



Department of Planning & Community & Economic Development

## Planning Division

Katherine Cornwell, Director

Madison Municipal Building, Suite LL-100

215 Martin Luther King, Jr. Boulevard

P.O. Box 2985

Madison, Wisconsin 53701-2985

Phone: (608) 266-4635

Fax (608) 267-8739

[www.cityofmadison.com](http://www.cityofmadison.com)

June 13, 2014

Mark Pynnonen  
Birrenkott Surveying, Inc.  
1677 N. Bristol Street  
Sun Prairie, Wisconsin 53590

RE: Consideration of a four-lot Certified Survey Map (CSM) of the Campbell property located at 4838-4934 Felland Road, Town of Burke, in the City of Madison's Extraterritorial Jurisdiction (Lori & Duncan Campbell).

Dear Mr. Pynnonen;

The City of Madison Plan Commission, meeting in regular session on June 9, 2014, **conditionally approved** your clients' revised four-lot Certified Survey Map of properties located at 4838-4934 Felland 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 Janet Schmidt of the City Engineering Division at 261-9688 if you have questions regarding the following six (6) conditions:**

1. Provide an updated title report prior to final sign-off.
2. Provide a note on the Certified Survey Map that the coordinates are based upon the Wisconsin County Coordinate System Dane County Zone.
3. Change the bearing of the fourth course of the legal description under the Surveyor's Certificate to N 89° 45'46" E.
4. Note: The property will be subject to the Felland Road Neighborhood Sanitary Sewer Improvement Impact Fee District (City) as well as MMSD Fees when the property connects to City sewer upon attachment.
5. The applicant shall dedicate a 15-foot wide Permanent Limited Easement for grading and sloping along Felland Road.
6. 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 Jenifer Frese of the City's Office of Real Estate Services if you have questions regarding the following four (4) items:**

7. Prior to requesting final sign-off, executed signature block certifications shall be included for all parties of interest, pursuant to MGO Section 16.23(5)(g)4 and Wis. Stats. 236.21(2)(a). The title of each certificate shall be consistent with the ownership interest reported in the most recent title report.
8. A certificate of consent by all mortgagees/vendors shall be included following the Owner's Certificate and executed prior to final CSM sign-off.
9. Under 236.21(3) Wis. Stats. and MGO Section 16.23(5)(g)(1), 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.
10. The following revisions shall be made to the CSM prior to final sign-off:
  - a.) Please confirm that all of the tax parcels included in the title report are located within the CSM boundary. Please research the legal descriptions for all included documents and remove those notes on the CSM for documents that do not encumber the CSM lands.
  - b.) Update the adjacent CSM lot labels to include a label for Outlot 2 CSM 13607.

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

11. The applicant shall dedicate 45 feet of right of way from the centerline of Felland Road with this CSM consistent with the right of way recommended in the Northeast Neighborhoods Development Plan.

**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.

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

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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 261-9632.

Sincerely,

Timothy M. Parks  
Planner

cc: Janet Schmidt, City Engineering Division  
Jennifer Frese, Office of Real Estate Services  
Dan Everson, Dane County Land Records and Regulations