



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

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

Madison Municipal Building  
215 Martin Luther King, Jr. Boulevard  
P.O. Box 2985  
Madison, Wisconsin 53701-2985  
TDD 608 266-4747  
FAX 608 266-8739  
PH 608 266-4635

October 8, 2008

Mike Marty  
Calkins Engineering, LLC  
5010 Voges Road  
Madison, Wisconsin 53718

RE: File No. LD 0829 – Certified survey map – 6901 Littlemore Drive (Madison Investment Group)

Dear Mr. Marty:

The four-lot certified survey of your client's property generally located at 6901 Littlemore Drive, Section 1, Township 7N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The site was rezoned PUD-SIP per your client's application on October 7, 2008. The conditions of approval from the reviewing agencies to be satisfied before final approval and recording of the CSM follow. A letter outlining the conditions of the PUD-SIP will be sent separately to the applicant.

**Please contact Janet Dailey, City Engineering, at 261-9688 if you have questions regarding the following eleven conditions:**

1. Second Addition to Reston Heights subdivision plat recorded as Document No. 4003594 is unclear with respect to intentions to create a new public sanitary sewer easement for the westerly prolongation of the existing public sanitary sewer easement created by the original plat of Reston Heights recorded as Document No. 3162021 across Outlot 28, Second Addition to Reston Heights. To avoid the need to have Common Council approval to accept an easement created and dedicated by this CSM, it is suggested that an Affidavit of Correction be recorded prior to this CSM to clarify the intent that Second Addition to Reston Heights created new easement across Outlot 28. Make reference to this solution on the easement page of the CSM.
2. The developer shall verify the location of the existing path along the greenway and confirm the path is in the existing easement, and dedicate additional easements as required by the City Engineering if the path falls outside the existing easement.
3. Each lot shall have a separate sanitary sewer lateral.
4. Arrows shall be added to the certified survey map indicating the direction of drainage for each property line not fronting on a public street. In addition, the certified survey map shall include lot corner elevations, for all lot corners, to the nearest 0.25-foot. The following notes shall be added to the certified survey map:

- a.) Arrows indicate the direction of surface drainage swale at individual property lines. Said drainage swale shall be graded with the construction of each principal structure and maintained by the lot owner unless modified with the approval of the City Engineer. Elevations given are for property corners at ground level and shall be maintained by the lot owner.
- b.) All lots within this survey are subject to a public easement for drainage purposes which shall be a minimum of 6-feet in width measured from the property line to the interior of each lot except that the easement shall be 12-feet in width on the perimeter of the certified survey map. Easements shall not be required on property lines shared with green ways or public streets. No structures may be constructed within said easement and no other obstructions to drainage, including landscaping are permitted without the prior written approval of the City Engineer.

Note: In the event of the City of Madison Plan Commission and/or Common Council approve re-division of a previously subdivided property, the underlying public easements for drainage purposes are released and replaced by those required and created by the current approved subdivision.

5. The lots within this certified survey map are inter-dependent upon one another for storm water runoff conveyance, and/or a private drainage system exists for the entire site an agreement shall be provided for the rights and responsibilities of all lot owners. Said agreement shall be reviewed and placed on file by the City Engineer, referenced on the certified survey map and recorded at the Dane County Register of Deeds.
6. The following note shall be added to the certified survey map. "All lots created by this certified survey map are individually responsible for compliance with Chapter 37 of the Madison General Ordinances in regard to storm water management at the time they develop."
7. A minimum of two working days prior to requesting City Engineering signoff on the CSM, the applicant shall contact Janet Dailey (261-9688) 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).
8. 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 CSM. Note: Land tie to two PLS corners required.
9. The applicant shall submit to Eric Pederson, prior to Engineering sign-off of the subject plat, two (2) digital and one (1) hard copy of the final plat to the Mapping/GIS Section of the Engineering Division. The digital copies shall be submitted in both NAD27 & WIDOT County Coordinate System, Dane County Zone datums in either Auto CAD Version 2001 or older, MicroStation

Version J or older or Universal DXF Formats and contain the minimum of the following, each on a separate layer name/level number: right of way lines (public and private); lot lines; lot numbers; lot/plat dimensions; street names, and; easement lines (i.e. street, sanitary, storm (including wetland & 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 than the required submittals to Engineering Streets Section for design purposes.

\*New electronic final plat transmittals and notification of changes which occur to the final plat during the time the Engineering Division signs off and receives the digital copies of said plat and the recording thereof, are the responsibility of the Developer/Surveyor.

10. 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 that are being conveyed by the CSM. Identify the owner and/or benefiting interest of all easements.
11. Prior to Engineering final sign-off by main office for Certified Survey Maps, the final CSM must be submitted to 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 sign-off. E-mail submittal of the final CSM in PDF format to [epederson@cityofmadison.com](mailto:epederson@cityofmadison.com) is preferred.

**Please contact Dennis Cawley, Madison Water Utility, at 266-4651 if you have any questions regarding the following item:**

12. Each lot shall have a separate water service lateral connected to a public water main. The Water Utility will not need to sign off the final plans, but will need a copy of the approved plans.

**Please note that the City Real Estate Office 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.**

**A resolution authorizing the City to sign the CSM and any other documents related to the proposed land division will be approved by the Common Council on October 28, 2008.**

**Final approval of this Certified Survey Map for recording shall not occur until the PUD-SIP for the same property has received final staff approval and been received for recording by the Zoning Administrator. A final (pre-recording) copy of the CSM shall be included in the final PUD materials for the site. Contact my office at 261-9632 regarding the order of final approvals for the CSM and PUD-SIP.**

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

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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.

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 the approving resolution. 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  
Dennis Cawley, Madison Water Utility  
Jeff Ekola, Office of Real Estate Services  
Norb Scribner, Dane County Land Records and Regulations