



Department of Planning & Community & Economic Development

Planning Division

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

January 25, 2017

David Renaud
Madison Water Utility
119 E. Olin Avenue
Madison, Wisconsin 53713

RE: LNDCSM-2016-00051 – Certified Survey Map – 4740 Spaanem Avenue (Madison Water Utility)

Dear Mr. Renaud;

The three-lot, one-outlot Certified Survey Map to divide property generally addressed as 4740 Spaanem Avenue, Section 16, Township 7N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned SR-C1 (Suburban Residential–Consistent 1 District) and is located in Wellhead Protection District (WP) 9. 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 261-9127 if you have questions regarding the following eight (8) items:

1. A minimum of 2 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 the land division (and subsequent obsolesces of the existing parcel).
2. Arrows shall be added to the Certified Survey Map indicating the direction of drainage for each property line not fronting on a public street. In addition, the CSM shall include lot corner elevations, for all lot corners, to the nearest 0.25-foot. The following notes shall be added to the CSM: A) Arrows indicate the direction of surface drainage swale at individual property lines. Said drainage swale shall be graded with the construction of each principal structure and maintained by the lot owner unless modified with the approval of the City Engineer. Elevations given are for property corners at ground level and shall be maintained by the lot owner. B) All lots within this certified survey are subject to public easements for drainage purposes which shall be a minimum of 6 feet in width measured from the property line to the interior of each lot except that the easements shall be 12 feet in width on the perimeter of the certified survey. For purposes of two (2) or more lots combined for a single development site, or where two (2) or more lots have a shared driveway agreement, the public easement for drainage purposes shall be a minimum of six (6) feet in width

and shall be measured only from the exterior property lines of the combined lots that create a single development site, or have a shared driveway agreement, except that the easement shall be twelve (12) feet in width along the perimeter of the certified survey. Easements shall not be required on property lines shared with greenways or public streets. No buildings, driveways, or retaining walls shall be placed in any easement for drainage purposes. Fences may be placed in the easement only if they do not impede the anticipated flow of water. note: in the event of a City Of Madison Plan Commission and/or Common Council approved re-division of a previously subdivided property, the underlying public easements for drainage purposes are released and replaced by those required and created by the current approved subdivision. Information to Surveyor's: In addition to notes such as this, Wisconsin State Plat Review now enforces the requirement that easements or other reference lines/areas be graphically shown, dimensioned and tied when they represent fixed locations. They will accept a "typical detail" when the easement or restriction can be effectively described and retraced from the typical detail.

3. The construction of this project will require that the applicant shall enter into a Memorandum of Understanding (MOU) with the City Engineer for the required infrastructure improvements. The applicant shall contact City Engineering to schedule the development of the plans and the agreement. The City Engineer will not sign off on this project without the MOU executed by the developer. Obtaining a MOU generally takes approximately 4-6 weeks, minimum.
4. All outstanding Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to City Engineering Division 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 working days prior to requesting City Engineering signoff of the CSM.
5. The developer shall obtain a Street Excavation Permit from the City Engineering Division to construct public sanitary sewer, storm sewer, and drainage improvements as necessary to serve the lots within the CSM.
6. The applicant shall install public sidewalk along Lot 1 and 2 frontage on Shaffer Avenue & Lot 2 and 3 frontage on Allis Avenue. The applicant shall obtain a Street Excavation Permit for the sidewalk work, which is available from the City Engineering Division. The applicant shall pay all fees associated with the permit including inspection fees. All work must be completed within six months or the succeeding June 1, whichever is later.
7. All work in the public right of way shall be performed by a City-licensed contractor.
8. All damage to the pavement on Shaffer Avenue, Allis Avenue and Spaanem Avenue adjacent to this development shall be restored in accordance with the City of Madison's Pavement Patching Criteria.

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

9. Provide 15-foot fillet radii at the southwest and southeast corners of this Certified Survey Map.
10. Correct the header on each sheet to include Block 2 after Outlot A.

11. The corner referenced for the North Quarter Corner on the map is a meander corner. The true corner location shall be noted on the map. See tie sheet of record. The legal description under the surveyor's certificate shall be modified accordingly as well.
12. 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). 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 and shall be attached to a signed and sealed monument condition report. The Applicant shall identify monument types on all PLS corners included on the Plat or CSM. Note: Land tie to two PLS corners required.
13. The surveyor shall identify any deviation from City Master Control with recorded and measured designations at the Section corners.
14. Place a note under Outlot 1 on sheet 1 to see Note on Sheet 2 regarding restrictions of use for Outlot 1. On sheet 2, move the use restriction from the Surveyor's Certificate and make it a separate numbered Note of Restriction.
15. The Owner's Certificate shall be modified to reflect ownership by the City of Madison and the Mayor and City Clerk shall execute the certificate.

Please contact Janet Schmidt of the Parks Division at 261-9688 if you have any questions regarding the following three (3) items:

16. Park Impact Fees (comprised of the Park Infrastructure Impact Fee, per MGO Section 20.08(2)), and Park-Land Impact Fees, per MGO Sections 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 North Park - Infrastructure Impact Fee district. Please reference ID# 16163 when contacting Parks Division staff about this project.
17. Prior to sign-off on the CSM, the applicant shall execute a declaration of conditions and covenants along with an impact fee schedule for the park impact fees for this development. This document will be recorded at the Register of Deeds. The applicant shall be responsible for all recording fees.
18. The developer shall put the following note on the face of the CSM or development plans: "Lots/ buildings within this subdivision / development are subject to impact fees that are due and payable at the time building permit(s) are issued."

The Parks Division will be required to sign off on the CSM.

Please contact Heidi Radlinger of the Office of Real Estate Services at 266-6558 if you have any questions regarding the following three (3) items:

19. Update Owner's Certificate to reflect ownership by the City of Madison.
20. City of Madison Plan Commission Certificate: Remove 'interim' from signature block.

21. As of the date of this letter 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 in the interim, they shall be paid in full pursuant to Madison General Ordinance Section 16.23(5)(g)1.

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

A resolution approving the CSM and authorizing the City to sign it and any other documents related to the proposed land division will be reviewed by the Common Council on February 7, 2017.

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: Brenda Stanley, City Engineering Division
Jeff Quamme, City Engineering Division–Mapping Section
Sally Sweeney, City Assessor’s Office
Janet Schmidt, Parks Division
Jenny Kirchgatter, Assistant Zoning Administrator
Heidi Radlinger, Office of Real Estate Services