



Department of Planning & Community & Economic Development

Planning Division

Meagan E. Tuttle, Director
Madison Municipal Building, Suite 017
215 Martin Luther King, Jr. Blvd.
P.O. Box 2985
Madison, WI 53701-2985
Phone: (608) 266-4635
planning@cityofmadison.com

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

February 17, 2026

Noa Prieve
Williamson Surveying & Associates, LLC
104A W Main Street
Waunakee, Wisconsin 53597

RE: LNDCSM-2025-00047; ID 91295 – Certified Survey Map – 1109 Seminole Highway (McQueen)

Dear Noa,

The Certified Survey Map of property located at 1109 Seminole Highway to create two residential lots was **approved with conditions** at the February 2, 2026 Plan Commission meeting. A resolution approving the CSM and authorizing the City to sign it and any other documents related to the CSM was approved by the Common Council at its February 10, 2026 meeting. The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

Please contact Gretchen Aviles Pineiro of the City Engineering Division at (608) 266-4089 if you have questions regarding the following three (3) items:

1. Madison Metropolitan Sewerage District (MMSD) connection charges are due and payable prior to City Engineering Division sign-off, unless otherwise collected with a Developer's/ Subdivision Contract. Contact Mark Moder ((608) 261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff.
2. A minimum of two (2) working days prior to requesting City Engineering sign-off on the CSM contact either Kathleen Kane (West) (608)266-4098 (kkane@cityofmadison.com) or Brenda Stanley (East) 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 and must be cleared prior to the land division (and subsequent obsolesces of the existing parcel).
3. Add note to CSM "Lot 2 of this Certified Survey Map will be required to have a sanitary sewer lateral and water service as part of any building permit for the said lot."

Please contact Julius Smith of the City Engineering Division–Mapping Section at (608) 264-9276 if you have questions regarding the following nine (9) items:

4. The 'Building Lines' shown and noted on this Certified Survey Map are the 'Building Lines' as shown on Replat B of Blocks 15, 16 and Other Land, Nakoma. The building lines were not noted as a restriction on that plat as required by a public body and also the plat does not name a public body as a grantee, promise, or beneficiary. Therefore, the building lines are not specifically enforceable by the City of Madison.
5. Note the Nakoma Homes Company Agreement recorded as Document No. 397427 and its modifications recorded in Document Nos. 445495 and 529078 on the face of the CSM. No release of this document could be found in the title work provided. It is not fully clear whether there is any entity still in existence that is named in the agreement.
6. The Nakoma Homes Company Agreement recorded as Document No. 397427 and its modifications recorded in Document Nos. 445495 and 529078, contained restrictions on building limits, building size, setbacks among other items. While the City does not enforce any of these conditions as listed in the private document, the developer/owner are responsible for confirming that the proposed lots will conform to any such private restrictions and/or be permitted to create the lots as proposed.
7. Revise the Common Council Certificate with the current City Clerk, Lydia McComas.
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 shall 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 Jule Smith, City Engineering (jsmith4@cityofmadison.com).
9. Prior to City Engineering Division final sign-off by main office for Certified Survey Maps (CSM), the final CSM shall be submitted in PDF format by email transmittal to Engineering Land Records Coordinator Jule Smith (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.
10. Per Wis. Stats. Sec. 236.20(2)c, the length and bearing of the exterior boundaries, the boundary lines of all blocks, public grounds, streets, and alleys, and all lot lines, ... Where the exterior boundary lines show bearings or lengths that vary from those recorded in abutting plats or certified surveys there shall be the following note placed along the lines, "recorded as (show recorded bearing or length or both)."

There are two distances along the North lines of Lot 1 and 36 of Nakoma Replat B that only show the recorded distance. It is unclear if this was meant to mean that the measured distance was the same as the recorded. Per the state statute, if this is the case, only the measured distance is shown as it does not "vary" from recorded. Show the measured distances along these north lines.
11. Per Wisconsin Admin. Code AE-7.05(11): When coordinate values are shown on the face of the map, the map shall comply with and be subject to the provisions of Wis. Stats. Sec. 236.18, and include the

coordinate system, datum, and adjustment. Provide the Datum and Adjustment used on for the coordinates shown.

12. 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 Jenny Kirchgatter, Assistant Zoning Administrator, at (608) 266-4429 if you have any questions regarding the following item:

13. Provide a calculation for lot coverage for Lot 1. The maximum lot coverage is 50%. Lot coverage is defined as the total area of all buildings, measured at grade, all accessory structures including pools, patios, etc., and all paved areas as a percentage of the total area of the lot, with the following exceptions: sidewalks or paved paths no wider than five (5) feet, pervious pavement, green roofs and decks.

Please contact Emma Krug of the Parks Division at (608) 263-6850 if you have any questions regarding the following item:

14. 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."

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

15. 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. For condominiums and townhomes located on a single parcel, it will be the developer's choice whether to master meter or individually meter each unit.

Please contact Tent D. Milliken of the Office of Real Estate Services at (608) 266-4933 if you have any questions regarding the following ten (10) items:

16. 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. If any of the land within the CSM boundary is under contract for sale or purchase, and said transfer will be conducted

at the time of CSM recording, an escrow agreement may be necessary. Please discuss closing plans with ORES in advance of CSM signoff. When possible, the executed original hard stock recordable CSM shall be presented at the time of ORES approval sign-off. If not, the City and the Register of Deeds are now accepting electronic signatures. A PDF of the CSM containing electronic signatures shall be provided to ORES to obtain approval sign-off.

17. Prior to CSM approval sign-off, an executed and notarized or authenticated certificate of consent for all mortgagees/vendors shall be included following the Owner's Certificate(s).
18. 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.
19. If any portion of the lands within the CSM boundary are subject to an Option to Purchase or other Option interest please include a Certificate of Consent for the option holder and have it executed prior to CSM sign-off, if said ownership interest meets the criteria set forth by Wis. Stat. Sec. 236.34 and Sec. 236.21(2)(a).
20. A Consent of Lessee certificate shall be included on the CSM for all tenant interests in excess of one year, recorded or unrecorded, and executed prior to CSM sign-off.
21. Update the Common Council Certificate signature line as shown below:

Lydia A. McComas, City Clerk
City of Madison, Dane County Wisconsin

22. Pursuant to MGO Section 16.23(5)(b)(5) and Wis. Stats. Sec. 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: _____ Date: _____
Matthew Wachter, Secretary of the Plan Commission

23. As of January 12, 2026, the 2025 real estate taxes are not yet paid Per 236.21(3) Wis. Stats., 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.
24. As of January 12, 2026, there are no special assessments reported. All known special assessments are due and payable prior to CSM approval 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(4)(f)(3).

25. Pursuant to MGO Section 16.23(4)(c)(1), the owner shall furnish an updated title report to ORES via email to Trent Milliken (tmilliken@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 (November 12, 2025) 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.

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