



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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Madison, Wisconsin 53703  
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[www.cityofmadison.com](http://www.cityofmadison.com)

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

November 2, 2023

Bryan Stueck  
Birrenkott Surveying  
PO Box 237  
1677 N Bristol Street  
Sun Prairie, Wisconsin 53590

RE: LNDCSM-2023-00028; ID 79987 – Certified Survey Map – 4522-4602 Packers Avenue (Dennis Sands)

Dear Bryan;

The one-lot Certified Survey Map combining property located at 4522-4602 Packers Avenue, Section 19, Township 8N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned SR-C2 (Suburban Residential–Consistent 2 District). The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

**Please contact Julius Smith of the City Engineering Division–Mapping Section at (608) 264-9276 if you have questions regarding the following thirteen (13) items:**

1. The applicant shall grant a five (5)-foot wide permanent limited easement for grading and sloping along Packers Avenue. Contact Jule Smith of Engineering Mapping ([jsmith4@cityofmadison.com](mailto:jsmith4@cityofmadison.com), (608) 264-9276) for final easement language to be included on the face of the CSM.
2. The applicant shall dedicate a 60-foot wide strip of right of way from the centerline of Packers Avenue (33 feet existing and 27 feet additional) with the CSM.
3. Show drainage arrow and the restriction language along the south line of Outlot 1 and cite it and the public drainage easement per the plat of Whitetail Ridge, recorded as Document No. 2396580.
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 monument condition reports (with current tie sheet attached) for all monuments, including center of sections of record, used in this survey, to Jeff Quamme, City Engineering ([jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com))
5. Prior to final City Engineering Division sign-off by main office for Certified Survey Maps (CSM), the final CSM in pdf format must be submitted by email transmittal to Engineering Land Records Coordinator Jule Smith ([jsmith4@cityofmadison.com](mailto:jsmith4@cityofmadison.com)) for final technical review and approval. This submittal must occur a minimum of two working days prior to final City Engineering Division sign-off.

6. Correct the spellings of 'gardening' and 'fence' for the Outlot 1 easement per the plat note.
7. List the recording information, volume, and page and document number of Whitetail Ridge in both the header caption and the legal description's caption: "Volume 56-140B of Plats on Pages 415-416 as Document No. 2396580"
8. Show the part of the parcel that is the Centerline/Section line portion of Packers Avenue as a solid line.
9. Remove the underlined label of Packers Avenue from within the portion being dedicated.
10. List the datum and adjustment and zone used for the Wisconsin County Coordinates. Ex. WCCS Dane zone NAD 83(97).
11. Revise the bearing of the last call of the legal description to read SW instead of SE.
12. Remove 'member' after Dennis P. Sands in the signature line of the Owners Certificate.
13. The applicant shall submit to Julius Smith 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 Andy Miller of the Office of Real Estate Services at (608) 261-9983 if you have any questions regarding the following six (6) items:**

14. 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. The executed original hard stock recordable CSM, or a PDF of the CSM containing electronic signatures, shall be provided to ORES to obtain final sign-off.
15. 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). 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 final sign-off.

16. As of October 13, 2023, real estate taxes are paid for the subject property. Per 236.21(3) Wis. Stats. and MGO Section 16.23(5)(g)(1), the property owner shall pay all real estate taxes that may become due prior to CSM recording. Receipts from the City of Madison Treasurer are to be provided before or at the time of sign-off.
17. As of October 13, 2023, the City of Madison Assessor records show deferred assessments for 4522 Packers Avenue with a balance of \$0.00. Prior to CSM sign-off, ORES will confirm with City Finance that no assessments are due. All known special assessments are due and payable prior to final sign-off. If special assessments are levied against the property during the review period and prior to CSM approval sign-off, they shall be paid in full pursuant to MGO Section 16.23(5)(g)1.
18. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Andy Miller ([acmillar@cityofmadison.com](mailto:acmillar@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 (dated August 18, 2023) 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. The 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.
19. In the Outlot 1 Easement Note on Sheet 1, correct the spelling of the words “grading”, “fencing”, and “approved”.

**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 it will be reviewed by the Common Council at its November 7, 2023 meeting.**

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.**

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If you have any questions or if you may need any further assistance, please do not hesitate to contact my office at (608) 261-9632 or by e-mail at [tparks@cityofmadison.com](mailto:tparks@cityofmadison.com).

Sincerely,

A handwritten signature in cursive script that reads "Timothy M. Parks".

Timothy M. Parks  
Planner

cc: Julius Smith, City Engineering Division—Mapping Section  
Andy Miller, Office of Real Estate Services