



Department of Planning & Community & Economic Development

Planning Division

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

February 5, 2025

Chris Adams
Williamson Surveying and Associates, LLC
104A W Main Street
Waunakee, Wisconsin 53597

RE: LNDSCSM-2024-00042; ID 86415 – Certified Survey Map – 6021 Old Middleton Road (Claire Mangasarian, Mangasarian Survivor's Trust)

Dear Chris,

The Certified Survey Map of property located at 6021 Old Middleton Road to create two residential lots, including a deep residential lot, was **approved with conditions** at the January 13, 2025 Plan Commission meeting. A resolution approving the Certified Survey Map and authorizing the City to sign it and any other documents related to the CSM was **approved** by the Common Council at its January 28, 2025 meeting. The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

Please contact Tim Troester of the City Engineering Division at (608) 267-1995 if you have questions regarding the following six (6) items:

1. Depending on the elevation of the home being created, the sanitary sewer in Veblen Place may not be deep enough to serve the site without installation of a grinder pump to serve the site. Should the future building wish to be served to the north/west (toward the pond), there is a private sanitary sewer easement; however, construction of private sewer in that easement may be prohibitively expensive because the easement crosses the pond. A note to this effect approved by the City Engineer shall be added to the face of the CSM.
2. A new sanitary sewer lateral is required to serve the lot being created. The future home is responsible for all costs associated with installation of this lateral. A note to this effect approved by the City Engineer shall be placed on the face of the CSM.
3. Informational Comment: The Engineering Division has reached out to Madison Metropolitan Sewerage District (MMSD), who owns the sewer located in the Grassman Greenway parcel (pond parcel north of property being divided). MMSD (Aaron McFarlin, aaronm@madsewer.org) will allow connection to the sewer on the condition that a manhole is built where the lateral connection is made. The existing easement extends across the pond in the greenway parcel making this location a difficult connection. Alternate sewer lateral routes around the pond will be considered if the applicant would

like to pursue a sewer lateral through the greenway parcel to the north. An easement will be required from the City on the selected route.

4. This area is within a watershed study for flood mitigation and has a known flooding risk. The minimum opening elevations for structures proposed by this application shall have a low entrance elevation that is a minimum elevation of 890.00. The stated elevation is intended to be protective but does not guarantee a flood proof structure. The Developer/Owner are strongly encouraged to complete their own calculations and determine an elevation that protects their property to a level of service that they are comfortable with.
5. A minimum of two working days prior to requesting City Engineering signoff on the CSM, the applicant shall contact Tim Troester at (608) 261-1995 (ttroester@cityofmadison.com) or Brenda Stanley at (608) 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 recording the land division (and subsequent obsolesces of the existing parcel).
6. A portion of this CSM may come under the jurisdiction of the US Army Corp of Engineers (USACOE) and Wisconsin Department of Natural Resources (WDNR) for wetland, floodplain, or navigable waterway issues. A permit for these items may be required prior to construction. Contact the WDNR & USACOE for a jurisdictional determination. Provide digital copy of the wetland delineation. Wetland delineations shall be less than five (5) years old.

Please contact Jeff Quamme of the City Engineering Division–Mapping Section at (608) 266-4097 if you have questions regarding the following twelve (12) items:

7. The applicant shall provide information on how proposed Lot 1 of this CSM and Lot 2 of CSM 248 to the southwest are to be served by new private sanitary sewer laterals connecting to public sanitary sewer. Any proposed off-site lateral crossing City of Madison lands to connect to MMSD sewer to the north shall be coordinated with City of Madison Engineering and Madison Metropolitan Sewerage District. Any offsite easement over City lands shall be coordinated with Jeff Quamme (jrquamme@cityofmadison.com) regarding any Real Estate project necessary.
8. If there is any shared private sewer or water laterals between any lot within this CSM and any adjacent lot, provide for review a comprehensive reciprocal easement and agreement necessary to accomplish the land division as proposed prior to final sign off. The document(s) shall be executed and recorded immediately subsequent to the CSM recording and prior to any building permit issuance.
9. There is a private sanitary sewer lateral easement that was granted to a previous owner of lands within this proposed Certified Survey Map. The easement was granted in gross to that owner. Upon the confirmation of the sewer service locations for Lot 2 of this CSM and Lot 2 of CSM 248 and any necessary easements or agreements, the owner shall release their rights to this easement. Contact Jeff Quamme (jrquamme@cityofmadison.com) to coordinate the necessary Real Estate project.
10. The shed encroaching onto City of Madison lands shall be moved off of City of Madison lands.

