



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, AICP, Director

126 S. Hamilton Street
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Phone: (608) 266-4635
www.cityofmadison.com

February 6, 2018

Mark Gerhardt
Badger Surveying and Mapping Service
525 W. Prairie Street
Columbus, Wisconsin 53527

RE: Approval of a Certified Survey Map (CSM) to create one residential lot from land addressed as 3010 Hope Road, Town of Cottage Grove, in the City of Madison's Extraterritorial Jurisdiction (Agate/Foreyt).

Dear Mr. Gerhardt;

The City of Madison Plan Commission, meeting in regular session on February 5, 2018, **conditionally approved** your clients' Certified Survey Map of property located at 3010 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 Brenda Stanley of the City Engineering Division at 261-9127 if you have questions regarding the following condition:

1. The applicant shall dedicate a 10-foot wide permanent limited easement for grading and sloping along Hope Road.

Please contact Jeff Quamme of the City Engineering Division—Mapping Section at 266-4097 if you have questions regarding the following seven (7) conditions:

2. The CSM shall show the 16.5-foot wide easement for use as a road along the east 16.5 feet of the SE 1/4 of the SW 1/4 of Section 19 as set forth by Document No. 742365.
3. Parcel II on the title report has the incorrect parcel number. It shall be corrected to be 0711-193-9690-9.
4. All current owners shall be included in Owner's Certificate per the Title report. Alternatively, a deed conveying lands with an updated title report can be provided that confirms ownership of the lands within this CSM only with the parties named in the Owner's Certificate.
5. The portion of Hope Road already dedicated to the public by CSM 2488 shall be excluded from this CSM. It is recommended that the balance of Hope Road right of way adjacent to this CSM be dedicated for continuity.

6. The shared access easement per Document No. 2587702 benefiting the Lot within this Certified Survey Map shall be shown, dimensioned and labeled on the map.
7. Correct the North arrow on Sheet 2.
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 Jeff Quamme (jrquamme@cityofmadison.com), 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 Plat. Note: Land tie to two PLS corners required.

Please contact Heidi Radlinger of the City's Office of Real Estate Services at 266-6558 if you have questions regarding the following twelve (12) conditions:

9. Entities named on owners certificates shall be consistent with the ownership interest reported in the most recent title report.
10. Correct the spelling of 'Certify,' 'Dane,' 'Committee,' 'Monumented' and 'Instrument' Remove apostrophe from 'Owner's.'
11. All ownership consents and certifications for the subject lands shall conform to Wis. Stats. 236.21(2) and 236.29 by including the language "...surveyed, divided, mapped and dedicated..."
12. A Consent of Lessee shall be included for all tenant interests in excess of one year, recorded or unrecorded, and executed prior to CSM sign-off.
13. Fill in Natalie Erdman's name as Secretary of the Plan Commission on the City of Madison Plan Commission Certificate. Correct spelling of 'Commission.'
14. Correct the spelling of 'Foregoing' in the Mortgagee Certificate.
15. Correct the spelling of 'Committee' in the Dane County Certificate.
16. Change the year from 2017 to 2018 throughout.
17. Obtain title update for all parcels within CSM area.
18. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Heidi Radlinger in City's Office of Real Estate Services (hradlinger@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 (December 8, 2017) submitted with the CSM application and include all associated documents that have been recorded since the initial title report.

19. The owner shall email the document number of the recorded CSM to Heidi Radlinger at the City's Office of Real Estate Services as soon as the recording information is available.
20. Revise the CSM prior to final sign-off as follows:
 - a.) Depict, name, and identify by document number all existing easements cited in record title and the updated title report.
 - b.) Depict and dimension all existing improvements located within the CSM boundary.
 - c.) Adjust map boundary to exclude right of way.

Please contact my office at 261-9632 if you have questions about the following item:

21. The applicant shall dedicate a 40-foot wide strip of right of way along Hope Road for proposed Lot 1 consistent with the requirement for collector streets in the Yahara Hills Neighborhood Development Plan.

Specific questions regarding the comments or conditions contained in this letter should be directed to the commenting agency.

As soon as the comments and conditions have been satisfied as verified with a completed affidavit form (attached), 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 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 must occur a minimum of two working days prior to final Engineering Division signoff. E-mail submittal of the final CSM in PDF form is preferred. Transmit to jrquamme@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 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 261-9632.

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Sincerely,

Timothy M. Parks
Planner

cc: Brenda Stanley, City Engineering Division
Jeff Quamme, City Engineering Division – Mapping Section
Heidi Radlinger, Office of Real Estate Services
Dan Everson, Dane County Land Records and Regulations