



Department of Planning & Community & Economic Development

## Planning Division

Katherine Cornwell, Director

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December 8, 2014

Hans Justeson  
JSD Professional Services, Inc  
161 Horizon Drive, Suite 101  
Verona, WI 53593

RE: File No. LD 1444– Certified Survey Map – 312 Wisconsin Avenue

Dear Mr. Justeson:

The two-lot certified survey of property located at 312 Wisconsin Avenue, Section 14, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

**Please contact Janet Schmidt of the City Engineering Division at 261-9688 if you have questions regarding the following seven (7) items:**

1. Add a note that this CSM that the “Steensland House” noted on the CSM is subject to a Notice of Designation per Document No. 1409653.
2. Remove the word Preliminary from the title of the Certified Survey Map.
3. Remove the apostrophe from the word “Lot’s” on the page headers and in the legal description.
4. Provide blanks for the resolution number and file number under the City of Madison Certificate.
5. The Corporate Owner’s Certificate shall have the owner’s name modified to Bethel Lutheran Church, Inc.
6. A minimum of 2 working days prior to requesting City Engineering signoff on the plat, the applicant shall contact Janet Schmidt (261-9688) 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).
7. 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.

**Please contact Eric Halvorson of the Traffic Engineering Division at 266-6527 if you have questions regarding the following item:**

8. Three residential units are planned for this property. It is not clear from the letter of intent whether off-street auto parking spaces on the property are reserved at all times for the residents. If fewer than three off-street auto spaces are reserved at all times for the residents, this is fewer than a 1:1 ratio of parking spaces to residential units. A condition of approval shall be that no residential parking permits shall be issued for 312 Wisconsin Avenue unless a minimum of three off-street auto spaces are reserved for residents at all times. This is consistent with other projects in the area. The applicant shall inform all tenants in their apartment leases that no residential parking permits will be issued. In addition, the applicant shall submit for 312 Wisconsin Avenue a copy of the lease noting the above condition.

**Please contact Patrick Anderson, Assistant Zoning Administrator at 266-5978 if you have questions regarding the following item:**

9. Provide a detailed site plan showing the proposed 3 unit dwelling on lot 2 with setbacks. Provide details of zoning compliance of the 90% maximum lot coverage and 10 sq.ft. per bedroom of usable open space.

**Please contact Bill Sullivan of the Madison Fire Department at 261-9658 if you have questions regarding the following item:**

10. The Madison Fire Department does not object to this proposal provided the project complies with all applicable fire codes and ordinances. Ensure new lot lines do not create a building code violation to the existing buildings. Refer to IBC 602.

**Please contact Dennis Cawley of the Madison Water Utility at 261-9243 if you have questions regarding the following two (2) items:**

11. The water service lateral for Lot 1 crosses Lot 2. A private water service lateral shall be dedicated across Lot 2, and a new water service lateral shall be installed to serve Lot 2.
12. This property is not in a wellhead protection district. All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility. The Water Utility will not need to sign off the final plans, and will not need a copy of the approved plans.

**Please contact Jenny Frese of the Office of Real Estate Services at 267-8719 if you have questions regarding the following six (6) items:**

13. Ensure Owner's Certificate reflects accurate owner name per title work. Prior to requesting approval sign-off, executed signature block certifications shall be included for all parties of interest, pursuant to Wis. Stats. 236.21(2)(a). All signatory parties shall provide documentation that proves said signatories have legal authority to sign the Owner's Certificate.
14. A certificate of consent for all mortgagees shall be included following the Owner's Certificate(s) and executed prior to CSM approval sign-off. Satisfactions of Mortgage must be provided with title update if mortgages are satisfied.
15. Under 236.21(3) Wis. Stats. and 16.23(5)(g)(1) Madison General Ordinances, the property owner shall pay all real estate taxes that are accrued or delinquent for the subject property prior to CSM recording. As of October 31, 2014, the 2013 real estate taxes are paid for the subject property and there are no special assessments reported.
16. Prior to CSM approval sign-off, please verify Janet Schmidt at City Engineering (261-9688) or Sharon Pounders at the Water Utility (266-4641) that storm water management fees are paid in full.
17. Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish to the City's Office of Real Estate Services, as well as the survey firm preparing the proposed CSM, an updated title report covering the period between the date of the initial title report (10/6/2014) and the date when approval sign-off is requested. Surveyor shall update the CSM with the most recent information reported in the title update.
18. The CSM shall be revised as follows:
  - a. Dimension all existing improvements (buildings, drives, parking lots, etc.), encroachments, wells and septic systems associated with the lands described for the proposed CSM. (Well abandonment: ref. NR 141).
  - b. Update Common Council Certificate with updated resolution information.
  - c. Remove apostrophe from the word 'Lots' in the legal description on each sheet.

**Please contact my office at 267-1150 if you have questions regarding the following two (2) items:**

19. That prior to final sign-off of this CSM, the applicant provides a site plan exhibit showing the relocated "Steensland House" located on proposed Lot 2. This will used to verify that all zoning district requirements can be met with the proposed lot. If necessary to meet the zoning requirements, adjustments to the lot configuration may be approved by staff.
20. That the applicant provides accurate existing condition information, including the location of drives and parking areas, as required by Section 16.23(7)(d) and 16.23(7)(a)10.

**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 was approved by the Common Council on December 2, 2014.**

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](mailto:jrquamme@cityofmadison.com).

The owner shall furnish to the Office of Real Estate Services and the survey firm preparing the CSM an updated title report covering the period between the date of the initial title report and the date when final signoff is requested. 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.**

If you have any questions or if may be of any further assistance, please do not hesitate to contact my office at 267-1150.

Sincerely,

Kevin Firchow, AICP  
Planner

cc: Janet Schmidt, City Engineering Division  
Eric Halvorson, Traffic Engineering Division  
Dennis Cawley, Madison Water Utility  
Matt Tucker, Zoning Administrator  
Jennifer Frese, Office of Real Estate Services  
Amy Scanlon, Historic Preservation Planner  
Kay Rutledge, Parks Division  
Dan Everson, Dane County Land Records and Regulations