



Department of Planning & Community & Economic Development

Planning Division

Katherine Cornwell, Director

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June 15, 2016

Mark Pynnonen
Birrenkott Surveying, Inc.
1677 N. Bristol Street
Sun Prairie, Wisconsin 53590

RE: LNDCSM-2016-00008 – Approval of a two-lot Certified Survey Map (CSM) re-creating 2 lots at 310 Clemons Avenue and 301 Riverside Drive (Bethany Free Evangelical Church, and David and Jerry Anne Carlson).

Dear Mr. Pynnonen;

The City of Madison Plan Commission, meeting in regular session on June 13, 2016, **conditionally approved** your two-lot Certified Survey Map of property located at 310 Clemons Avenue and 301 Riverside Drive, Section 7, Township 7N, Range 10E, City of Madison, Dane County, Wisconsin. The property is zoned TR-C4 (Traditional Residential–Consistent 4 District). 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 item:

1. A minimum of 2 working days prior to requesting City Engineering signoff on the plat, the applicant shall contact Tim Troester (267-1995) or Brenda Stanley (261-9127) to obtain the final stormwater utility charges that are due and payable prior to subdivision 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).

Please contact Jeff Quamme of the City Engineering Division–Mapping Section at 266-4097 if you have questions regarding the following nine (9) items:

2. The Parking Lot Easement per Document Nos. 2624591 and 2731775 along with the Easement for Lawn and driveway purposes, with this CSM lot line adjustment, are not necessary and should be released just prior to recording the CSM.
3. Show and label on the map the 15-foot wide Public Water Main Easement retained by the vacation of Helena Street per Document No. 1452826.

4. Denote along the right of way of Winnebago Street and denote No Vehicular Access to Winnebago Street, see Document No. 1452826.
5. Correct the Date of the tie sheet for the North 1/4 corner. The most recent was revised Jan. 5, 2016 by Carl Sandsnes when the true corner coordinates were revised.
6. Add language to the first line of the legal description after vacated part of Helena Street "as recorded in Document No. 1452826."
7. In accordance with Section s.236.34(1m)(c), which states that a CSM shall be prepared in accordance with the plat requirements stated per s.236.20(2)(c) & (f), Wisconsin Statutes, the applicant must show the type, location and width of any and all easements on the Plat or CSM. Clearly identify the difference between existing easements (cite Register of Deeds recording data) and easements which are being conveyed by the CSM. Identify the owner and/or benefiting interest of all easements. Include any and all language required to properly and legally create any easement by the CSM.
8. In accordance with Section s. 236.18(8), Wisconsin Statutes, the applicant shall reference City of Madison WCCS Dane Zone 1997Coordinates on all PLS corners on the plat in areas where this control exists. The surveyor shall identify any deviation from City Master Control with recorded and measured designations. The City has established WCCS, Dane Zone Coordinates on all PLS corners within its corporate boundary. Visit the City Engineering Division website for current tie sheets and control data (http://gis.ci.madison.wi.us/Madison_PLSS/PLSS_TieSheets.html). If a surveyor encounters an area without a published WCCS Dane Zone 1997 value, contact the City Engineering Division for this information.
9. 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 Plat. Note: Land tie to two PLS corners required.
10. 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 Dennis Cawley of the Madison Water Utility at 261-9243 if you have any questions regarding the following item:

11. 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 Jenny Kirchgatter, Assistant Zoning Administrator at 266-4429 if you have any questions regarding the following four (4) items:

12. The rear yard setback for a single-family residence in the TR-C4 district is the lesser of 30% of lot depth or 30 feet. Show that Lot 1 meets the minimum rear yard setback.
13. Provide calculations showing that Lot 1 meets the lot coverage and useable open space requirements for the TR-C4 district.
14. Before the Certified Survey Map can be approved for recording, the applicant shall obtain site plan approval per Section 28.186 of the Zoning Code for Bethany Evangelical Free Church at 301 Riverside Drive. [Author's note: This site plan will be similar to the site plan approved by the City in November 1994 and will reflect the site improvements in relation to the proposed lot lines created by the subject CSM.]
15. Provide a lot coverage calculation for Lot 2.

Please contact Heidi Radlinger of the Office of Real Estate Services at 266-6558 if you have any questions regarding the following four (4) items:

16. The 2015 real estate taxes are paid for the subject property. As of the date of this letter there are no special assessments reported. If special assessments are levied against the property, they shall be paid in full prior to CSM recording as required by MGO Section 16.23(5)(g)4.
17. 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 Madison Water Utility. Receipts for the payment of the prorated fee shall be presented prior to CSM approval sign-off.
18. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Heidi Radlinger in 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 (February 24, 2016) 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.

19. The CSM shall be revised as follows prior to final sign-off and recording:

- a.) Liens or judgments levied against the lands within the CSM boundary shall be satisfied, with proof of satisfaction provided prior to CSM approval sign-off. Satisfactions or releases for all mortgages, liens, judgments, or other instruments that no longer encumber the lands or ownership within the CSM boundary shall be recorded prior to CSM approval sign-off.
- b.) Depict easements retained by Document No. 1452826.

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 June 21, 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. 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.

Pursuant to MGO 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), 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 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.

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 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.**

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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
Dennis Cawley, Madison Water Utility
Jenny Kirchgatter, Assistant Zoning Administrator
Heidi Radlinger, Office of Real Estate Services