



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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

October 5, 2021

David Riesop  
Wisconsin Mapping, LLC  
306 W Quarry Street  
Deerfield, Wisconsin 53531

RE: Approval of a Certified Survey Map (CSM) of 3784-3796 Gala Way, Town of Cottage Grove, in the City of Madison's Extraterritorial Jurisdiction (LNDCSM-2021-00026; ID [66978](#)); and

Approval of a CSM of 3802-3820 Gala Way, Town of Cottage Grove, in the City of Madison's Extraterritorial Jurisdiction (LNDCSM-2021-00027; ID [66979](#)).

Dear David;

The City of Madison Plan Commission, meeting in regular session on October 4, 2021, **conditionally approved** the above-referenced extraterritorial Certified Survey Maps subject to the conditions of approval from reviewing agencies in the following sections, which shall be satisfied before final City approval and recording:

**Please contact my office at 261-9632 if you have questions about the following condition:**

1. A scaled map based on recorded information shall be included with the both final Certified Survey Maps that includes the approximate area of the [Helen J.] Galarowicz Revocable Trust's contiguous ownership parcel(s), with perimeter dimensions of the excluded lands in excess of 40 acres from which the land is being sold to the seven CSM lots.

**Please contact Eric Pederson of the City Engineering Division—Mapping Section at 266-4056 if you have questions regarding the following two (2) conditions:**

2. 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 Jeff Quamme ([jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com)), 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.
3. The applicant shall submit to Jeff Quamme, 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 Andy Miller of the City's Office of Real Estate Services at 261-9983 if you have questions regarding the following twelve (12) conditions:**

4. 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. When possible, the executed original hard stock recordable CSM shall be presented at the time of ORES approval sign-off. If not, the City and the Register of Deeds are now accepting electronic signatures. A PDF of the CSM containing electronic signatures shall be provided to ORES to obtain final sign-off.
5. A certificate of consent for all mortgagees shall be included following the Owner's Certificate and executed and notarized prior to CSM approval sign-off.
6. 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 final sign-off.
7. All ownership consents and certifications for the subject lands shall conform to Wis. Stats. 236.21(2) and 236.29 by including the language "surveyed, divided, mapped and dedicated".
8. If any portion of the lands within the CSM boundary are subject to an Option to Purchase or other Option interest please include a Certificate of Consent for the option holder.
9. A Consent of Lessee certificate shall be included on the CSM for all tenant interests in excess of one year, recorded or unrecorded, and executed prior to CSM sign-off.
10. As of September 24, 2021, the 2020 real estate taxes are paid for the subject property. Per 236.21(3) Wis. Stats., and MGO Section 16.23(5)(g)(1) the property owner shall pay all real estate taxes that are accrued or delinquent for the subject property prior to CSM recording.
11. As of September 24, 2021, there are no special assessments reported. If special assessments are levied against the property during the review period and prior to CSM approval sign-off, they shall be paid in full pursuant to MGO Section 16.23(5)(g)1.

12. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Andy Miller in City's Office of Real Estate Services ([acmiller@cityofmadison.com](mailto:acmiller@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 (August 3 and 4, 2021) 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.
13. The owner shall email the document numbers of the recorded CSMs to Andy Miller at the City's Office of Real Estate Services at [acmiller@cityofmadison.com](mailto:acmiller@cityofmadison.com) as soon as the recording information is available.
14. The following revisions shall be made prior to final approval of the CSM for recording:
  - a) As applicable, depict, dimension, name, note and/or identify by document number all relevant easements, declarations, plans, conditions, agreements, and other documents cited in record title and the updated title report, and include relevant notes from plats or CSMs of record.
  - b) Depict and dimension all existing improvements including, but not limited to: buildings, drives, parking lots, encroachments, wells, septic systems, etc. located within the CSM boundary.
  - c) For properties not connected to municipal utility services, consider whether or not well abandonment ref. NR-141 needs to be addressed.
  - d) If all parties of interest agree that certain easements from prior plats or CSMs of record are no longer necessary, the release documents for said easements shall be recorded prior to CSM approval sign-off, with the recording information for the release included as a Note on the proposed CSM.
  - e) Liens or judgments levied against the lands within the CSM boundary, if any, shall be satisfied, with proof of satisfaction provided prior to CSM approval sign-off.
15. Pursuant to MGO Section 16.23(7)(d)3 and Wis. Stats. 236.21(2)(a), all CSMs that are subject to the review and approval of the City of Madison shall contain the following certificate of approval:

Approved for recording per the Secretary of the City of Madison Plan Commission.

By: \_\_\_\_\_  
Matthew Wachter, Secretary of the Plan Commission

Date: \_\_\_\_\_

**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 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 electronically, the instrument will be returned electronically to the applicant by the Planning Division for printing and recording at the Dane County Register of Deeds Office. In lieu of an electronic signature on the CSM, the applicant may arrange a time to have the CSM signed by the secretary or designee following current safety protocols.

For information on recording procedures and fees, please contact the Register of Deeds at 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.**

If you have any questions or if may be of 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  
Planner

cc: Carley Barnes  
Eric Pederson, City Engineering Division – Mapping Section  
Andy Miller, Office of Real Estate Services