



Department of Planning & Community & Economic Development

Planning Division

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

May 6, 2025

Robert Procter
Axley Brynson, LLP
2 E Mifflin Street, Suite 200
Madison, Wisconsin 53703

RE: Approval of a Certified Survey Map (CSM) to create one residential lot from land generally addressed as 4313 Buckley Road in the Town of Burke, in the City of Madison's Extraterritorial Jurisdiction (LNDCSM-2025-00006; ID 87655).

Dear Robert,

The City of Madison Plan Commission, meeting in regular session on April 28, 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. The applicant shall revise the CSM to show a 75-foot setback from mapped wetlands and to show the existing FEMA floodplain limits on the property.

Please contact Jeffrey Quamme of the City Engineering Division–Mapping Section at (608) 266-4097 if you have questions regarding the following six (6) 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 monument condition reports for all monuments, including center of sections of record used in this survey, to Jeff Quamme, City Engineering (jrquamme@cityofmadison.com).
3. In accordance with Section s. 236.18(8), Wisconsin Statutes, the map shall reference City of Madison WCCS Dane Zone, 1997 Coordinates on the Northeast Corner of Section 8. The surveyor shall identify any deviation from City Master Control with recorded and measured designations. Visit the Dane County Surveyor's Office web site for current tie sheets and control data that has been provided by the City of Madison. Provide a measured coordinate value for the North Quarter Corner of Section 8.

4. Prior to City 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 submittal of the **final** CSM in PDF form is preferred. Please transmit to Jeff Quamme (jrquamme@cityofmadison.com).
5. Per City of Madison Subdivision Regulations, when a preliminary plat is waived with a CSM, the certified survey map shall show the entire ownership showing the proposed CSM and a scaled drawing from record information of the remnant lands owned by the subdivider. Provide a sheet with this scaled map and approximate acreage.
6. Label the reference line: Reference line for Side Road "C" per right of way plat WisDOT Project I-90-2(12)122.
7. 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 Jeff Belshaw of the Madison Water Utility at (608) 261-9835 if you have questions regarding the following item:

8. The subject parcels are located beyond Madison Water Utility's existing service area.

Please Heidi Radlinger of the City's Office of Real Estate Services at (608) 266-6558 if you have questions regarding the following nine (9) conditions:

9. 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). A PDF of the CSM containing electronic signatures shall be provided to ORES to obtain approval sign-off.
10. Remove the Consent of Mortgagee certificate, as there is no mortgage of record.
11. 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...
12. 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 and have it executed prior

to CSM sign-off, if said ownership interest meets the criteria set forth by Wis. Stat. Sec. 236.34 and Sec. 236.21(2)(a).

13. 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.
14. 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. Tax payoff receipts are to be provided before or at the time of sign-off.
15. All known special assessments are due and payable prior to CSM approval sign-off. 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.
16. Pursuant to MGO Section 16.23(4)(f), the owner shall furnish an updated title report via email to Heidi Radlinger (hradlinger@cityofmadison.com), as well as the survey firm preparing the proposed CSM. The report shall search the period subsequent to the initial title report submitted with the CSM application (March 9, 2025) and include all associated documents that have been recorded since the initial title report.
17. The owner shall email the document number of the recorded CSM to Heidi Radlinger at the City's Office of Real Estate Services at tmilliken@cityofmadison.com as soon as the recording information is available.

Please contact me at (608) 261-9632 if you have questions about the following two (2) items:

18. The Certified Survey Map shall be revised prior to final City approval to include a drawing showing the remaining 51.4 acres of land from which Lot 1 will be created as a scaled drawing from recorded information. Staff would appreciate that bearings and estimated distances be provided on the exhibit of remaining land.
19. Revise the Plan Commission certificate as follows:

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

By: _____ Date: _____
Matthew Wachter, Secretary of the Plan Commission'

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

Note: A Transportation Demand Management (TDM) Plan may be required as part of future development, per MGO Section 16.03.

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.**

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.

Sincerely,

A handwritten signature in black ink that reads "Timothy M. Parks". The signature is written in a cursive, flowing style.

Timothy M. Parks
Planner