



Department of Planning & Community & Economic Development
Planning Division

Website: www.cityofmadison.com

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November 13, 2008

Michelle L. Burse
Burse Surveying & Engineering, Inc.
1400 E. Washington Avenue, Suite 158
Madison, Wisconsin 53703

RE: File No. LD 0833 – Certified survey map – 18-22 Turnwood Circle (D. Schoepp)

Dear Ms. Burse:

The one-lot certified survey combining your client's property located at 18-22 Turnwood Circle, Section 33, Township 7N, Range 8E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The site is zoned R1 (Single-Family Residence District). The conditions of approval from the reviewing agencies to be satisfied before final approval and recording of the CSM are:

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

1. The corresponding utility easement release application (Reference Real Estate Project No. 9026) shall be completed and recorded prior to recording of the Certified Survey Map.
2. Prior to approval, convert lot corner elevations to the datum on file with the City Engineer for the approved lot corner elevations of the Hawks Landing Plat. If elevations are not in conformance with approved elevations, a note shall be placed on the CSM and permit issuance shall be subject to a site plan approved by the City Engineer.
3. A minimum of two working days prior to requesting City Engineering signoff on the CSM, the applicant shall contact Janet Dailey (261-9688) 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 the land division (and subsequent obsolesces of the existing parcel).
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 condition reports for all monuments, including center of sections of record, used in this survey, to Eric Pederson, 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 CSM. Note: Land tie to two PLS corners required.
5. Prior to Engineering final sign-off by main office for Certified Survey Maps (CSM), the final CSM must 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 sign-

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off. Electronic mail submittal of the **final** CSM in PDF format is preferred and should be transmitted to epederson@cityofmadison.com.

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 authorizing the City to sign the CSM and any other documents related to the proposed land division will be approved by the Common Council on November 18, 2008.

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 you may be of any further assistance, please do not hesitate to contact my office at 261-9632.

Sincerely,

Timothy M. Parks
Planner

cc: Janet Dailey, City Engineering Division
Jeff Ekola, Office of Real Estate Services
Norb Scribner, Dane County Land Records and Regulations