



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](mailto:planning@cityofmadison.com)

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

May 6, 2025

Bryan Stueck  
Birrenkott Surveying, Inc.  
1677 N Bristol Street  
Sun Prairie, Wisconsin 53590

RE: Approval of a Certified Survey Map (CSM) to create three lots from two parcels generally located at 6059 Portage Road, Town of Burke, in the City of Madison's Extraterritorial Jurisdiction (LNDCSM-2025-00007; ID 87656).

Dear Bryan,

The City of Madison Plan Commission, meeting in regular session on April 28, 2025, **approved** the above-referenced extraterritorial Certified Survey Map subject to the conditions from reviewing agencies in the following sections, which shall be satisfied before final City approval and recording:

**Please contact Jeffrey Quamme of the City Engineering Division–Mapping Section at (608) 266-4097 if you have questions regarding the following twelve (12) conditions:**

1. There is a right of way grant to Wisconsin Telephone Co. over the southerly 40 feet of Lot 1 (triangular area) per Document No. 1757564. Show and label on the CSM.
2. Title per the deed includes lands northwest centerline of Portage Road within the NW 1/4 of the NW 1/4 of Section 10-8-10. The exterior boundary shall be corrected accordingly to include the triangular area at the south end of this CSM to where the centerline and section line meet. This will include additional lands to be dedicated for Portage Road. Modify the legal description accordingly.
3. A note shall be added that Lot 1 is subject to a Private Sewage System Maintenance Agreement per Document No. 2087111 for the septic system serving the existing home on Lot 1.
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 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. The map shall reference City of Madison WCCS Dane Zone, 1997 Coordinates on all PLS corners on the Certified Survey Map in areas where this control exists. The surveyor shall show coordinates with

recorded and measured designations. Visit the Dane County Surveyor's Office website for current tie sheets and control data that has been provided by the City of Madison.

6. Prior to City Engineering final sign-off by main office for Certified Survey Maps (CSM), the 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. E-mail submittal of the **final** CSM in PDF form is preferred. Please transmit to Jeff Quamme (jrquamme@cityofmadison.com).
7. The west boundary of this CSM would require locating the West Quarter Corner of Section 10. Show the monument found, coordinates and a tie to the corner from the CSM.
8. Show a recorded-as distance for the 445.61 dimension along the north line of Section 10 of 432.96 feet (6.56 chains). Show a recorded as distance of 477.84 (7.24 ch) feet along the north boundary of the CSM. Show recorded as information along the western boundary referenced to adjacent CSM.
9. Provide explanation for the non-tangent curve for Portage Road.
10. Add text to the Surveyor's certificate that the map was also prepared in conformance with the City of Madison Subdivision Ordinance.
11. Under the Certified Survey Map heading on all sheets include the location of the land by quarter-quarter section, section, township, range and county noted as required by statute.
12. The applicant shall submit to Jeff Quamme, 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 Jeff Belshaw of the Madison Water Utility at (608) 261-9835 if you have questions regarding the following item:**

13. The subject parcels are located beyond Madison Water Utility's existing service area. Note that future attachment to the City may require connection to the City water system, if/when water service becomes available per MGO Section 13.07.

**Please Trent Milliken of the City's Office of Real Estate Services at (608) 266-5940 if you have questions regarding the following ten (10) conditions:**

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. 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.
15. 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). 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.
16. As of April 9, 2025, the 2024 real estate taxes are paid for the subject property. Per 236.21(3) Wis. Stats. and MGO 16.23(4)(f), the property owner shall pay all real estate taxes that are accrued or delinquent for the subject property prior to CSM recording.
17. As of April 9, 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 MGO Section 16.23.
18. Pursuant to MGO Section 16.23(4)(f), the owner shall furnish an updated title report 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 initial title report 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 Trent Milliken at the City's Office of Real Estate Services at tmilliken@cityofmadison.com as soon as the recording information is available.
20. Depict and dimension Wisconsin Telephone Company easement per Document No. 1757564.
21. Include Private Sewage System Maintenance Agreement per Document No. 2087111 in the notes section on sheet 3.
22. Include a complete and accurate legal description of the lands that are to be included in the proposed CSM. The legal description shall be reconciled with the legal description of said lands in record title.

23. If all parties of interest agree that certain easements from prior plats or CSMs of record are no longer necessary, the release documents for said easements shall be recorded prior to CSM approval sign-off, with the recording information for the release included as a note on the proposed CSM.

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

Note: A Transportation Demand Management (TDM) Plan may be required as part of future development, per MGO Section 16.03.

In order to commence the process for obtaining the necessary City signatures on the Certified Survey Map, the applicant shall e-mail PDFs of 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 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](mailto:tparks@cityofmadison.com).

Sincerely,

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

Timothy M. Parks  
Planner