



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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December 20, 2017

Nick Corgiat
8533 Prairie Hill Road
Madison, Wisconsin 53719

RE: LNDCSM-2017-00052 – Certified Survey Map – 8533 Prairie Hill Road – Revised Request

Dear Mr. Corgiat;

The three-lot certified survey of property located at 8533 Prairie Hill Road, Section 34, Township 7N, Range 8E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned SR-C3 (Suburban Residential–Consistent 3 District). The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

Please contact Tim Troester of the City Engineering Division at 267-1995 if you have questions regarding the following twelve (12) items:

1. If the duplex is to use the lateral crossing the proposed Lot 1, a private sanitary sewer easement will need to be dedicated and recorded.
2. The City has proposed sewer and water project that will extend sewer and water main on Prairie Hill Road and South View Road. The applicant shall notify City staff (Mark Moder, 261-9250 mmoder@cityofmadison.com) if the proposed Lot 3 would like a sewer lateral stub provided. There would be assessments for a sewer lateral.
3. This land division creates a new Lot 1 that is subject to the Upper Badger Mill Creek Impact Fee District which shall be collected prior to a building permit being issued. A note to this affect shall be placed on the face of the CSM.
4. The applicant shall dedicate a Permanent Limited Easement for public sidewalk 3 feet wide along S. Pleasant View Road.
5. The applicant shall a construct a 5-foot wide sidewalk to a plan approved by the City Engineer along S. Pleasant View Road.
6. The applicant shall Dedicate a 10-foot wide Permanent Limited Easement for grading and sloping along South View Road and Prairie Hill Road.

7. Each lot and each unit of a duplex building shall be served by a separate and independent sanitary sewer lateral or an ownership/maintenance agreement (recorded) for shared laterals shall be in place prior to CSM approval.
8. A minimum of two (2) working days prior to requesting City Engineering signoff on the CSM, the applicant shall contact Brenda Stanley at 608-261-9127 (bstanley@cityofmadison.com) to obtain the final stormwater utility charges that are due and payable prior to sub-division 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).
9. The construction of this project will require the applicant shall enter into a City/ Developer agreement for the required infrastructure improvements. The applicant shall contact City Engineering to schedule the development of the plans and the agreement. The City Engineer will not sign off on this project without the agreement executed by the developer. Note: Obtaining a developer's agreement generally takes approximately a minimum of 4-6 weeks.
10. The approval of this zoning approval does not include the approval of the changes to roadways, sidewalks or utilities. The applicant shall obtain separate approval by the Board of Public Works and the Common Council for the restoration of the public right of way including any changes requested by developer. The City Engineer shall complete the final plans for the restoration with input from the developer.
11. The applicant shall replace all sidewalk and curb and gutter that abuts the property that is damaged by the construction, or any sidewalk and curb and gutter, which the City Engineer determines needs to be replaced because it is not at a desirable grade, regardless of whether the condition existed prior to beginning construction.
12. All work in the public right of way shall be performed by a City-licensed contractor.
13. All damage to the pavement on S. Pleasant View Road and Prairie Hill Road adjacent to this development shall be restored in accordance with the City of Madison's Pavement Patching Criteria.

Please contact Jeff Quamme of the City Engineering–Mapping Section at 266-4097 if you have any questions regarding the following ten (10) items:

14. Provide a copy of the noted Joint Driveway Easement agreement for review and comment. The agreement shall be approved prior to final sign off and shall be recorded after the CSM has been recorded.
15. The Joint Driveway Easement per note 15 on the CSM indicates that Lot 1 also benefits from the easement. An access for Lot 1 is shown permitted per the CSM to Prairie Hill Road. Any cross driveway easement for Lot 1 over Lots 2 and 3 will need to be approved by Traffic Engineering and Planning staff or Lot 1 shall be removed as a beneficiary.
16. Provide a copy of the Joint Sanitary Sewer and Water agreement for review and comment by Engineering, Engineering Mapping and the Water Utility. The easement shown on the map of the

Certified Survey Map should be modified to extend to all lots subject to and benefitting from the easement.

17. All references to the year 2017 in the Certificates may require revision prior to final sign off.
18. Notes 2, 3 and 4 on the Certified Survey Map shall be revised to read "all" lots rather than "both" lots.
19. Remove reference to 15,970 square feet under Lot 3 on sheet 1.
20. 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 Division. 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 or CSM. Note: Land tie to two PLS corners required.
21. This pending Certified Survey Map application shall be completed and recorded with the Dane County Register of Deeds (ROD) prior to issuance of any building permits for new construction. When the recorded CSM image is available from the ROD, the Assessor's Office can then create the new Address-Parcel-Owner (APO) data in parcel database so that the permitting system can upload this data and permit issuance made available for this new land record.
22. The applicant shall submit to Jeff Quamme, prior to Engineering sign-off of the subject CSM, one (1) digital CADD drawing and one (1) signed copy of the final CSM 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.

*New electronic final plat transmittals and notification of changes which occur to the final plat during the time the Engineering Division signs off and receives the digital copies of said plat and the recording thereof, are the responsibility of the Developer/Surveyor.

