



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

126 S. Hamilton Street  
P.O. Box 2985  
Madison, Wisconsin 53701-2985  
Phone: (608) 266-4635  
[www.cityofmadison.com](http://www.cityofmadison.com)

March 20, 2018

Andrew & Jennifer Keeley Yonda  
943 E. Dayton Street  
Madison, Wisconsin 53703

RE: LNDSCM-2018-00003 – Certified Survey Map – 943 E. Dayton Street

Dear Mr. & Mrs. Keeley Yonda;

The two-lot certified survey of property located at 943 E. Dayton Street, Section 13, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby granted **preliminary approval** for the purposes of requesting the necessary zoning variances by the Zoning Board of Appeals for the proposed lots. The property is zoned TR-C4 (Traditional Residential–Consistent 4 District).

The conditions of approval from the reviewing agencies to be satisfied following approval of the necessary zoning variances and before final 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 three (3) items:**

1. Each lot shall have a separate sewer lateral when the property develops.
2. A minimum of two (2) working days prior to requesting City Engineering Division signoff on the CSM, the applicant shall contact Brenda Stanley at 261-9127 ([bstanley@cityofmadison.com](mailto: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).
3. All outstanding 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 (261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering Division signoff.

**Please contact Jeff Quamme of the City Engineering–Mapping Section at 266-4097 if you have any questions regarding the following nine (9) items:**

4. Show, dimension and label the 8-foot wide by 100-foot per Document No. 511357 long common driveway easement that straddles the common lot line between these lots. This easement shall be amended on the face of this CSM or by a separate document. The amendment shall set forth

conditions restrictions for the construction and maintenance of the common driveway improvements serving both lots.

5. 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 the parcel database so that the permitting system can upload this data and permit issuance made available for this new land record.
6. The coordinates for the center of Section 13 shall be corrected on the map.
7. The lot, block and plat shall be added to the header on each sheet.
8. The Original Plat of Madison does not meet the section corner tie standards. The description under the Surveyor's Certificate shall include a metes and bounds description tied to a quarter line of Section 13.
9. Correct all 2017 dates to 2018.
10. Sheet 3, correct the spelling of the adjacent street to "N Paterson Street."
11. 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.
12. 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. 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 Eric Halvorson of the Traffic Engineering Division at 266-6527 if you have any questions regarding the following item:**

13. The Traffic Engineering Division recommends that the two residential lots share a cross access agreement and share a single driveway access from the right of way.

**Please contact Jenny Kirchgatter, Assistant Zoning Administrator, at 266-4429 if you have any questions regarding the following item:**

14. Proposed Lots 1 and 2 and the existing structures will require variances from the Zoning Board of Appeals.

**Please contact Sarah Lerner of the Parks Division at 261-4281 if you have any questions regarding the following two (2) items:**

15. 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(2) will be required for all new residential development associated with this project. This development is within the Central Park-Infrastructure Impact Fee district. Please reference ID# 18103 when contacting Parks Division staff about this project.
16. 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 Adam Wiederhoeft of the Madison Water Utility at 266-9121 if you have any questions regarding the following two (2) items:**

17. The following information shall be noted on the CSM prior to final approval: "The properties are located within Wellhead Protection District—Zone (WP-24). Uses of the properties are required to comply with the City of Madison Wellhead Protection requirements as provided under MGO Sections 13.22 and 28.102."
18. 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.

**Please contact Heidi Radlinger of the Office of Real Estate Services at 266-6558 if you have any questions regarding the following four (4) items:**

19. All ownership consents and certifications for the subject lands shall conform to Wis. Stats. 236.21(2) and 236.29 by including the language "...surveyed, divided, mapped and dedicated..."
20. As of the date of this letter, there are no special assessments reported and 2017 real estate taxes are paid 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 and special assessments that are accrued for the subject property prior to CSM recording.

21. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Heidi Radlinger in City's Office of Real Estate Services ([hradlinger@cityofmadison.com](mailto:hradlinger@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 (July 14, 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.
22. The following revisions shall be made prior to final approval of the CSM for recording:
  - a. Correct spelling of 'Notary' on Sheet 4.
  - b. Include a complete and accurate legal description of the lands that are to be included in the proposed CSM. The legal description shall be reconciled with the legal description of said lands in record title.
  - c. Revise sheet numbers.
  - d. Note/depict any easements in record title.

**The proposed lots do not meet the requirements of the TR-C4 zoning district and will require that variances be granted by the Zoning Board of Appeals. The applicant should meet with Matt Tucker, the Zoning Administrator, to discuss all of the variances required and the process for filing their requests with the Zoning Board of Appeals. Mr. Tucker may be reached by contacting the Building Inspection Division at 266-4551 or [mtucker@cityofmadison.com](mailto:mtucker@cityofmadison.com). The Secretary of the Plan Commission or his/her designee will not sign this CSM for recording unless all necessary variances have been granted.**

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

**A resolution conditionally approving the CSM and authorizing the City to sign it and any other documents related to the revised land division is scheduled for review by the Common Council on April 10, 2018.**

If the variances are granted and as soon as the comments and conditions contained herein have been satisfied as verified with a completed affidavit form provided by the Planning Division, 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 sign-off. 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 sign-off. E-mail submittal of the final CSM in PDF form is preferred. Transmit to [jqumme@cityofmadison.com](mailto:jrqumme@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: Brenda Stanley, City Engineering Division  
Jeff Quamme, City Engineering Division—Mapping Section  
Sally Sweeney, City Assessor's Office  
Eric Halvorson, Traffic Engineering Division  
Sarah Lerner, Parks Division  
Jenny Kirchgatter, Assistant Zoning Administrator  
Adam Wiederhoeft, Madison Water Utility  
Heidi Radlinger, Office of Real Estate Services