



Department of Planning & Community & Economic Development

Planning Division

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

May 20, 2025

Chris Adams
Williamson Surveying
104A W. Main Street
Waunakee, WI 53597

RE: **City Legislative File ID [87880](#) | LNDCSM-2025-00011**: Approval of a Certified Survey Map (CSM) to reconfigure lot lines between 3895 and 3897 Vilas Hope Road (Parcels 0711-192-8600-0 and 0711-192-8290-0) in the Town of Cottage Grove and in the City of Madison's Extraterritorial Jurisdiction (Randall & Maureen Gaber)

Dear Chris Adams:

On May 19, 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 seven (7) items:

1. Add and reference the note from CSM 13065 for Lot 1 that permitted less than 33 feet of frontage of the Lot on the north - south section of Vilas Hope Road.
2. Add a note that lands within this Certified Survey Map are subject to Deed Restrictions per Document No. 4750672.
3. Add a note that lands within this Certified Survey Map are subject to Declaration of Restrictive Covenant per Document No. 4750673.
4. Remove note 1 on sheet 3; title has been provided. The notes on sheet 2 are a continuation of those on lot 1, numbering shall reflect that.
5. Prior to Engineering final sign-off by main office for Plats or Certified Survey Maps (CSM), the final Plat or CSM in pdf format must be submitted by email transmittal to Engineering Land Records Coordinator Jeff Quamme (jquamme@cityofmadison.com) for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division sign-off.

6. Add compliance with the City of Madison Subdivision ordinance for compliance in the Surveyor's Certificate.
7. Submit to Jeff Quamme, prior to Engineering sign-off of the subject plat, 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, preferably closed polylines for lot lines, shall be void of gaps and overlaps and match the final recorded plat:
 - a) Right-of-Way lines (public and private)
 - b) Lot lines
 - c) Lot numbers
 - d) Lot/Plat dimensions
 - e) Street names
 - f) Easement lines (i.e. all shown on the plat including wetland & floodplain boundaries.)

NOTE: This Transmittal is a separate requirement from the required Engineering Streets Section for design purposes. The Developer/Surveyor shall submit new updated final plat, electronic data for any changes subsequent to any submittal.

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

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

Please contact Trent Miliken of the City's Office of Real Estate Services at (608) 266-5940 if you have questions regarding the following fourteen (14) items:

9. Correct owner name to Randall J. Gaber. 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.
10. 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.
11. Prior to CSM approval sign-off, an executed and notarized or authenticated certificate of consent for all mortgages/vendors shall be included following the Owner's Certificate(s).

12. 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.
13. 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....
14. 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).
15. 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.
16. As of April 17, 2025, the 2024 real estate taxes and special assessments are paid for the subject property.
17. Pursuant to Madison City Ordinance Section 16.23(4)(c)(1), the owner shall furnish an updated title report to ORES via email to Trent Milliken (tmilliken@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 (3/16/2025) 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. 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.
18. The owner shall email the document number of the recorded CSM to ORES via email to Trent Milliken (tmilliken@cityofmadison.com) when the recording information is available.
19. Include a note on sheet 3 of the CSM describing restrictions and covenants per Document Nos. 4750672, 4750673, and 4915569.
20. Label and depict underlying lots from CSM 13065.
21. For properties not connected to municipal utility services, consider whether or not well abandonment ref. NR 141 needs to be addressed.
22. If all parties of interest agree that certain easements from prior plats or CSM's of record are no longer necessary, the release documents for said easements shall be recorded prior to CSM approval sign-off, with the recording information for the release included as a Note on the proposed 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.

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 (608) 267-1150 or kfirchow@cityofmadison.com

Sincerely,

Kevin W. Firchow

Kevin Firchow, AICP
Principal Planner