



Department of Planning & Community & Economic Development

Planning Division

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December 6, 2017

Mark Pynnonen
Birrenkott Surveying, Inc.
1677 N. Bristol Street
Sun Prairie, Wisconsin 53590

RE: ID 49137 | LNDCSM-2017-00049 – Certified Survey Map – 4221 Venetian Lane (Heggstad-Wertsch Trust), 4228 Venetian Lane (Clerkin), and 1514 S. Sprecher Road (Salvador/ Simonetti)

Dear Ms. Burse;

The three-lot Certified Survey Map formally creating three parcels located at 4221 Venetian Lane, 4228 Venetian Lane, and 1514 S. Sprecher Road, Section 14, Township 7N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The subject properties are zoned SR-C1 (Suburban Residential–Consistent 1 District). The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

Please contact Brenda of the City Engineering Division at 261-9127 if you have questions regarding the following three (3) items:

1. Sanitary sewer is not currently available to this property. When it does become available, properties will be required to connect to City sewer and pay for the sewer connection costs.
2. The applicant shall dedicate a 15-foot wide Permanent Limited Easement for grading and sloping along S. Sprecher Road, E. Buckeye Road, and Venetian Lane.
3. A minimum of two (2) working days prior to requesting City Engineering signoff on the CSM the applicant shall contact Tim Troester at 261-1995 (ttroester@cityofmadison.com) or Brenda Stanley at 261-9127 (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).

Please contact Jeff Quamme of the City Engineering Division–Mapping Section at 266-4097 if you have questions regarding the following twenty-three (23) items:

4. The title reports shall be updated. There are missing exceptions to title that have been found during the review by City Engineering Mapping staff. There is concern that all title items are not cited in the reports.

5. A major portion of S. Sprecher Road has been conveyed for highway purposes per Document No. 516872. Revise the boundary accordingly to remove the area already conveyed.
6. Portions of E. Buckeye Road (CTH AB) and S. Sprecher Road were conveyed as part of Dane County Highway Project No. 15008 and recorded Document Nos. 1192789, 1192790 and 1190265. Revise the boundary accordingly to remove those areas already conveyed.
7. Contact Jeff Quamme (jrquamme@cityofmadison.com) for the easement language for the required Permanent Limited Easement for grading and sloping required by Engineering.
8. Label Culpepper Lane to the west of this CSM. Also provide dimensions along the west line of this CSM to that public right of way as required by statute.
9. Provide recorded as data along all boundaries as required by statute. This includes, but is not limited to deeds of record, road conveyances and adjacent plats and land divisions.
10. The CSM shall show graphically the future street reservation per the Official Map of the City of Madison, Resolution No. 23705, along the southeasterly and southerly most sides of Lot 3. Additional road dedications, if any, would be required with the future development of Lot 3. Contact Jeff Quamme (jrquamme@cityofmadison.com) for this information.
11. The description of record and the adjacent plat of Rambling Acres overlap. Provide how this boundary issue was resolved.
12. All areas to be dedicated for street right of way shall be labeled as required by statute: "Dedicated to the Public for Street right of way purposes."
13. Show the existing right of way limits and width of Venetian Lane on the detail on sheet 1.
14. Show and dimension the 10-foot wide Gas Main Right of Way to MG&E over Lot 2 per Document No. 1451673.
15. The overall bearing and distance of the North line of the NE 1/4 of Section 14 shall be labeled on the map. The tie from the southeast corner of Lot 11 shall include a bearing on the map.
16. Correct all dates on the map. There are many instances of 2016 and there is only one month remaining in 2017.
17. The map shall show and label the reference line of CTH AB per the project. The entire right of way shall also be shown. Also, add below E. Buckeye Road (C.T.H. "AB").
18. All of the total widths of S. Sprecher Road and Culpepper Lane shall be labeled.
19. The map shall accurately show the location of the overhead and underground utilities that traverse the southerly side of Lot 3. The map shall label if there are any easements of record for these utilities.

20. A note shall be added under all of the street names labeled and to be dedicated on the CSM, "Dedicated to the Public" as required by Wis. Stats. Sec. 236.20(4)(b).
21. 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 Division (jrquamme@cityofmadison.com). 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 and shall be attached to a signed and sealed monument condition report. The Applicant shall identify monument types on all PLS corners included on the Plat or CSM. Note: Land tie to two PLS corners required.
22. In accordance with Section s. 236.18(8), Wisconsin Statutes, the applicant 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. City of Madison has established WCCS, Dane Zone Coordinates on all PLS corners within its corporate boundary. Visit the Dane County Surveyor's Office (web address <https://www.countyofdane.com/PLANDEV/records/surveyor.aspx>) for current tie sheets and control data that has been provided by the City of Madison. If a surveyor encounters an area without a published WCCS Dane Zone 1997 value, contact the City Engineering Division for this information.
23. The applicant shall submit to Jeff Quamme, prior to Engineering sign-off of the subject plat, one (1) digital CADD drawing and one (1) signed copy of the final plat/CSM to the Mapping/GIS Section of the Engineering Division either as hard copy or Adobe pdf format. The digital CADD file shall be submitted in the WisDOT County Coordinate System, Dane County Zone datum in either Auto CAD Version compatible with MicroStation Version V8i, MicroStation Version V8i or older or Universal DXF Formats. The digital CADD file(s) shall contain the minimum of the items stated below, each on a separate layer name/level number. All line work shall be void of gaps and overlaps that would cause any parcel, street or easement to not properly close. All line work orientation and geometrics shall match the dimensioning as labeled on 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; and f) Easement lines (i.e. street, sanitary, storm (including wetland and floodplain boundaries) water, pedestrian/ bike/ walkway, or any public and/or private interest easement except local service for Cable TV, gas, electric and fiber optics).

