



Department of Planning & Community & Economic Development

## Planning Division

Meagan Tuttle, Director

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October 21, 2025

Chris Dawson  
JSD Professional Services, Inc.  
507 W Verona Rd Ste 500  
Verona, WI 53593

RE: LNDSCM-2025-00031; Legistar ID 90015 – Certified Survey Map – 3222-3238 E Washington Ave & 3229 Ridgeway Avenue

Dear Chris Dawson:

Your one-lot certified survey of property located at 3222-3238 E Washington Ave & 3229 Ridgeway Avenue, Section 32, Township 08N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned TR-U2 (Traditional Residential – Urban 2 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 seven (7) items:**

1. A Phase 1 environmental site assessment (per ASTM E1527-13), is required for lands dedicated to the City. Provide one (1) digital copy and staff review will determine if a Phase 2 ESA is also required. Submit report(s) to Environmental Review ([environmentalreview@cityofmadison.com](mailto:environmentalreview@cityofmadison.com)).
2. Enter into a City / Developer agreement for the required infrastructure improvements. Agreement to be executed prior to sign off. Allow 4-6 weeks to obtain agreement. Contact City Engineering to schedule the development and approval of the plans and the agreement. (MGO 16.23(9)c)
3. Construct sidewalk, terrace, curb, gutter, and pavement along entire property frontage on Ridgeway Avenue and Carpenter Street to a plan as approved by the City Engineer.
4. Construct sidewalk and terrace along entire property frontage on E. Washington Avenue and replace curb, gutter, and pavement damaged by construction activities or as needed to serve the development. Construction of these improvements are to be made per plans approved by the City Engineer.
5. Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to Engineering 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 signoff. (MGO 16.23(9)(d)(4))

6. A minimum of two (2) working days prior to requesting City Engineering signoff on the plat/csm contact either Tim Troester (West) at 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). (POLICY)
7. Obtain a permanent sewer plug permit for each existing sanitary sewer lateral serving a property that is not to be reused and a temporary sewer plug permit for each sewer lateral that is to be reused by the development. The procedures and fee schedule is available online at <http://www.cityofmadison.com/engineering/permits.cfm>. (MGO CH 35.02(14))

**Please contact Jeff Quamme of the City Engineering Division–Mapping Section at 608-266-4097 if you have questions regarding the following sixteen (16) items:**

8. Grant a 15' wide Public Storm Sewer Easement over the southwest 15' of this Certified Survey Map to the City instead of the new 5' Easement shown on the map. The terms of the easement shall include Consent to Occupy Easement text as already noted on the CSM.
9. The existing Storm Sewer Easement per Document No 2436140, the temporary Public Storm Water Drainage Easement and the 10' Construction Easement per Document No. 1592723 (CSM 2971) shall be released by separate document prepared by City Office of Real Estate Services. Contact Jeff Quamme of Engineering Mapping (jrquamme@cityofmadison.com, 608-266-4097) to coordinate the Real Estate project, and associated information and fees required. The storm sewer easement shall be released immediately after the recording of this CSM to assure there is no gap of easement rights for the public storm sewer.
10. There will not be any vacation of street right of way as shown on the CSM at the intersection of Carpenter St and E Washington Ave.
11. The Owner's and Consent of Corporate Mortgagee Certificates do not match the current title report. Provide an up to date title report and modify the certificates as necessary prior to the final sign off of this CSM.
12. 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 monument condition reports (with current tie sheet attached) for all monuments, including center of sections of record, used in this survey, to Jeff Quamme, City Engineering (jrquamme@cityofmadison.com)
13. Prior to Engineering final sign-off by main office for Plats or Certified Survey Maps (CSM), the final Plat or CSM in pdf format must be submitted by email transmittal to Engineering Land Records Coordinator Jeff Quamme (jrquamme@cityofmadison.com) for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division sign-off.