Please contact Janet Schmidt of the Parks Division at 261-9688 if you have any questions regarding the following two (2) items:

23. Park Impact Fees (comprised of the Park Infrastructure Impact Fee, per MGO Sec. 20.08(2)), and Park-Land Impact Fees, per MGO Sec. 16.23(8)(f) and 20.08(6) will be required for all new residential development associated with this project. This development is within the West Park -Infrastructure Impact Fee district. Please reference ID# 12139 when contacting Parks Division staff about this project.
24. The developer shall put the following note on the face of the CSM: "Lots within this subdivision are subject to impact fees that are due and payable at the time building permit(s) are issued." The Parks Division will be required to sign off on this CSM.

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

25. Provide the following information to the buyer of each individual lot: "The Madison Fire Department recommends the installation of a residential fire sprinkler system in accordance with NFPA 13D and SPS 382.40(3)(e)."

Please contact Adam Wiederhoeft of the Madison Water Utility at 266-9121 if you have any questions regarding the following four (4) items:

26. A separate water service lateral and water meter will be required to serve each parcel. The water laterals shall be directly connected to the public water main with the shut-off valve located in the public right-of-way (per PSC 185.52 (2)).
27. The proposed 'Two-Family Dwelling – Twin' parcels (Lots 2 and 3) may be served from one lateral connection to the main so long as the owner verifies supply capacity of the existing lateral is able to accommodate anticipated service demands from both lots. If the existing lateral capacity is sufficient, the existing service shall be split in the terrace, within the public right-of-way, so that each dwelling has separate water services lines, curb stops, lines and meters. Provide a plan view map depicting the proposed lateral configurations to Adam Wiederhoeft of Madison Water Utility at awiederhoeft@madisonwater.org to confirm acceptability of the intended water service configuration prior to submitting service/meter applications.
28. Connection to the municipal water system will be required as a condition of approval for this proposed land division application.
29. Upon approval of the proposed land division application, a Water Meter Application Form and fees must be submitted before connecting to the existing water lateral(s). Provide at least two working days' notice between the application submittal and the scheduled lateral connection/extension. Application materials are available on the Water Utility's Plumbers & Contractors website (<http://www.cityofmadison.com/water/plumberscontractors>); otherwise they may be obtained from the Water Utility Main Office at 119 E. Olin Avenue. A licensed plumber signature is required on all water service applications. For new or replacement services, the property owner or authorized agent is also required to sign the application. If you have questions regarding water service applications,

please contact Madison Water Utility at (608) 266-4646. The Madison Water Utility will be required to sign off as part of the approval review associated with this Land Use Application prior to the issuance of permits for the proposed development.

Please contact Jenny Frese of the Office of Real Estate Services at 267-8719 if you have any questions regarding the following eleven (11) items:

30. Please remove "of dedication" from the Owner's certificate. The executed original hard stock recordable CSM shall be presented at the time of sign-off. 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). The title of each certificate shall be consistent with the ownership interest reported in the most recent title report.
31. 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. 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 CSM approval sign-off.
32. A Consent of Lessee shall be included for all tenant interests in excess of one year, recorded or unrecorded, and executed prior to CSM sign-off.
33. Please add the name of the Register of Deeds, Kristi Chlebowski, in the Register of Deeds Certificate.
34. As of December 18, 2017, the 2017 real estate taxes are due 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. This includes property tax bills for the prior year that are distributed at the beginning of the year. Receipts from the City of Madison Treasurer are to be provided before or at the time of sign-off. Payment is made to: City of Madison Treasurer; 210 Martin Luther King, Jr. Blvd.; Madison, WI 53701
35. As of the date of this letter there are no special assessments reported. If special assessments are levied against the property before the proposed CSM is recorded, they shall be paid in full pursuant to MGO Section 16.23(5)(g)1.
36. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Jenny Frese in City's Office of Real Estate Services (jfrese@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 (January 3, 2017) submitted with the CSM application and include all associated documents that have been recorded since the initial title report. The surveyor shall update the CSM with the most recent information reported in the title update.
37. The following revisions shall be made prior to final approval of the CSM for recording:
 - a. I believe the access restriction to CTH M was set forth by CSM No. 5539, not the Westview Hills plat. Please research and revise, if needed.

- b. For properties not connected to municipal utility services, consider whether or not well abandonment ref. NR 141 needs to be addressed.
- c. Revise Note # 3 with the correct title of the documents ..."Declaration of Conditions and Covenants..."

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 revised land division was approved by the Common Council on December 5, 2017.

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.

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: Tim Troester, City Engineering Division
John Sapp, City Engineering Division
Jeff Quamme, City Engineering Division–Mapping Section
Sally Sweeney, City Assessor’s Office
Sean Malloy, Traffic Engineering Division
Janet Schmidt, Parks Division
Jenny Kirchgatter, Assistant Zoning Administrator
Bill Sullivan, Madison Fire Department
Adam Wiederhoeft, Madison Water Utility
Jenny Frese, Office of Real Estate Services