* 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 and a written notification to Engineering Mapping for any changes to the plat which occur subsequent to any original submittal of data and prior to final sign off.
24. This pending Certified Survey Map application 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 the parcel database so that the City's permitting system can upload this data and permit issuance made available for this new land record.

25. In accordance with Section s.236.34(1m) (c) which states a CSM shall be prepared in accordance with the plat requirements stated per s.236.20(2) (c) & (f), Wisconsin Statutes, the Applicant must show the type, location and width of any and all easements on the Plat or CSM. 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. Include any and all language required to properly and legally create any easement by the CSM.
26. The current form of this CSM does not meet all of the requirements for a CSM per Chapter 236.34 of the Wisconsin Statutes. The applicant's surveyor is responsible for confirming all requirements are met prior to final submittal for approval.
27. The City of Madison uses pre-directionals for Sprecher Road and Buckeye Road adjacent to this proposed CSM. Update street names and legal description to reference S. Sprecher Road and E. Buckeye Road.

Please contact Janet Schmidt of the Parks Division at 261-9688 if you have questions regarding the following two (2) items:

28. Lot 1 is subject to Park Impact Fees if/when the property is developed with any additional residential development. 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# 17161 when contacting Parks Division staff about this project.
29. The following note should be included on the final CSM: "Lot 1 of this Certified Survey Map is subject to impact fees that are due and payable at the time building permit(s) are issued." The Parks Division will be required to sign off on this land division.

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

30. Signature block certifications shall be executed by all parties of interest, pursuant to Wis. Stats. 236.21(2)(a). Ensure Owner's Cert for Heggstad Wertsch Trust may be signed by one trustee and provide documentation that proves said signatories have legal authority to sign the Certificate.
31. A certificate of consent for all mortgagees shall be included following the Owner's Certificates and executed prior to CSM approval sign-off. 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.
32. A Consent of Lessee shall be included for all tenant interests in excess of one year, recorded or unrecorded, and executed prior to CSM sign-off.

33. There are outstanding real estate taxes on the 4228 Venetian Lane 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. Receipts from the City of Madison Treasurer are to be provided before or at the time of sign-off. Payment is made to: City of Madison Treasurer; 210 Martin Luther King, Jr. Blvd.; Madison, WI 53701.
34. Special assessments are reported at 4221 Venetian Lane and 1514 S. Sprecher Road for private septic maintenance. All special assessments are due and payable prior to CSM approval sign-off pursuant to MGO Section 16.23(5)(g)1.
35. Pursuant to MGO 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), as well as the survey firm preparing the proposed CSM. The report shall search the period subsequent to the date of the initial title commitment (August 21, 2017) submitted with the CSM application and include all associated documents that have been recorded since the initial title report. The surveyor shall update the CSM with the most recent information reported in the title update.
36. The owner shall email the document number of the recorded CSM to Heidi Radlinger as soon as the recording information is available.
37. Please revise the CSM prior to final approval and recording as follows:
 - a.) Depict, name, and identify by document number all existing easements cited in record title.
 - b.) Depict and dimension all existing improvements such as encroachments, wells, and septic systems located within the CSM boundary.
 - c.) Accurately depict CSM boundary along Sprecher and Buckeye.
 - d.) Label Buckeye as E. Buckeye Road (CTH "AB") and Sprecher as S. Sprecher Road.

Please contact my office at 261-9632 if you have questions about the following two (2) items:

38. In lieu of a dedication of right of way for S. Sprecher Road to create 40 feet from centerline, a right of way reservation shall be noted on Lot 2 of the proposed CSM. This reservation in lieu of dedication shall be shown graphically and include the following note: "The owner of Lot 2 shall dedicate at no cost to the City of Madison additional right of way for S. Sprecher Road equal to 40 feet from centerline when so ordered by the City Engineer, or at such time as the existing residence is demolished. In the case of demolition, any future structure shall provide a front yard setback as required by the zoning in effect at the time of construction as measured from the new right of way line."
39. In lieu of a dedication of right of way for S. Sprecher Road to create 40 feet from centerline, a right of way reservation shall be noted on Lot 3 of the proposed CSM. This reservation in lieu of dedication shall be shown graphically and include the following note: "The owner of Lot 3 shall dedicate at no

cost to the City of Madison additional right of way for S. Sprecher Road equal to 40 feet from centerline when so ordered by the City Engineer, or at such time as Lot 3 is further subdivided. This right of way shall be in addition to any right of way required to serve a future subdivision of Lot 3.”

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

A resolution approving the CSM and authorizing the City to sign it and any other documents related to the proposed land division was approved by the Common Council at its December 5, 2017 meeting.

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 jquamme@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 may be of any further assistance, please do not hesitate to contact my office at 261-9632.

Sincerely,

Timothy M. Parks
Planner

cc: Brenda Stanley, City Engineering Division
Jeff Quamme, City Engineering Division—Mapping Section
Janet Schmidt, Parks Division
Sally Sweeney, City Assessor’s Office
Heidi Radlinger, Office of Real Estate Services