



Department of Planning & Community & Economic Development  
**Planning Division**

Website: [www.cityofmadison.com](http://www.cityofmadison.com)

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January 11, 2011

Eric W. Sandsnes  
Royal Oak Engineering, Inc.  
5610 Medical Circle, Suite 6  
Madison, Wisconsin 53719

RE: Consideration of a four-lot Certified Survey Map (CSM) of the Schlueter property located at 3897 Vilas Hope Road, Town of Cottage Grove, in the City of Madison's Extraterritorial Jurisdiction.

Dear Mr. Sandsnes;

The Plan Commission, meeting in regular session on January 10, 2011, **conditionally approved** your client's four-lot Certified Survey Map of property located at 3897 Vilas Hope Road, Town of Cottage Grove. The conditions of approval from the reviewing agencies to be satisfied before final City approval and recording of the CSM are:

**Please contact Janet Dailey, City Engineering Division, at 261-9688 if you have questions regarding the following five (5) items:**

1. The title work provided does not appear to include Schlueter Living Trust ownership interest for any portion of Lot 2, CSM 2395; clarify and/or revise as necessary.
2. The property line for proposed Lot 2, which is coterminous with the easterly right of way line for Vilas Hope Road, is difficult to follow; a detail of this particular area is recommended.
3. Identify all underlying platted lot lines within the boundary of the proposed CSM.
4. 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 Division. 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 or CSM. Note: Land tie to two PLS corners required.
5. 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 shall occur a minimum of two working days prior to final Engineering Division signoff. Electronic mail submittal of the final CSM in PDF form is preferred. Transmit to [epederson@cityofmadison.com](mailto:epederson@cityofmadison.com).

**Please contact my office at 261-9632 if you have questions about the following three (3) items:**

6. The applicant shall execute a deed restriction over Lots 1 and 3 of the CSM in a form approved by the Planning Division prior to final City approval of the CSM. Said deed restriction shall require that Lots 1 and 3 be held in common ownership, that subsequent sales of Lots 1 and 3 be to the same owner, and that any change in ownership of individual lots or sales to different ownerships require prior written approval by the City of Madison. The restriction shall further state that no additional principal structures shall be constructed on Lot 3 unless it is further subdivided and approved by the City of Madison. This restriction shall run with

Lots 1 and 3 so long as the lots are subject to Dane County zoning, and shall not be modified or released without the written approval of the City.

7. The applicant shall execute a deed restriction over Lots 1 and 4 of the CSM in a form approved by the Planning Division prior to final City approval of the CSM that prohibits the construction of principal residences on those lots and requires City approval prior to the construction of any new permanent structures on those lots to ensure that the placement of such buildings would not be detrimental to future urban development. This restriction shall run with Lots 1 and 4 so long as the lots are subject to Dane County zoning, and shall not be modified or released without the written approval of the City.
8. Revise the note on page 2 of the CSM to read "City of Madison Plan Commission."

**Please note that the City Office of Real Estate Services is reviewing the report of title provided with this survey and may have comments. That office will send any comments to you by fax or e-mail. If you have any questions, please contact Jeff Ekola at 267-8719 for more information.**

As soon as the comments and conditions have been satisfied as verified with a completed affidavit form (enclosed), 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 final sign-off of the CSM by the City Engineering Division main office, the final CSM shall be submitted to the Engineering Division Surveyor/ Land Records Coordinator for final technical review and approval. This submittal shall occur a minimum of two working days prior to final City Engineering Division signoff. Electronic mail submittal of the final CSM in PDF form is preferred. Transmit to [epederson@cityofmadison.com](mailto:epederson@cityofmadison.com).

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 thirty (30) days from the date of this letter. The approval of this CSM shall be null and void if not recorded in **two years** from the date of this approval. 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 Dailey, City Engineering Division  
Jeff Ekola, Office of Real Estate Services  
Dan Everson, Dane County Land Records and Regulations