



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

June 11, 2009

Al Kaukl  
Badger Surveying & Mapping Service  
525 W. Prairie Street  
Columbus, Wisconsin 53925

RE: Consideration of a two-lot Certified Survey Map (CSM) of property located at 6234 S. Highlands Avenue (Greenwald)

Dear Mr. Kaukl:

The Plan Commission, meeting in regular session on June 1, 2009, **conditionally approved** your client's two-lot certified survey of property located at 6234 S. Highlands Avenue. The conditions of approval from the reviewing agencies for the CSM to be satisfied prior to recording are:

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

1. The recording of this Certified Survey Map will require changes made to the existing addresses for this site. The existing house located on proposed Lot 2 had an address of 6234 S. Highlands Avenue that shall be changed to 6228 S. Highlands Avenue. Proposed Lot 1 (pool lot) shall have an address of 6232 S. Highlands Avenue.
2. There are some errors in the legal description found on Page 2 of 4 relative to the south line of this proposed Certified Survey Map that shall be corrected.
3. A separate sanitary sewer lateral shall serve each property.
4. City Engineering has been alerted to the potential for drainage problems with the approval of this CSM. Prior to final approval of the proposed CSM, the applicant shall provide information on proposed drainage for the lots. This shall be accomplished by using existing and proposed spot elevations, drainage arrows, and/ or contours. Show the location of drainage leaving the site to the public right of way. It may be necessary to provide information off the site to fully meet this requirement. The proposed drainage plan is subject the review and approval of the City Engineer prior to final CSM approval.
5. If 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. 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.

7. All outstanding Madison Metropolitan Sewerage District (MMSD) and City of Madison sanitary sewer connection charges are due and payable prior to Engineering signoff.
8. Prior to Engineering final sign-off by main office for Certified Survey Maps (CSM), 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. Electronic mail submittal of the final CSM in PDF form is preferred.

**Please contact John Leach, Traffic Engineering Division, at 267-8755 if you have questions about the following item:**

9. The applicant shall execute and return declaration of conditions and covenants for streetlights and traffic signals prior to sign off.

**Please contact Pat Anderson, Assistant Zoning Administrator, at 266-5978 if you have any questions regarding the following item:**

10. Work with Zoning staff to provide a building envelope for Lot 1.

**Please contact Tom Maglio, Parks Division, at 266-4711 if you have questions about the following item:**

11. The developer shall pay park fees for the added single-family residence, totaling \$3,122.65 for park dedication and development fees. The developer must select a method for payment of park fees before signoff on the CSM.

**Please contact Scott Strassburg, Madison Fire Department, at 261-9843 if you have any questions regarding the following item:**

12. Address for both lots has to be visible from the street. As required by MGO 10.34 and IFC 505.1, all residential and commercial buildings must have the approved address posted. The address numbers shall be 4 inches in height, numbers shall be in contrast to the background and visible from the street.

**Please contact Dennis Cawley, Madison Water Utility, at 261-9243 if you have any questions regarding the following two items:**

13. The water service lateral to the existing house on Lot 2 crosses Lot 1. A private water service lateral easement shall be granted across Lot 1 and a new water service lateral shall be installed to serve Lot 1.

14. In accordance with MGO 13.21, all operating wells shall be identified and permitted by the Water Utility and all unused private wells shall be abandoned.

**Please contact my office at 261-9632 if you have questions about the following Planning Division condition and the four Plan Commission-required conditions of approval:**

15. That the applicant receive the necessary permits to remove or enclose the pool and deck on proposed Lot 1 per Planning Division and Zoning Administrator approval prior to final signoff of the CSM for recording. The pool and deck will be accessory uses located on a lot without a principal use.

16. That the CSM must clearly delineate the allowable building envelope in compliance with the building setback requirements of the R1-R zone.

17. That compliance with the May 2009 Tree Preservation Plan prepared by Majestyk Tree Care is required, but to include the requirement that the numbered trees as shown on the copy of the survey map prepared by Majestyk will all be protected, regardless of construction of a residence.

18. That within one year of recording of the CSM, if a building permit for a new principal structure on Lot 1 has not been filed, the applicant shall receive the necessary permit to remove or enclose the pool and deck, and shall complete said removal or enclosure.

19. That the property owners grant a driveway easement over the existing shared driveway prior to the sale of either lot created by this Certified Survey Map. No building permits may be issued for either lot until this easement has been granted and recorded and a copy provided to the Zoning Administrator.

**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.**

**A resolution approving the CSM and authorizing the City to sign it and any other documents related to the proposed land division is scheduled for approval by the Common Council on June 16, 2009.**

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.

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: Mark T. Scheffer, Scheffer & Wexler, SC (via e-mail only)  
Janet Dailey, City Engineering Division  
John Leach, Traffic Engineering Division  
Dennis Cawley, Madison Water Utility  
Tom Maglio, Parks Division  
Scott Strassburg, Madison Fire Department  
Pat Anderson, Assistant Zoning Administrator  
Jeff Ekola, Office of Real Estate Services  
Norb Scribner, Dane County Land Records and Regulations