



Department of Planning & Community & Economic Development

## Planning Division

Meagan E. Tuttle, Director  
Madison Municipal Building, Suite 017  
215 Martin Luther King, Jr. Blvd.  
P.O. Box 2985  
Madison, WI 53701-2985  
Phone: (608) 266-4635  
[planning@cityofmadison.com](mailto:planning@cityofmadison.com)

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

January 15, 2025

Paul Spetz  
Isthmus Surveying, LLC  
450 N Baldwin Street  
Madison, Wisconsin 53703

RE: Approval of a Certified Survey Map (CSM) to create two lots from land addressed at 4952 Thorson Road, Town of Sun Prairie, in the City of Madison's Extraterritorial Jurisdiction (Gary and Rose Price; Kaylee Fritz, representative) (LNDCSM-2024-00043; ID 86421).

Dear Paul,

The City of Madison Plan Commission, meeting in regular session on January 13, 2025, **approved** the above-referenced extraterritorial Certified Survey Map subject to the conditions from reviewing agencies in the following sections, which shall be satisfied before final City approval and recording:

**Please contact Brenda Stanley of the City Engineering Division at (608) 261-9127 if you have questions regarding the following condition:**

1. A Phase 1 environmental site assessment (per ASTM E1527-13), is required for lands dedicated to the City. Provide one (1) digital copy and staff review will determine if a Phase 2 ESA is also required. Submit report(s) to Jack Brody ((608) 267-9408, [jbrody2@cityofmadison.com](mailto:jbrody2@cityofmadison.com)).

**Please contact Jeffrey Quamme of the City Engineering Division—Mapping Section at (608) 266-4097 if you have questions regarding the following seven (7) conditions:**

2. The western boundary shown as 863.94 feet is 6 feet shorter than the length of record. Also, the rear dimension of the parcels that are surrounded by this CSM is 6 feet longer than the length of record. A previous preliminary CSM of years ago does not acknowledge any discrepancy of this magnitude. The surveyor shall confirm the correct boundary.
3. The applicant shall dedicate an additional 7 feet of right of way to the public for Thorson Road to create a total of 40 feet from the center of the right of way. Also, grant a 10-foot Permanent Limited Easement to the public for grading and sloping adjacent to the Thorson Road right of way to be dedicated. Contact Jeff Quamme ([jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com)) for the required easement language. The dedication may be less fronting the home on Lot 2 to avoid a violation of any required minimum setback to Thorson Road.

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 shall submit copies of required tie sheets or monument condition reports (with current tie sheet attached) for all monuments, including center of sections of record, used in this survey, to Jule Smith, City Engineering (jsmith4@cityofmadison.com)
5. In accordance with Section s. 236.18(8), Wisconsin Statutes, the applicant shall reference City of Madison WCCS Dane Zone, 1997 Coordinates on all PLS corners on the CSM in areas where this control exists. The surveyor shall identify any deviation from City Master Control with recorded and measured designations. Visit the Dane County Surveyor's Office for current tie sheets and control data that has been provided by the City of Madison. Note there is a Madison tie sheet for the West quarter corner of Section 31.
6. Prior to City Engineering final sign-off by main office for Certified Survey Maps (CSM), the final CSM must be submitted to Engineering Land Records Coordinator Jeff Quamme (jrquamme@cityofmadison.com). This submittal must occur a minimum of two working days prior to final Engineering Division sign-off. E-mail submittal of the **final** CSM in PDF form is preferred.
7. Provide "recorded as" data on the exterior boundary as required by statute. Also provide the overall right of way length along Thorson road for the portion that includes both lots.
8. The applicant shall submit to Julius Smith prior to final Engineering sign-off of the subject CSM, one (1) digital CADD drawing in a format compatible with AutoCAD. The digital CADD file(s) shall be referenced to the Dane County Coordinate System and shall contain, at minimum, the list of items stated below, each on a separate layer/level name. The line work shall be void of gaps and overlaps and match the final recorded CSM: right of way lines (public and private); lot lines; lot numbers; lot/plat dimensions; street names, and; easement lines (including wetland and floodplain boundaries).

\*This transmittal is a separate requirement than the required submittals to Engineering Streets Section for design purposes. The Developer/Surveyor shall submit new updated final plat, electronic data and a written notification to Engineering Mapping for any changes to the plat which occur subsequent to any submittal.

**Please Jeff Belshaw of the Madison Water Utility at (608) 261-9835 if you have questions regarding the following item:**

9. The subject parcels are located beyond Madison Water Utility's existing service area. Note that future attachment to the City may require connection to the City water system, if/when water service becomes available per MGO Section 13.07.

**Please Melissa Hermann of the City's Office of Real Estate Services at mhermann@cityofmadison.com if you have questions regarding the following six (6) conditions:**

10. Prior to approval sign-off by the Office of Real Estate Services ("ORES"), the Owner's Certificate(s) on the CSM shall be executed by all parties of interest having the legal authority to do so, pursuant to Wis. Stats. 236.21(2)(a). Said parties shall provide documentation of legal signing authority to the

notary or authentication attorney at the time of execution. The title of each certificate shall be consistent with the ownership interest(s) reported in the most recent title report.

11. Prior to CSM approval sign-off, an executed and notarized or authenticated certificate of consent for all mortgagees/vendors shall be included following the Owner's Certificate(s).
12. 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.
13. Pursuant to MGO Section 16.23, the owner shall furnish an updated title report via email to Melissa Hermann (mhermann@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. A title commitment may be provided, but will be considered only as supplementary information to the title report update. The surveyor shall update the CSM with the most recent information reported in the title update. ORES reserves the right to impose additional conditions of approval in the event the title update contains changes that warrant revisions to the CSM.
14. The owner shall email the document number of the recorded CSM to ORES via email when the recording information is available
15. For properties not connected to municipal utility services, consider whether or not well abandonment ref. NR-141 needs to be addressed

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

In order to commence the process for obtaining the necessary City signatures on the Certified Survey Map, the applicant shall e-mail PDFs of the revised CSM, updated title report, and any other materials required by reviewing agencies to the reviewing planner. The reviewing planner will share the updated materials with the relevant commenting City agencies for them to verify that their conditions have been satisfied and that the secretary or designee may sign the Plan Commission approval certificate.

Once all of the necessary City signatures have been affixed to the Certified Survey Map, the instrument may be recording at the Dane County Register of Deeds Office. For information on recording procedures and fees, please contact the Register of Deeds at (608) 266-4141.

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.**

ID # 86421  
LNDCSM-2024-00043  
4952 Thorson Road  
Town of Sun Prairie  
January 15, 2025  
Page 4

If you have any questions or if you may need any further assistance, please do not hesitate to contact my office at (608) 261-9632 or [tparks@cityofmadison.com](mailto:tparks@cityofmadison.com).

Sincerely,

*Timothy M Parks*

Timothy M. Parks  
Planner

cc: Brenda Stanley, City Engineering Division  
Jack Brody, City Engineering Division  
Jeff Quamme, City Engineering Division – Mapping Section  
Jeff Belshaw, Madison Water Utility  
Melissa Hermann, Office of Real Estate Services