



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

Madison Municipal Building, Suite 017
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Madison, Wisconsin 53703
Phone: (608) 266-4635
www.cityofmadison.com

June 16, 2023

Brett Stoffregan
D'Onofrio, Kottke, & Associates, Inc.
7530 Westward Way
Madison, Wisconsin 53717

RE: LNDCSM-2023-00011; ID 77593 – Certified Survey Map – 414-418 Lush Woods Trail (VHET, LLC)

Dear Brett;

The two-lot Certified Survey Map re-dividing property located at 414-418 Lush Woods Trail, Section 20, Township 7N, Range 8E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned TR-C3 (Traditional 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 (608) 267-1995 if you have questions regarding the following two (2) items:

1. This development is subject to impact fees for the Lower Badger Mill Creek Sanitary Sewer and Stormwater Management Impact Fee District as well as the West Elderberry Neighborhood Sanitary Sewer Improvement Impact Fee District. All impact fees are due and payable at the time building permits are issued per MGO Ch. 20. Add the following note on the face of the CSM: "Lots / buildings within this development are subject to impact fees that are due and payable at the time building permit(s) are issued."
2. A minimum of two (2) working days prior to requesting City Engineering Division sign-off on the CSM contact either Tim Troester (West) at 261-1995 (ttroester@cityofmadison.com) or Brenda Stanley (East) at 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 seven (7) items:

3. Grant a Public Storm Sewer Easement(s) to the City on the face of this Certified Survey Map as is shown. The final location and width of this easement shall be approved by City Engineering. Contact Jule Smith of Engineering-Mapping (jsmith4@cityofmadison.com), (608) 264-9276 for the final required easement language.

4. Revise and provide new exhibit(s) for ORES Project 12476 for the remaining 20-foot storm sewer easement along the south line of Eagle Trace on Lots 96 and 95 and complete this easement.
5. Show and list the Declaration of conditions and the modifications for Document Nos. 5485167, 5485169, 5605731, 5893782 and 5893783 listed in the title work on the face of the map that have been recently recorded.
6. Add Document No. 5434851 for Eagle Trace to the caption header to each sheet.
7. 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)
8. Prior to final City Engineering Division sign-off by main office for Certified Survey Maps (CSM), the final CSM in pdf format must be submitted by email transmittal to Engineering Land Records Coordinator Jule Smith (jsmith4@cityofmadison.com) for final technical review and approval. This submittal must occur a minimum of two working days prior to final City Engineering Division sign-off.
9. The applicant shall submit to Julius Smith prior to final Engineering 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 Jeff Belshaw of the Madison Water Utility at (608) 261-9835 if you have any questions regarding the following item:

10. 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 the Office of Real Estate Services at (608) 266-4222 if you have any questions regarding the following items:

11. A certificate of consent for all mortgagees shall be included following the Owner's Certificate(s) and executed prior to CSM approval sign-off. If the CSM is signed electronically, a PDF of the CSM containing electronic signatures shall be provided to ORES to obtain approval sign-off. Prior to approval sign-off by the Office of Real Estate Services, the Owner's Certificate 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).

12. 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 may become due prior to CSM recording. Receipts from the City of Madison Treasurer are to be provided before or at the time of sign-off.
13. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Jenny Frese (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 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. 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.

Please note that the City's Office of Real Estate Services is reviewing the report of title provided with this survey and may have additional comments. That office will send any comments separately. If you have any questions, please contact Jenny Frese at (608) 267-8719 for more information.

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 June 20, 2023 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.**

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If you have any questions or if you may need any further assistance, please do not hesitate to contact my office at (608) 261-9632 or by e-mail at tparks@cityofmadison.com.

Sincerely,



Timothy M. Parks
Planner

cc: Tim Troester, City Engineering Division
Julius Smith, City Engineering Division—Mapping Section
Jenny Kirchgatter, Assistant Zoning Administrator
Office of Real Estate Services