



Department of Planning & Community & Economic Development

Planning Division

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

July 30, 2025

Aaron Leair & Leah Vandenberg
5022 Open Wood Way
Madison, Wisconsin 53714

RE: LNDCSM-2025-00022; ID 88556 – Certified Survey Map – 202 Dixon Street, Section 5, T7N, R10E,
City of Madison, Dane County, Wisconsin

Dear Aaron and Leah,

The Certified Survey Map (CSM) to divide 202 Dixon Street into two lots is hereby **conditionally approved**. The property is zoned TR-V1 (Traditional Residential–Varied 1 District) and is located in the Transit-Oriented Development Overlay District. The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

Please contact Brenda Stanley of the City Engineering Division at (608) 261-9127 if you have questions regarding the following four (4) items:

1. Lot 2 of the proposed CSM is the major drainage path for runoff from the block that this lot is part of. A note shall be added to the CSM indicating that this lot will require a site drainage plan to be submitted to the City Engineering Division for review and approval prior to release of building permits for any future development on the lot. A hold shall be placed on the lot in the City's permitting system to this effect.
2. The proposed parcels within this development (and/or adjacent to) are dependent on each other for overland and subsurface storm water drainage. A private storm sewer/ drainage easement/ agreement for all parcels within (and/or adjacent to) this development shall be drafted, executed and recorded prior to building permit issuance.
3. Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to City Engineering Division sign-off, unless otherwise collected with a Developer's/Subdivision Contract. Contact Mark Moder ((608) 261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering sign-off.
4. A minimum of two (2) working days prior to requesting City Engineering signoff on the CSM, contact either Tim Troester (West) at (608) 261-1995 (ttroester@cityofmadison.com) or Brenda Stanley (East) 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 and must be cleared prior to the land division (and subsequent obsolesces of the existing parcel).

Please contact Julius Smith of the City Engineering Division–Mapping Section at (608) 264-9276 if you have questions regarding the following nine (9) items:

5. In accordance with Wisconsin Statutes Section s. 236.18(8), the applicant shall reference City of Madison WCCS Dane Zone, 1997 Coordinates on all PLS corners on the Certified Survey Map in areas where this control exists. The Surveyor shall identify any deviation from City Master Control with recorded and measured designations. Visit the Dane County Surveyor's Office web address for current tie sheets and control data that has been provided by the City of Madison.
6. Per Wis. Stats. Section 236.34(1m)(d)2, revise the written legal description to start at the South Quarter Corner of Section 5. Per statute, descriptions cannot commence at a center of section.
7. Revise the plat name in the caption description at the top of Sheet 1 of 3 to read "Fair Oaks Land Co's Second Addition to Fair Oaks, Document No. 253234," as it shown on the face of the plat and in the title work provided. Further, use this same revised caption at the top of Sheets 2 and 3 of 3.
8. Revise the plat name in the written legal description on Sheet 2 to read "Fair Oaks Land Co's Second Addition to Fair Oaks, Recorded as Document No. 253234," as it shown on the face of the plat and in the title work provided.
9. Provide the CSM in Wisconsin County Coordinate System and reference the bearings to the system and note the Datum and adjustment use for the north reference. e.g. NAD83(97) Note: This may rotate all bearings as shown on the survey and result in revisions to the written legal description.
10. Per Wis. Stats. Section 236.20(3)(d), the names of adjoining streets, state highways and subdivisions shown in their proper location shall be underscored by a dotted or dashed line. On the face of the CSM, show "Block 24" with dashed or dotted lines and add the plat name " Fair Oaks Land Co's Second Addition to Fair Oaks" beneath it, also underlined with dashes or dots.
11. As noted in under Drainage Notes under Item C) work with Zoning and Engineering on what the current zoning for the new lots will be and if a reduction of the standard easements will be needed to fit or meet both the existing and proposed building sites, buildable area. If a reduction is needed the specific width of the non-standard easements will need to be noted and/or shown on the face of the CSM.
12. Records indicate that 202 Dixon Street is a two-family dwelling. Confirm the use of the building.
13. The applicant shall submit to Julius Smith prior to final Engineering Division 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 contact Brian Kowalski of the Parks Division at (608) 243-2848 if you have any questions regarding the following two (2) items:

14. Park Impact Fees (comprised of the Park Infrastructure Impact Fee, per MGO Sec. 20.08(2)), and Park-Land Impact Fees, per MGO Sections 16.23(6)(f) and 20.08(2) will be required for all new residential development associated with this project. This development is within the East Park-Infrastructure Impact Fee district. The Park Impact Fee ID# for this project is 25046.
15. The following note shall be included on 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 shall be required to sign off on this CSM.

Please contact Jeff Belshaw of the Madison Water Utility at (608) 261-9835 if you have any questions regarding the following item:

16. Upon development, 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)). A water lateral is not required if the parcel remains undeveloped. For condominiums and townhomes located on a single parcel, it will be the developer's choice whether to master meter or individually meter each unit.

Please contact Heidi Radlinger of the Office of Real Estate Services at (608) 266-6558 if you have any questions regarding the following eleven (11) items:

17. Prior to approval sign-off by the Office of Real Estate Services ("ORES"), the Owner's Certificates 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). Said parties shall provide documentation of legal signing authority to the notary or authentication attorney at the time of execution. The title of each certificate shall be consistent with the ownership interests reported in the most recent title report. If any of the land within the CSM boundary is under contract for sale or purchase, and said transfer will be conducted at the time of CSM recording, an escrow agreement may be necessary. Please discuss closing plans with ORES in advance of CSM signoff. The City and Register of Deeds are now accepting electronic signatures. A PDF of the CSM containing electronic signatures shall be provided to ORES to obtain approval sign-off.
18. Prior to CSM approval sign-off, an executed and notarized or authenticated certificate of consent for all mortgagees/vendors shall be included following the Owner's Certificate(s). 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.

19. 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).
20. Per 236.21(3) Wis. Stats. and MGO Section 16.23(4)(f), the property owner shall pay all real estate taxes that are accrued or delinquent for the subject property prior to CSM recording.
21. 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.
22. For the Madison Common Council Certificate, the signatory is Michael Haas, Acting City Clerk.
23. For the City of Madison Plan Commission Certificate, the Secretary of the Plan Commission is Matthew Wachter.
24. As of the date of this letter, 2024 real estate taxes are paid for the subject property. Per 236.21(3) Wis. Stats. and MGO Section 16.23(4)(f)(3), 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.
25. As of the date of this letter, there are no special assessments reported. 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(4)(f)(3).
26. Pursuant to MGO Section 16.23(4)(c)(1), the owner shall furnish an updated title report to the ORES via email to Heidi Radlinger 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 submitted with the CSM application and include all associated documents that have been recorded since the initial title report (June 1, 2025). 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. ORES reserves the right to impose additional conditions of approval in the event the title update contains changes that warrant revisions to the CSM.
27. The owner shall email the document number of the recorded CSM via email to Heidi Radlinger when the recording information is available.

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

A resolution approving the Certified Survey Map and authorizing the City to sign it and any other documents related to the CSM will be reviewed by the Common Council at its August 5, 2025 meeting.

In order to commence the process for obtaining the necessary City signatures on the Certified Survey Map, the applicant shall e-mail 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 the Plan Commission certificate is executed, the Planning Division will make the City Clerk's Office aware that the Common Council certificate may be executed.

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

cc: Donald Carroll, Geo-Metre Surveying and Associates, LLC (by e-mail copy)