



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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August 4, 2017

Michael S. Marty
Vierbicher Associates, Inc.
999 Fourier Drive, Suite 201
Madison, Wisconsin 53717

RE: LNDCSM-2017-00022; ID 47851 – Certified Survey Map – 1123 Merrill Springs Road (Stratton)

Dear Mr. Marty;

On July 24, 2017, the City of Madison Plan Commission **conditionally approved** your two-lot Certified Survey Map of property located at 1123 Merrill Springs Road, Section 18 Township 7N, Range 9E, City of Madison, Dane County, Wisconsin. The property is zoned SR-C1 (Suburban Residential–Consistent 1 District). A resolution approving the CSM and authorizing the City to sign it and any other documents related to the proposed land division was approved by the Common Council on August 1, 2017. The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

Please contact Tim Troester of the City Engineering Division at 267-1995 if you have questions regarding the following two (2) items:

1. Property shall either have two separate sanitary sewer laterals or a recorded ownership/maintenance agreement shall be in place prior to CSM approval.
2. A minimum of two working days prior to requesting City Engineering signoff on the CSM, the applicant shall contact Tim Troester at 261-1995 (ttroester@cityofmadison.com) or Brenda Stanley at 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. All charges shall be cleared prior to recording the land division (and subsequent obsolesces of the existing parcel).

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

3. Copies of the agreements for the 10-foot wide Private Sanitary Sewer Easement, 14-foot wide Private Access and Utility Easement and the 15-foot wide Access Easement [to the golf course] shall be provided for review and comment prior to final sign off. These agreements shall be recorded immediately subsequent to the recording of this CSM.

4. The existing 20-foot Sanitary Sewer Easement over adjacent Lot 1 shall be denoted as "Private" and shall be amended with a recorded agreement between all parties encumbered and benefitted by the easement. The agreement shall set forth requirements and restrictions for the construction, maintenance and replacement of the private sanitary sewer facilities within the easement.
5. The headers and legal descriptions shall acknowledge that this CSM also lies within Government Lots 3 for both Sections 17 and 18.
6. The map shall graphically show the section line between Sections 17 and 18 that bisects this CSM.
7. 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.
8. The applicant shall submit to Jeff Quamme, prior to Engineering sign-off of the subject CSM, one (1) digital CADD drawing and one (1) signed copy of the final CSM to the Mapping/GIS Section of the Engineering Division either as hard copy or Adobe PDF format. The digital CADD file shall be submitted in the WISDOT County Coordinate System, Dane County Zone datum in either Auto CAD Version compatible with MicroStation Version V8i, MicroStation Version V8i or older or Universal DXF Formats. The digital CADD file(s) shall contain the minimum of the items stated below, each on a separate layer name/level number. All line work shall be void of gaps and overlaps that would cause any parcel, street or easement to not properly close. All line work orientation and geometrics shall match the dimensioning as labeled on the final recorded plat: right of way lines (public and private); lot lines; lot numbers; lot/plat dimensions; street names, and; easement lines (i.e. street, sanitary, storm (including wetland & floodplain boundaries) water, pedestrian/bike/walkway, or any public and/or private interest easement except local service for Cable TV, gas, electric and fiber optics).
 - 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 original submittal of data and prior to final sign off.
9. This pending Certified Survey Map application shall be completed and recorded with the Dane County Register of Deeds (ROD) prior to issuance of any building permits for new construction. When the recorded CSM image is available from the ROD, the City Assessor's Office can then create the new Address-Parcel-Owner (APO) data in the parcel database so that the permitting system can upload this data and permit issuance made available for this new land record.

Please contact Adam Wiederhoeft of the Madison Water Utility at 266-9121 if you have any questions regarding the following two (2) items:

10. It is not clear how water service will be provided to proposed lot 2. A separate water service lateral and water meter is 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)).
11. The existing water service lateral serving Lot 1 does not meet current Wisconsin Department of Natural Resources water service requirements as it appears to be connected directly to a hydrant lead—NR 811.71(6). Contact Madison Water Utility to review service lateral revision options to serve these parcels.