14. Conditions of approval noted herein are not intended to be construed as a review determining full compliance with City of Madison Ordinances and State of Wisconsin Statutes. The licensed professional preparing the land division is fully responsible for full compliance with all Ordinances and Statutes regulating this proposed land division.
15. The proposed 15' corner radii shall be changed as necessary to not cross the existing external boundary of the lands included in this Certified Survey Map. The point of curvature shall match the existing point of curvature along the E Washington Ave right-of-way. The minimum radius appears to be approximately 18.88 feet to create a tangent curve with the new Carpenter Street right-of-way. Ultimately, the corner radius shall be of sufficient length to accommodate the required ramps and walks at the intersection as determined by City Engineering.
16. The intersection of the proposed right-of-way of Carpenter Street and Ridgeway, a corner radius of 15' shall be required per Ordinance and additional area dedicated.
17. Add text to the dedication that it is Dedicated to the Public "for Public Street Purposes". Also replace the R.O.W. text with "Carpenter Street".
18. Add "M-M" for monument to monument and "COMP" for computed dimension to the legend.
19. The bearing reference refers to the 2011 adjustment but the coordinate values for the Section Corners reference 1997. Please revise as necessary the reference.
20. Add the following text to the page and legal description headers: ... Brigham Plat, recorded in Volume 2 "of Plats", on page 8A .....
21. The reference line per Right of Way Plat for Project U5204(14) & F017-2(24) USH 151 is 60.7 feet from the southeast line of this CSM and the total width of the right of way is 120.7 feet. The CSM shall acknowledge the correct widths.
22. This pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD), the new parcel data created by the Assessor's Office and the parcel data available to zoning and building inspection staff prior to issuance of building permits for new construction or early start permit.
23. Submit to Jeff Quamme, prior to Engineering sign-off of the subject plat, 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, preferably closed polylines for lot lines, shall be void of gaps and overlaps and match the final recorded plat:
  - a) Right-of-Way lines (public and private)
  - b) Lot lines
  - c) Lot numbers
  - d) Lot/Plat dimensions
  - e) Street names
  - f) Easement lines (i.e. all shown on the plat including wetland & floodplain boundaries.)

NOTE: This Transmittal is a separate requirement from the required Engineering Streets Section for design purposes. The Developer/Surveyor shall submit new updated final plat, electronic data for any

changes subsequent to any submittal.

**Please contact Sean Malloy of the Traffic Engineering Division at 608-266-5987 if you have questions regarding the following three (3) item:**

24. The applicant shall dedicate six (6) feet of right of way along their frontage of Carpenter Street for a total of 31 feet from the center-line.
25. The applicant shall dedicate Right of Way or grant a Public Sidewalk Easement for and be responsible for the construction of a minimum five (5)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance, where applicable, along their site's frontage of Ridgeway Avenue.
26. The applicant shall dedicate Right of Way or grant a Public Sidewalk Easement for and be responsible for the construction of a minimum five (5)-foot wide sidewalk, eight (8)-foot terrace, and additional one (1) foot for maintenance, where applicable, along their site's frontage of E. Washington Avenue.

**Please contact Brian Kowalski of the Parks Division at 608-243-2848 if you have questions regarding the following seven (7) items:**

27. 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(6)(f) and 20.08(2) will be required for all new residential development associated with this project. This development is within the North Park-Infrastructure Impact Fee district. The Park Impact Fee ID# for this project is 25072. Visit <https://www.cityofmadison.com/parks/about/impactFees.cfm> for information about Park Impact Fee rates, calculations, and payment process.
28. The following note should 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."
29. The Parks Division shall be required to sign off on this CSM.
30. Low-cost housing is exempt from Park Impact Fees. This exemption only applies to those dwelling units or bedrooms within a development that are determined to be low-cost housing. This exemption does not extend to the land dedication requirements set forth under Sec. 16.23(8)(f), MGO, nor any other impact fees that may apply to a development.
31. The park impact fee will be exempt for developments that meet the "low-cost housing" requirements, as defined as rental or owner-occupied housing units that are affordable, as that term is defined in Sec. 4.22(2), MGO, and which meet the deed restriction requirements of Sec. 4.22(7). A low-cost housing certification from the Community Development Division is required for Park Impact Fee exemptions. For projects that do not receive funding from the Community Development Division, a Land Use Restriction Agreement (LURA) with the
32. Parks Division is required. If a Parks-LURA is required, requests can be emailed to [parkimpactfees@cityofmadison.com](mailto:parkimpactfees@cityofmadison.com)
33. Pursuant to MGO 20.08 (2)(c)2.d. the park impact fee may be reduced for multi-family dwelling units that are limited to occupancy by persons fifty-five (55) years of age or older by appropriated recorded

restriction for a period of not less than thirty (30) years. For the recorded restriction requirement, a Land Use Restriction Agreement (LURA) with the Parks Division is required. Requests can be emailed to [parkimpactfees@cityofmadison.com](mailto:parkimpactfees@cityofmadison.com).

