



Department of Planning & Community & Economic Development

## Planning Division

Meagan Tuttle, Director

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November 3, 2025

Todd Buhr  
JSD Professional Services, Inc.  
507 W Verona Avenue, Suite 500  
Verona, Wisconsin 53593

RE: LNDCSM-2025-00025; Legistar ID [89233](#) – Certified Survey Map – 1601 N Sherman Avenue and 1610 Ruskin Street

Dear Todd:

Your one-lot certified survey of property located at 1601 N Sherman Avenue and 1610 Ruskin Street, Section 31, Township 08N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned TR-C4 (Traditional Residential – Consistent 4 District). The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

**Please contact Brenda Stanley of the City Engineering Division at (608) 261-9127 if you have any questions regarding the following five (5) items:**

1. The site has an existing storm sewer running through it on an easement. The storm sewer shall be relocated at developers expense and designed by the City of Madison. A new easement shall be dedicated to the City in the new location.
2. Enter into a City / Developer agreement for the required infrastructure improvements. Agreement to be executed prior to sign off. Allow 4-6 weeks to obtain agreement. Contact City Engineering to schedule the development and approval of the plans and the agreement. (MGO 16.23(9)c)
3. Construct sidewalk, terrace, curb, gutter, and pavement along N Sherman Avenue, Ruskin Street, and Boyd Avenue to a plan approved by the City Engineer.
4. Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to Engineering 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. (MGO 16.23(9)(d)(4))
5. A minimum of two (2) working days prior to requesting City Engineering signoff on the plat/csm contact either Tim Troester (West) at 261-1995 ([ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com)) or Brenda Stanley (East) at 608-261-9127 ([bstanley@cityofmadison.com](mailto: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). (POLICY)

**Please contact Jeff Quamme of the City Engineering Division–Mapping Section at (608) 266-4097 if you have questions regarding the following nineteen (19) items:**

6. Grant a Public Storm Water (surface) Drainage Easement(s) City on the face of this Certified Survey Map encompassing the overland overflow route through this site for storm water from the enclosed depression at the intersection of Spohn Ave and Ruskin Street as determined from the proposed site grading plans. Contact Jeff Quamme for the required language for the easement.
7. There is an Easement Area between Ruskin St and N Sherman Ave that it also is a Public Water Main Easement. Add the easement text for the Public Water Main Easement to the CSM with the same terms in the text as the Public Storm Sewer Easement.
8. Add a label to the Easement Area between Ruskin St and N Sherman Ave that it also a Public Sanitary Sewer Easement. Add Easement text to the CSM accordingly for the Public Sanitary Sewer Easement with the same conditions in the text as the Public Storm Sewer Easement.
9. On sheet 3 correct the name of the storm sewer easement to "15' wid Easement for Public Storm Sewer Purposes per ....". Also remove the portion within Lot 26, Block 9 of the First Addn to Gallagher's Sherman Ave. Subdivision as Doc 4038810 corrected the easement also and removed that portion going south.
10. The portion of the Public Storm Sewer Easement lying southerly of the boundary of this CSM within adjacent Lot 26, Block 9 shall be removed. Place a note on that sheet within Lot 26 "Owner: City of Madison".
11. The configuration of the Public Sidewalk and Bike Path Easement at the northwest corner of this CSM shall be determined with the final plans and what is necessary due to the dry utilities that exist at the corner. This will require coordination by the applicant with the utilities having facilities in that area.
12. The Public Sidewalk and Bike Path Easement at the southwest corner shall be extended clearly to the south CSM boundary to accommodate the required terrace, sidewalk and the 1' maintenance area behind the walk for a full extension of walk in the future.
13. The 15' wide Easement for Public Storm Sewer Purposes per Document No 4038810 shall be released by separate document prepared by City Office of Real Estate Services. Contact Jeff Quamme of Engineering Mapping ([jqquamme@cityofmadison.com](mailto:jqquamme@cityofmadison.com), 608-266-4097) to coordinate the Real Estate project, and associated information and fees required. The document shall not be recorded until the pipe has been abandoned and the new storm sewer has been constructed.
14. Revise the note on sheet 8 regarding the 16.5' wide Highway reservations. Combine the two notes regarding this into one note.
15. Modify the text of Note 8 on sheet 1 to include where the text will be for the also required sanitary sewer easement and surface drainage easement terms that will also be added.