Please contact Jenny Kirchgatter, Assistant Zoning Administrator, at 266-4429 if you have any questions regarding the following two (2) items:

12. Revise Lots 1 and 2 to provide a minimum of 30 feet of street frontage for Lot 1. Per Section 28.135(2), every zoning lot shall front on an improved public street, with a minimum of 30 feet of street frontage.
13. The Zoning Administrator has determined that the rear lot line of Lot 2 Lot is the north lot line. As defined, the rear lot line is that lot line which is opposite and most distant from the front lot line. In the case of an irregular lot, the Zoning Administrator shall select a line or lines generally opposite the front lot line for the purpose of providing a rear lot line across the entirety of the lot. The rear yard setback is the minimum distance by which any building or structure may be separated from the rear lot line. The rear yard area shall be provided across and within the entirety of the lot.

Please contact Bill Sullivan of the Madison Fire Department at 261-9658 if you have any questions regarding the following item:

14. The Madison Fire Department recommends the installation of a residential fire sprinkler system in accordance with NFPA 13D.

Please contact Janet Schmidt of the Parks Division at 261-9688 if you have any questions regarding the following two (2) items:

15. Park Impact Fees (comprised of the Park Infrastructure Impact Fee, per MGO Sec. 20.08(2)), and Park-Land Impact Fees, per MGO Sec. 16.23(8)(f) and 20.08(6) will be required for all new residential development associated with this project. This development is within the West Park-Infrastructure Impact Fee district. Please reference ID# 17129 when contacting Parks Division staff about this project.
16. The developer shall put the following note on the face of the CSM: "The lots/ buildings within this subdivision/ development are subject to impact fees that are due and payable at the time building permit(s) are issued."

Please contact my office at 261-9632 if you have questions about the following three (3) items:

17. Revise Lots 1 and 2 to provide a minimum of 30 feet of street frontage for Lot 1 on Merrill Springs Road as required by Section 28.135(2) of the Zoning Code.

18. The applicant shall provide proof of formal permission from Blackhawk Country Club or the Village of Shorewood Hills in a form acceptable to the Planning Division (letter, easement) that access onto the golf course from the subject lots is allowed. If not such permission is granted, the 15-foot wide easement over the northern edge of Lot 1 shall be removed prior to final approval of the CSM for recording.
19. The following note shall be placed on the CSM prior to final approval and recording for reference purposes:

“Many lakefront-area properties are associated with locations of Native American effigy mounds and archeological sites. This site is known to be associated with archeological and historic resources. Per Wis. Stats. Section § 157.70, Burial Sites Preservation:

(2r) Site Disturbance Prohibited. Except as provided under subs (4) and (5) and State Statute 157.111 and 157.112, no person may intentionally cause or permit the disturbance of a burial site or catalogued land contiguous to a catalogued burial site.

(3) Report of Disturbed Burial Sites. (a) Except as provided under s. 979.01, a person shall immediately notify the director (*Wisconsin Historical Society Director*) if the person knows or has reasonable grounds to believe that a burial site or the catalogued land contiguous to a catalogued burial site is being disturbed or may be disturbed contrary to the requirements of subs. (4) and (5).

The Burial Sites Preservation statute requires that the property owner contact the Wisconsin Historical Society to discuss the location of the proposed project and any possible disturbance of an archaeological or historic resource before the work commences. During the construction work, if a burial site disturbance occurs, the work shall stop immediately until the Wisconsin Historical Society is able to assess the site. For more information on the application of this statute, please contact the State Historic Preservation Office at (608) 264-6502.”

Please contact Heidi Radlinger of the Office of Real Estate Services at 266-65589 if you have any questions regarding the following four (4) items:

20. Pursuant to MGO Section 16.23(5)(e)4 and Wis. Stats. 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: _____
Natalie Erdman, Secretary of the Plan Commission

Date: _____

21. The 2016 real estate taxes are paid for the subject property. As of June 30, 2017, there are no special assessments reported. If special assessments are levied against the property before recording the CSM, they shall be paid in full pursuant to MGO Section 16.23(5)(g)1.
22. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish an updated title report to the 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 (April 25, 2017) submitted with the CSM application and include all associated documents that have been recorded since the initial title report. The surveyor shall update the CSM with the most recent information reported in the title update.

23. 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 (hradlinger@cityofmadison.com).

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.

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.

Sincerely,

Timothy M. Parks
Planner

cc: Tim Troester, City Engineering Division
Jeff Quamme, City Engineering Division—Mapping Section
Janet Schmidt, Parks Division
Jenny Kirchgatter, Assistant Zoning Administrator
Adam Wiederhoeft, Madison Water Utility
Bill Sullivan, Madison Fire Department
Heidi Radlinger, Office of Real Estate Services