



Department of Planning & Community & Economic Development

## Planning Division

Katherine Cornwell, Director

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August 12, 2014

Thom R. Grenlie  
400 S. Nine Mound Road  
Verona, Wisconsin 53593

RE: Consideration of a Certified Survey Map (CSM) creating 4 lots from land addressed as 7671-7713 Mid Town Road, Town of Verona, in the City of Madison's Extraterritorial Jurisdiction (Douglas Maxwell, Paul L. Maxwell and Maxwell Family, LLC).

Dear Mr. Grenlie;

The City of Madison Plan Commission, meeting in regular session on August 11, 2014, **conditionally approved** your clients' four-lot Certified Survey Map of property located at 7671-7713 Mid Town Road, Town of Verona. The conditions of approval from the reviewing agencies to be satisfied before final City approval and recording of the CSM are:

**Please contact Janet Schmidt of the City Engineering Division at 261-9688 if you have questions regarding the following eleven (11) conditions:**

1. The majority of the lands within this CSM are subject to the Well Agreement per Document No. 1731179. This agreement shall be modified (or terminated if appropriate) to specify the lot(s) within this proposed CSM that is to be a party to the agreement.
2. A note shall be placed along the south side of Mid Town Road referring to the easement to Wisconsin Power and Light as per Document No. 597730.
3. Place a note on the CSM that Lot 4 will be subject to the Private Sewage System Maintenance Agreement per Document No. 2574550.
4. Per the title report provided, a Consent of Mortgagee Certificate for US Bank National Association is required to be added to the CSM.
5. Remove all of the City of Madison notes on Sheet 3 and associated easements on the map on Sheet 2. Any drainage or stormwater easements/agreements/restrictions to be noted on this CSM shall be those required by the Town of Verona and/ or Dane County.
6. Separate the signatures required for the Maxwell Family LLC from the individual signatures required for Douglas P. Maxwell and Martha D. Maxwell. These are distinct separate entities having ownership to lands within the CSM.

7. Add the City of Madison to the approving agencies under the Owner's Certificate.
8. Show the total overall width of Mid Town Road.
9. The applicant shall dedicate a 10-foot wide Permanent Limited Easement for grading and sloping along Mid Town Road.
10. 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 Eric Pederson, 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.
11. In accordance with Section s.236.34(1)(c), which says a CSM shall be prepared in accordance with s.236.20(2)(c)&(f), Wisconsin Statutes, the applicant must show type, location and width of any and all easements. Clearly identify the difference between existing easements (cite Register of Deeds recording data) and easements which are being conveyed by the CSM. Identify the owner and/or benefiting interest of all easements.

**Please contact Jenifer Frese of the City's Office of Real Estate Services if you have questions regarding the following six (6) items:**

12. Prior to requesting final sign-off, executed signature block certifications shall be included for all parties of interest, pursuant to MGO Section 16.23(5)(g)4 and Wis. Stats. 236.21(2)(a). The title of each certificate shall be consistent with the ownership interest reported in the most recent title report. Please include separate certificates for the three ownership interests, or revise one of the certificates to combine the sole proprietor and LLC interests.
13. A certificate of consent for all mortgagees shall be included following the Owner's Certificate(s) and executed prior to final CSM sign-off. Either include a Consent of Mortgagee for the US Bank mortgage recorded as Document No. 4882074, or provide a recorded satisfaction of mortgage for the same.
14. 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..."
15. Any tenancy in excess of one year shall execute a Consent of Lessee prior to final sign-off.
16. Per 236.21(3) Wis. Stats. and MGO Section 16.23(5)(g), the property owner shall pay all real estate taxes for the subject property prior to CSM recording. As of July 23, 2014, the 2013 real estate taxes are paid for the subject property.
17. Revise the CSM prior to final sign-off as follows:

- a.) Include a complete and accurate legal description in the header on Sheet 1.
- b.) Where possible and applicable, label and depict all easements reported in record title, or describe them by document number in the notes on Sheet 3.
- c.) Remove the City of Madison notes on Sheet 3 that are not applicable for Town of Verona lands.
- d.) Coordinate with Town of Verona or County staff to determine if the 6-foot and 12-foot drainage easements depicted on the proposed CSM shall remain.
- e.) Label and depict the underlying lots lines and numbers for prior CSM 4067.

**Please contact my office at 261-9632 if you have questions about the following item:**

18. The Certified Survey Map (CSM) shall be revised to depict any intermittent or perennial streams present on the subject parcel, as suggested by Environmental Corridor Map A11, or include a note stating that no such water bodies exist on the subject property. If an intermittent or perennial stream is present on the site, the CSM shall include any buffers or setbacks required by State statute or administrative code.

**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**

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**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: Janet Schmidt, City Engineering Division  
Jennifer Frese, Office of Real Estate Services  
Dan Everson, Dane County Land Records and Regulations