16. Prior to Engineering final sign-off by main office for Plats or Certified Survey Maps (CSM), the final Plat or CSM in pdf format must be submitted by email transmittal to Engineering Land Records Coordinator Jeff Quamme ([jquamme@cityofmadison.com](mailto:jquamme@cityofmadison.com)) for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division sign-off.
17. Include recorded as information for all courses on the CSM. Some are missing mostly those in the dimension tables. Also, label all right of way widths on all sheets as required by statute.
18. Modify the header and in the legal description replacing the "PART OF THE NORTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 31" with "AND OTHER LANDS IN PART OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER...". The unplatted lands are in the SW 1/4 of the NW 1/4.
19. The label for the easement on sheet 6 shall be revised to read "Public Sidewalk and Bike Path Easement".
20. Revise the Owner's Certificate appropriately to reflect the entity that it is. MMSD is not an LLC.
21. Add calls to the courses along lot lines along the north and south sides of the CSM in the legal description.
22. Correct the City Clerk to Lydia A. McComas
23. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD), the new parcel data created by the Assessor's Office and the parcel data available to zoning and building inspection staff prior to issuance of building permits for new construction or early start permit.
24. Submit to Jeff Quamme, prior to sign-off of the subject CSM after all required changes have been made, 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, preferably closed polylines for lot lines, shall be void of gaps and overlaps and match the final recorded plat:
  - a) Right-of-Way lines (public and private)
  - b) Lot lines
  - c) Lot numbers
  - d) Lot/Plat dimensions
  - e) Street names
  - f) Easement lines (i.e. all shown on the plat including wetland & floodplain boundaries.)

NOTE: This Transmittal is a separate requirement from the required Engineering Streets Section for design purposes. The Developer/Surveyor shall submit new updated final plat, electronic data for any changes subsequent to any submittal.

**Please contact Sean Malloy of the Traffic Engineering Division at (608) 266-5987 if you have any questions regarding the following fifteen (15) items:**

25. The applicant shall dedicate Right of Way or grant a Public Sidewalk Easement for and be responsible for the construction of a minimum five (5)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance, where applicable, along their site's frontage of Sherman Avenue.

**Please contact Trent Schultz of the Parking Division at (608) 246-5806 if you have any questions regarding the following item:**

26. The agency reviewed this project and determined a Transportation Demand Management (TDM) Plan is not required as part of certified survey map review. A TDM Plan will be required as part of the Conditional Use review (LNDUSE-2025-00061).

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

27. The following information shall be noted on the CSM prior to final approval: The properties are located within Wellhead Protection District—Zone (WP-7). Uses of the properties are required to comply with the City of Madison Wellhead Protection requirements as provided under MGO Sections 13.22 and 28.102.

**Please contact Lance Vest of the Office of Real Estate Services at (608) 245-5794 if you have any questions regarding the following five (5) items:**

28. 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.

29. Madison Common Council Certificate: Revise the Madison Common Council Certificate to appear as follows:

Resolved that this certified survey map located in the City of Madison was hereby approved by Enactment Number \_\_\_\_\_, File ID Number \_\_\_\_\_, adopted on the \_\_\_\_ day of \_\_\_\_\_, 202\_\_, and that said enactment further provided for the acceptance of those lands dedicated and rights conveyed by said Certified Survey Map to the City of Madison for public use.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2025

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

30. City of Madison Plan Commission Certificate: Revise the Plan Commission Certificate to appear as follows:

Approved for recording per the Secretary of the City of Madison Plan Commission.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Matthew Wachter, Secretary of the Plan Commission

31. As of August 15, 2025, 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 Madison General Ordinance Section 16.23(4)(f)(3).
32. Pursuant to Madison City Ordinance Section 16.23(4)(c)(1), the owner shall furnish an updated title report to ORES via email to Lance Vest (lvest@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 (July 10, 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. 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 [cwells@cityofmadison.com](mailto:cwells@cityofmadison.com) or (608) 261-9135.

Sincerely,



Chris Wells  
Planner

cc: Brenda Stanley, City Engineering Division  
Jeff Quamme, City Engineering Division—Mapping Section  
Sean Malloy, Traffic Engineering Division  
Jeff Belshaw, Water Utility  
Lance Vest, Office of Real Estate Services