



Department of Planning & Community & Economic Development  
**Planning Division**

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

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March 28, 2008

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

RE: File No. LD 0806 – Certified survey map – 329 North Street (Bashford United Methodist Church).

Dear Mr. Watkins:

The two-lot certified survey of your client's property located at 329 North Street, Section 6, Township 7N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The site is zoned R4 (General 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 six conditions:**

1. Reference adjoiner lands to the south and east of this proposed CSM as remnant portions of Lot 123, Farwell's Addition to the Village of Madison rather than the current implied unplatted lands.
2. Reference underlying platted lot numbers and lines representing including portions of Lots 123 and 124, Farwell's Addition to the Village of Madison and portion of Outlot B, North Gardens where applicable on the CSM.
3. Correct "corner" typographical errors on some of the PLSS labels.
4. 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 certified survey map shall include lot corner elevations, for all lot corners, to the nearest 0.25-foot. The following notes shall be added to the certified survey map:
  - 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 survey are subject to a public easement 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 easement shall be 12-feet in width on the perimeter of the certified survey map. Easements shall not be required on property lines shared with green ways or public streets. No structures may be constructed within said easement and no other obstructions to drainage, including landscaping are permitted without the prior written approval of the City Engineer.

Note: In the event of the City of Madison Plan Commission and/or Common Council approve 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.

Note: In addition to notes such as this, 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.

5. 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.
6. Prior to 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 of the final CSM in PDF form is preferred. Please transmit to [epederson@cityofmadison.com](mailto:epederson@cityofmadison.com).

**Please contact Pat Anderson, Assistant Zoning Administrator, at 266-5978 if you have questions about the following three items:**

7. The survey shall show actual building size.
8. Lighting is not required. However, if it is provided, it must comply with the City of Madison outdoor lighting standards. Lighting will be limited to .08 watts per square foot.
9. Parking lot plans with greater than twenty (20) stalls, landscape plans must be stamped by a registered landscape architect. **Landscape elements on proposed Lot 2 where used for compliance of the 2003 site plan approval as a result; proposed Lot 1 will have to comply with landscaping parking and screening provisions of the Madison General Ordinances prior to final approval and recording of this CSM.** Provide a landscape worksheet with the final plans that shows that the landscaping provided meets the point and required tree ordinances. If the remaining landscaping on Lot 1 does not meet this requirement, a landscaping plan will need to be submitted for City approval that shows the planting of the materials required to comply with the ordinance prior to the CSM being approved for recording. In order to count toward required points, the landscaping shall be within 15' and 20' of the parking lot depending on the type of landscape element. (Note: The required trees do not count toward the landscape point total.) Planting islands shall consist of at least 75% vegetative cover, including trees, shrubs, ground cover, and/or grass. Up to 25% of the island surface may be brick pavers, mulch or other non-vegetative cover. All plant materials in islands shall be protected from vehicles by concrete curbs.

**Please note that the City Real Estate Office is reviewing the report of title provided with this survey and may have comments. That office will send any comments to you by fax. If you have any questions, please contact Jeff Ekola at 267-8719 for more information.**

**Please contact Si Widstrand, Parks Division, at 266-4711 to verify the amount of park impact fees, if any, that are due and payable related to this land division prior to final approval of the Certified Survey Map.**

A resolution authorizing the City to sign the CSM and any other documents related to the proposed land division was approved by the Common Council on March 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 **six (6) months** from the date of the approving resolution. 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: Janet Dailey, Engineering Division  
Pat Anderson, Assistant Zoning Administrator  
Si Widstrand, Parks Division  
Jeff Ekola, Real Estate Development Unit  
Norb Scribner, Dane County Land Records and Regulations