certified Survey Map. [Note: See Planning Division conditions for the form of this certificate.]
23. Add a note clarifying the location of the south line of Lot 2 regarding monumented forty line versus the computed forty line.
24. Show the SE Corner of Section 8, monument found, and coordinates with a bearing and distance along the east line of the SE 1/4. This monument would be needed to complete this CSM.
25. The applicant shall submit to Jeff Quamme, 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 Jeff Belshaw of the Madison Water Utility at (608) 261-9835 if you have questions regarding the following item:

26. Note: The subject parcels are located beyond Madison Water Utility's existing service area.

Please Matt Hamilton of the Madison Fire Department at (608) 266-4457 if you have questions regarding the following item:

27. Note: Build-out of the site and buildings shall comply with Madison General Ordinance Chapter 34 requirements, including site access, water supply, fire protection requirements, etc.

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

28. The agency reviewed this project and determined a Transportation Demand Management (TDM) Plan is not required as part of certified survey map review. If the subject parcel is attached to the City of Madison, future site development and/or changes of use could require the property to comply with the City of Madison TDM Ordinance, MGO Section 16.03.

Please Lance Vest of the City's Office of Real Estate Services at (608) 245-5794 if you have questions regarding the following eight (8) conditions:

29. 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. If any of the land within the CSM boundary is under contract for sale or purchase, and said transfer will be conducted at the time of CSM recording, an escrow agreement may be necessary. Please discuss closing plans with ORES in advance of CSM signoff. 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 final approval sign-off.

30. 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).

31. 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. Include a Consent of Lessee certificate for the billboard signs located on the property.

32. Pursuant to Madison City Ordinance Section 16.23(5)(b)(5) and Wis. Stats. 236.21(2)(a), all CSM's 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: _____
Matthew Wachter, Secretary of the Plan Commission

33. 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 Volume ____ of CSMs on page(s) _____, Document No. _____.

Kristi Chlebowski, Register of Deeds

34. Pursuant to Madison City Ordinance Section 16.23(4)(c)(1), the owner shall furnish an updated title report to ORES via email to Lance Vest (lvest@cityofmadison.com), the survey firm preparing the proposed CSM, and the reviewing Planner named in this letter. The report shall search the period after the date of the initial title report (March 24, 2026) 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. ORES reserves the right to impose additional conditions of approval in the event the title update contains changes that warrant revisions to the CSM.
35. The owner shall email the document number of the recorded CSM to ORES via email to Lance Vest (lvest@cityofmadison.com) when the recording information is available.
36. Revise the CSM as follows:
- a) Depict the billboard signs located within the proposed CSM boundary along CTH CV and US Highway 51.
 - b) Create notes that define the purpose of and the ownership of (whether public or private) all outlots. The note for an outlot dedicated to the public shall say: "Dedicated to the public for _____ purposes."

Please contact me at (608) 261-9632 if you have questions about the following six (6) items:

37. The Certified Survey Map shall be revised prior to final City approval to include the proposed use of Outlot 1 and provide information on the future ownership of the outlot. The CSM shall include a note that Outlot 1 is undevelopable due to the presence of floodplain and wetlands. Any use or development of that parcel for other than open space shall require the written approval of the City of Madison Planning Division.

38. Provide a copy of the wetland delineation referenced in correspondence with City staff. The delineation shall be prepared by a Wisconsin Department of Natural Resources (WDNR)-assured delineator and shall be current within five years.
39. The CSM shall be revised to show a 75-foot setback for any wetlands on or adjacent to the subject property consistent with the setbacks established by Dane County Regional Planning Commission (DCRPC) Resolution 934 and as now enforced by the Capital Area Regional Planning Commission (CARPC).
40. Provide the following City of Madison Plan Commission certificate:

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

By: _____ Date: _____
Matthew Wachter, Secretary of the Plan Commission'

41. Pursuant to Section 7.2.D of the Town of Burke Cooperative Plan, signage anywhere on Lots 1 and 2 shall comply with City of Madison sign regulations (MGO Chapter 31) and Dane County sign regulations. In the event that the City's sign regulations conflict with Dane County's regulations, the more restrictive regulations shall apply. Place a note on the final CSM to this effect; the note shall expire and be null and void upon attachment of the subject parcels to the City of Madison.
42. Pursuant to Section 11.B.(1) of the Town of Burke Cooperative Plan, stormwater management for Lots 1 and 2 of the CSM requires review by the City of Madison for conformance with the City's requirements in Chapter 37 of Madison General Ordinances. Place a note on the final CSM to this effect; the note shall expire and be null and void upon attachment of the subject parcels to the City of Madison.

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.

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**

ID # 92835
5926 CTH CV – 0810-084-8170-0
and Parcel 0810-081-9621-0
Town of Burke
June 2, 2026
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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.

Sincerely,

A handwritten signature in black ink that reads "Timothy M. Parks". The script is cursive and fluid, with the first letters of each word being capitalized and prominent.

Timothy M. Parks
Planner

cc: Mike Berry, Capitol Survey Enterprises (by e-mail)