11. The text for intra-block drainage easements per MGO Section 16.23(9)(d)2 (a. & b.) shall be included on the final CSM.
12. The second paragraph of the Legal Description in the title report shall be corrected to be in the SE 1/4 of the NE 1/4 of Section 13, T7N, R8E.
13. The Certified Survey Map is not tied to a quarter line of the Section in which it is located. Therefore, a metes and bounds description is required to be added to the description under the Surveyor's Certificate.
14. The Surveyor's Certificate and Owners' Certificate shall be corrected to acknowledge conformance with City of Madison Ordinances and not Dane County. Also, the word 'dedication' shall be added to the Owners' Certificate.
15. 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 shall submit copies of required tie sheets or monument condition reports (with current tie sheet attached) for all monuments used in this survey, including center of sections of record, to Jeff Quamme, City Engineering Division (jrquamme@cityofmadison.com).
16. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds, the new parcel data created by the Assessor's Office, and the parcel data available to Zoning and Building Inspection staff prior to issuance of building permits for new construction.
17. Prior to Engineering final sign-off by main office for Certified Survey Maps (CSM), the final CSM in PDF format shall be submitted by email transmittal to Engineering Land Records Coordinator Jeff Quamme (jrquamme@cityofmadison.com) for final technical review and approval. This submittal shall occur a minimum of two working days prior to final Engineering Division sign-off.
18. 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 contact Kathleen Kane of the Parks Division at (608) 261-9671 if you have any questions regarding the following two (2) items:

19. 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(6)(f) and 20.08(2) 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# 24060 when contacting Parks Division staff about this project.
20. The following note should be included on the CSM: "Lots within this subdivision are subject to impact fees that are due and payable at the time building permit(s) are issued." The Parks Division shall be required to sign off on this CSM.

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

21. Upon development, a separate water service lateral and water meter will be required to serve each parcel. The water laterals shall be directly connected to the public water main with the shut-off valve located in the public right-of-way (per PSC 185.52 (2)). A water lateral is not required if the parcel remains undeveloped.

Please contact Heidi Radlinger of the Office of Real Estate Services at (608) 266-6558 if you have any questions regarding the following five (5) items:

22. 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.
23. Pursuant to MGO Section 16.23 and Wis. Stats. 236.21(2)(a), all CSMs 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: _____
Matthew Wachter, Secretary of the Plan Commission

Date: _____

24. All real estate taxes and special assessments levied against the property shall be paid in full before recording the CSM pursuant to MGO Section 16.23(4)(f). Please provide copies of the receipts for the paid real estate taxes and/or special assessments prior to final approval and recording of this CSM.
25. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish an updated title report to the 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 report 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.
26. The City's Office of Real Estate Services is still reviewing the proposed CSM and may have additional comments to be addressed prior to final approval and recording of the CSM.

Note: The Office of Real Estate Services is still reviewing the CSM and title report and may have additional comments to be addressed prior to final sign-off and recording of the CSM.

Please contact my office at (608) 261-9632 if you have any questions about the following item:

27. The Wisconsin Department of Natural Resources (WDNR) Surface Water Data Viewer indicates that wetlands may be present on a portion of the subject site, which may come under the jurisdiction of the US Army Corp of Engineers (USACOE) and WDNR. Contact the WDNR and USACOE for a jurisdictional determination. Provide a digital copy of a wetland delineation current within five (5) years to the Planning Division prior to final approval and recording of this Certified Survey Map (CSM). Any wetlands and setbacks therefrom identified in the wetland delineation shall be shown on the final 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 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 the Plan Commission certificate is executed, the Planning Division will make the City Clerk's Office aware that the Common Council certificate may be executed.

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) 261-9632 or tparks@cityofmadison.com.

Sincerely,



Timothy M. Parks
Planner

cc: Tim Troester, City Engineering Division
Jeff Quamme, City Engineering Division—Mapping Section
Kathleen Kane, Parks Division
Jeff Belshaw, Madison Water Utility
Heidi Radlinger, Office of Real Estate Services