



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, AICP, Director

Madison Municipal Building, Suite 017
215 Martin Luther King Jr. Boulevard
Madison, Wisconsin 53703
Phone: (608) 266-4635
www.cityofmadison.com

December 5, 2018

Bryan Stueck
Birrenkott Surveying, Inc.
PO Box 237
1677 N. Bristol Street
Sun Prairie, Wisconsin 53590

RE: Approval of a Certified Survey Map (CSM) to create two lots at 6265 Portage Road, Town of Burke, in the City of Madison's Extraterritorial Jurisdiction (Experior Properties, LLC).

Dear Mr. Stueck;

The City of Madison Plan Commission, meeting in regular session on December 3, 2018, **conditionally approved** your clients' Certified Survey Map of property located at 6265 Portage Road, Town of Burke. The conditions of approval from the reviewing agencies to be satisfied before final City 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 condition:

1. Lot 1 has a major drainageway running across and through the lot. An easement for drainage shall be dedicated to the public a minimum of 30 feet in width centered on the centerline of the existing ditch.

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

2. The survey was performed on the Dane County Coordinate System. Provide the coordinate values for the North and South 1/4 corners of Section 3-8-10 on the map. The surveyor shall identify any deviation from City Master Control with recorded and measured designations for the South 1/4 corner of Section 3.
3. Add text to the label for the easement for the existing private septic system that the easement is for the benefit of Lot 2 of this Certified Survey Map.
4. There is a dedication of public right of way. A consent of Corporate Mortgage Certificate is required on the Certified Survey Map.
5. In accordance with Section s.236.34(1m)(c), which states a CSM shall be prepared in accordance with the plat requirements stated per s.236.20(2)(c) & (f), Wisconsin Statutes, the applicant shall show the type, location and width of any and all easements on the CSM. Clearly identify the difference between

existing easements (cite Register of Deeds recording data) and easements which are being granted by the new 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.

6. Add a note that Lot 2 is subject to a Private Sewage System Maintenance Agreement Covenant per Document No 2515571.
7. Rattman Road ends at the Portage Road intersection. Portage Road continues north. Add Portage Road along the east side of Lot 147 of Burke Assessors Plat No. 1.
8. Correct spelling of "Treatment" on sheets 1 and 2.
9. 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. Electronic mail submittal of the **final** CSM in PDF form is preferred. Transmit to jrquamme@cityofmadison.com.
10. The applicant shall submit to Jeff Quamme, prior to final Engineering sign-off of the subject plat, one (1) digital CADD drawing and one (1) signed copy of the final plat 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. 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 original submittal of data and prior to final sign off.

Please contact Lance Vest of the City's Office of Real Estate Services at 245-5794 if you have questions regarding the following six (6) conditions:

11. Signature block certifications 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 at the time of execution. The title of each certificate shall be consistent with the ownership interest reported in the most recent title report. The executed original hard stock recordable CSM shall be presented at the time of sign-off. The certificate should further state the LLC is "a limited liability company duly organized and existing under and by virtue of the laws of the State of Wisconsin", or something similar. Also, the signature blocks should indicate whether the

signatories are members or managers of the LLC rather than owners. Finally, please include two notary blocks with the names of the signatories rather than the name of the LLC.

12. A certificate of consent for all mortgagees/vendors shall be included following the Owner's Certificate(s) and executed prior to CSM approval sign-off. Please include certificate for Farmers & Merchants Bank per Document No. 4336191.
13. As of November 20, 2018, the 2017 real estate taxes and special assessments are paid for the subject property. Per 236.21(3) Wis. Stats. the property owner shall pay all real estate taxes and special assessments 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.
14. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Lance Vest in City's Office of Real Estate Services (lvest@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 24, 2018) 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.
15. The owner shall email the document number of the recorded CSM to Lance Vest in the City's Office of Real Estate Services as soon as the recording information is available.
16. The following revisions shall be made to the CSM prior to final approval and recording:
 - a.) Depict, name, and identify by document number all existing easements cited in record title and the updated title report. In particular, the easement for existing private owner waste treatment system and the joint driveway easement.
 - b.) Include a comma in all instances of the LLC name as follows: "Experior Properties, LLC".

Please contact my office at 261-9632 if you have questions about the following two (2) conditions:

17. That the Certified Survey Map (CSM) be revised prior to sign-off to dedicate five (5) additional feet of right of way for Portage Road consistent with the Pumpkin Hollow Neighborhood Development Plan recommendation for a 90-foot right of way (45 feet on each side of centerline).
18. The applicant shall identify an envelope of building setback lines on Lot 2 where the future residence and any accessory buildings constructed on Lot 2 will be located. The envelope shall be consistent with Dane County zoning yard setback requirements and demonstrate that the new building(s) are located in a manner that does not negatively impact the private waste system for Lot 1 or the intermittent stream along the southern property line.

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

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.

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 261-9632.

Sincerely,

Timothy M. Parks
Planner

cc: Brenda Stanley, City Engineering Division
Jeff Quamme, City Engineering Division – Mapping Section
Lance Vest, Office of Real Estate Services
Dan Everson, Dane County Land Records and Regulations