



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, AICP, Director

Madison Municipal Building, Suite LL-100

215 Martin Luther King, Jr. Boulevard

P.O. Box 2985

Madison, Wisconsin 53701-2985

Phone: (608) 266-4635

Fax (608) 267-8739

[www.cityofmadison.com](http://www.cityofmadison.com)

July 11, 2016

Revised: September 29, 2016

Chris Adams

Williamson Surveying & Associates, LLC

104A W. Main Street

Waunakee, Wisconsin 53597

RE: LNDCSM-2016-00021 – Certified Survey Map – 801 and 807 Sundance Drive and 8817 Ancient Oak Lane (B&B Ventures, LLC)

Dear Mr. Adams;

The two-lot, one-outlot revised certified survey of property located at 801-807 Sundance Drive and 8817 Ancient Oak Lane, Section 34, Township 7N, Range 8E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The subject property is zoned TR-C1 (Traditional Residential–Consistent 1 District). The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the revised 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. All outstanding 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 2 working days prior to requesting City Engineering Division signoff.
2. This development is subject to impact fees for the Valley View Road Sewer and Drainage Improvement Impact Fee District. All impact fees are due and payable at the time building permits are issued. The following note shall put the face of the CSM: "Lots within this subdivision are subject to impact fees that are due and payable at the time building permit(s) are issued."

**Please contact Jeff Quamme of the City Engineering Division–Mapping Section at 266-4097 if you have questions regarding the following five (5) items:**

3. The Certificates for the Owner and Mortgagee for Lot 13 (807 Sundance) need to be added to the CSM.
4. Remove note 3. There is not any need to refer to easements that do not encumber the CSM.
5. The curve data for C1 is incorrect and shall be revised.

6. Add the required Consent of Mortgage Certificates to the CSM.
7. 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.

\*New electronic final plat transmittals and notification of changes which occur to the final plat during the time the Engineering Division signs off and receives the digital copies of said plat and the recording thereof, are the responsibility of the Developer/Surveyor.

**Please contact Janet Schmidt of the Parks Division at 261-9688 if you have any questions regarding the following item:**

8. The developer shall put the following note on the face of the CSM: "Lots within this subdivision 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 this CSM. Please reference ID# 13163.2 when contacting Parks Division staff about this project.

**Please contact Adam Wiederhoeft of the Madison Water Utility at 266-9121 if you have any questions regarding the following item:**

9. All operating private wells shall be identified and permitted by the Water Utility and all unused private wells shall be abandoned in accordance with MGO Section 13.21.

**Please contact Heidi Radlinger of the Office of Real Estate Services at 266-6558 if you have any questions regarding the following six (6) items (as they may still apply to the revised CSM):**

10. A certificate of consent for all mortgagees/vendors shall be included following the Owner's Certificate(s) and executed prior to CSM approval sign-off. 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.

11. The 2015 real estate taxes have not been paid in full for the subject properties. Per 236.21(3) Wis. Stats. and Section 16.23(5)(g)(1) of Madison General Ordinances, the property owner shall pay all real estate taxes that are accrued or delinquent for the subject property prior to CSM recording. This includes property tax bills for the prior year that are distributed at the beginning of the year. As of this letter there are no special assessments reported. All known special assessments shall be paid in full prior to final approval and recording.
12. Please coordinate with Tim Troester (267-1995) or Brenda Stanley (261-9127) in the City Engineering Division to obtain any outstanding storm water management fees from the City of Madison Water Utility. Receipts for the payment of the prorated fee shall be presented prior to CSM approval sign-off.
13. Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Heidi Radlinger in City's Office of Real Estate Services ([hradlinger@cityofmadison.com](mailto: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 (there was no effective date indicated on the letter report) 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.
14. The owner shall email the document number of the recorded CSM to Heidi Radlinger at the City's Office of Real Estate Services at as soon as the recording information is available.
15. The CSM shall be revised prior to final sign-off as follows:
  - a.) Create notes that define the purpose of and the ownership of all outlots. The note for an outlot dedicated to the public shall say: "Dedicated to the public for \_\_\_\_\_ purposes."
  - b.) Remove the first Note 3 as it's not within CSM boundaries

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

**A resolution approving the land division and authorizing the City to sign the CSM and any other documents related to it was approved by the Common Council on July 19, 2016.**

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.

LNDCSM-2016-00022  
801-807 Sundance Drive &  
8817 Ancient Oak Lane  
July 11, 2016  
Revised: September 29, 2016  
Page 4

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](mailto:jrquamme@cityofmadison.com).

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.

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  
Sally Sweeney, City Assessor's Office  
Janet Schmidt, Parks Division  
Jenny Kirchgatter, Assistant Zoning Administrator  
Dennis Cawley, Madison Water Utility  
Heidi Radlinger, Office of Real Estate Services