**Please contact Trent Milliken of the Office of Real Estate Services at 608-266-5940 if you have questions regarding the following twelve (12) items:**

34. Prior to approval sign-off by the Office of Real Estate Services ("ORES"), the Owner's Certificate(s) 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 interest(s) 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. When possible, the executed original hard stock recordable CSM shall be presented at the time of ORES approval sign-off. If not, the City and the 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.
35. 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).
36. 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.
37. 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....
38. 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).
39. 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.
40. Madison Common Council Certificate: Please update City of Madison Common Council Approval Certificate signature line to reflect the new City Clerk, as follows:

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Lydia A. McComas, City Clerk  
City of Madison, Dane County Wisconsin

41. The lands within the CSM boundary are partially located within TID 52, a Tax Incremental Financing District. Discussions with Joe Gromacki, the City of Madison's tax increment financing coordinator, may be necessary before recording the CSM if a TIF application is required. Mr. Gromacki can be

reached at 608-267-8724 or [igromacki@cityofmadison.com](mailto:igromacki@cityofmadison.com). Please inform ORES staff ([tmilliken@cityofmadison.com](mailto:tmilliken@cityofmadison.com)) if a TIF Loan has been authorized for the for the project.

42. As of 10/9/2025, the 2024 real estate taxes are NOT paid for parcels in the subject property.

- Parcel Number 081032305056 (3222 E Washington Ave) has delinquent taxes and a delinquent municipal services bill due.
- Parcel Number 081032305072 (3238 E Washington Ave) has delinquent real estate taxes due.
- Parcel Number 081032305155 (3229 Ridgeway Ave) has delinquent taxes and a delinquent municipal services bill due.

Per 236.21(3) Wis. Stats. and 16.23(4)(f)(3) Madison General Ordinances, 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

43. As of 10/9/2025, there are 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 Madison General Ordinance Section 16.23(4)(f)(3). In lieu of this requirement, the owner may present written documentation from the City's Board of Public Works that the special assessments may be continued to be paid on the installment basis authorized by the Board of Public Works. However, if lands within the CSM boundary are to be dedicated, the special assessments levied against the dedicated lands are to be paid in full.

44. Pursuant to Madison City Ordinance Section 16.23(4)(c)(1), the owner shall furnish an updated title report to ORES via email to Trent Milliken ([tmilliken@cityofmadison.com](mailto:tmilliken@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 (xx-xx-xx) 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. 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.

45. If all parties of interest agree that certain easements from prior plats or CSM's of record are no longer necessary, the release documents for said easements shall be recorded prior to CSM approval sign-off, with the recording information for the release included as a Note on the proposed CSM.

**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 proposed land division will be reviewed by the Common Council at its October 28, 2025 meeting.**

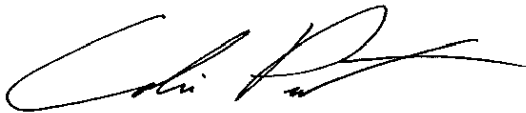
Prior to City Engineering final sign-off by the main office of the CSM, the final CSM shall be submitted to the Engineering Division Surveyor/ Land Records Coordinator for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division signoff. E-mail submittal of the final CSM in PDF form is preferred. Transmit to [jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com).

As soon as the comments and conditions have been satisfied, 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.

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 243-0455.

Sincerely,

A handwritten signature in black ink, appearing to read 'Colin Punt', with a stylized flourish at the end.

Colin Punt  
Planner

cc: Brenda Stanley, City Engineering Division  
Jeff Quamme, City Engineering Division—Mapping Section  
Sean Malloy, Traffic Engineering Division  
Brian Kowalski, Parks Division  
Trent Milliken, Office of Real Estate Services