



Department of Planning & Community & Economic Development  
**Planning Division**

Website: [www.cityofmadison.com](http://www.cityofmadison.com)

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November 2, 2012

Michelle L. Burse  
Burse Surveying & Engineering, Inc.  
1400 E. Washington Avenue, Suite 158  
Madison, Wisconsin 53703

RE: Consideration of a Certified Survey Map (CSM) of property owned by Blanche B. Emerick located at 9624 Old Sauk Road creating 4 single-family residential lots, including 2 deep residential lots.

Dear Ms. Burse;

The Plan Commission, meeting in regular session on October 15, 2012, **conditionally approved** your client's four-lot Certified Survey Map of property located at 9624 Old Sauk Road. The conditions of approval from the reviewing agencies for the CSM to be satisfied prior to recording are:

**Please contact Janet Dailey of the City Engineering Division at 261-9688 if you have questions regarding the following fourteen (14) conditions, including the revised condition approved by the Plan Commission (#5):**

1. Remove the drainage arrows on the rear (north side) of Lots 2 and 3.
2. If curb and gutter is not installed, all proposed driveways shall install storm culverts.
3. The developer shall extend the existing public sanitary sewer at his/her cost, as designed by the City Engineer, from Cricket Lane, to serve the CSM. The City shall compensate the developer \$4,600 for the sanitary sewer extension.
4. The developer shall construct public sidewalk from the east end of the property, connecting to the existing sidewalk, and extend the sidewalk to the westerly property line of the CSM. This may require additional ditching along Old Sauk Road and grading on the proposed lots to accommodate the sidewalk construction.
5. The drainage plan shall be provided for each lot as it develops. The drainage for proposed Lot 2 **shall** be directed towards Old Sauk Road.
6. The developer shall enter into a City/Developer agreement for the installation of public improvements required to serve this plat. The developer shall be required to provide deposits to cover City labor and materials and surety to cover the cost of construction. The developer shall meet with the City Engineer to schedule preparation of the plans and the agreement. The City Engineer will not sign off on this plat without the agreement executed by the developer.

7. The applicant shall dedicate a 15-foot wide Permanent Limited Easement for grading and sloping northerly of and parallel with the new Old Sauk Road right of way line.
8. The developer shall record a waiver of their right to notice and hearings for the assessments for the improvement of Old Sauk Road in accordance with Section 66.0703(7)(b) Wisconsin Statutes and Section 4.09 of the MGO.
9. Arrows shall be added to the Certified Survey Map indicating the direction of drainage for each property line not fronting on a public street. In addition, the certified survey map shall include lot corner elevations, for all lot corners, to the nearest 0.25-foot. The following notes shall be added to the CSM:
  - a.) Arrows indicate the direction of surface drainage swale at individual property lines. Said drainage swale shall be graded with the construction of each principal structure and maintained by the lot owner unless modified with the approval of the City Engineer. Elevations given are for property corners at ground level and shall be maintained by the lot owner.
  - b.) All lots within this certified survey are subject to public easements for drainage purposes which shall be a minimum of 6 feet in width measured from the property line to the interior of each lot except that the easements shall be 12 feet in width on the perimeter of the certified survey. For purposes of two or more lots combined for a single development site, or where two or more lots have a shared driveway agreement, the public easement for drainage purposes shall be a minimum of six feet in width and shall be measured only from the exterior property lines of the combined lots that create a single development site, or have a shared driveway agreement, except that the easement shall be twelve feet in width along the perimeter of the certified survey. Easements shall not be required on property lines shared with greenways or public streets. No buildings, driveways, or retaining walls shall be placed in any easement for drainage purposes. Fences may be placed in the easement only if they do not impede the anticipated flow of water.

Note: In the event of a City Of Madison Plan Commission and/or Common Council approved re-division of a previously subdivided property, the underlying public easements for drainage purposes are released and replaced by those required and created by the current approved subdivision.

Note: In addition to notes such as this, State Plat Review now enforces the requirement that easements or other reference lines/areas be graphically shown, dimensioned and tied when they represent fixed locations. They will accept a "typical detail" when the easement or restriction can be effectively described and retraced from the typical detail.
10. If the lots within this certified survey map are inter-dependent upon one another for storm water runoff conveyance, and/or a private drainage system exists for the entire site an agreement shall be provided for the rights and responsibilities of all lot owners. Said agreement shall be reviewed and placed on file by the City Engineer, referenced on the certified survey map and recorded at the Dane County Register of Deeds.
11. The following note shall be placed on the CSM: "No changes in drainage patterns associated with development on any or all lots within this CSM shall be allowed without prior approval of the City Engineer."
12. A minimum of 2 working days prior to requesting City Engineering Division signoff on the final plat, the applicant shall contact Janet Dailey (261-9688) 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 subdivision (and subsequent obsolesces of the existing parcel).

13. All outstanding Madison Metropolitan Sewerage District (MMSD) and City of Madison sanitary sewer connection charges are due and payable prior to Engineering sign-off, unless otherwise collected with a Developer's/ Subdivision Contract. Contact Janet Dailey (261-9688) to obtain the final MMSD billing a minimum of two working days prior to requesting City Engineering signoff.
14. 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. 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.

**Please contact Dan McCormick of the Traffic Engineering Division at 267-1969 if you have questions about the following six (6) items:**

15. The CSM shall be revised to provide a joint driveway/ joint access plan with a maximum of 2 total driveways to Old Sauk Road.
16. The CSM shall be revised to note access restrictions on the face of the CSM consistent or coincidental to the joint driveway/ joint access plan of 2 total driveways to Old Sauk Road, and no access along the remainder of the face of the CSM along Old Sauk Road.
17. The CSM shall be revised to note the dedication of right of way along Old Sauk Road consistent with adjacent properties.
18. When the applicant submits final plans of one contiguous plan for approval, the applicant shall show the following: items in the terrace as existing (e.g., signs and street light poles), type of surfaces, existing property lines, addresses, showing all easements, all pavement markings, building placement, and stalls, adjacent driveway approaches to lots on either side and across the street, signage, percent of slope, vehicle routes, dimensions of radii, aisles, driveways, stalls including the 2 feet overhang, and a scaled drawing at 1" = 20'.
19. The developer shall post a deposit and reimburse the City for all costs associated with any modifications to traffic signals, street lighting, signing and pavement marking, and conduit and handholes, including labor, engineering and materials for both temporary and permanent installations.
20. Public signing and marking related to the development may be required by the City Traffic Engineer for which the developer shall be financially responsible.

**Please contact Kay Rutledge of the Parks Division at 266-4714 if you have questions about the following item:**

21. The developer shall pay \$10,623.99 in park dedication and development fees for the 3 new single family lots. The developer must select a method for payment of park fees before signoff on the CSM. This development is within the Far West park impact fee district (SI30).

Park dedication required=3 units at 1,100 square feet per unit=3,300 square feet. The fee in lieu of dedication is based on current property values up to \$2.33 per square foot for 2012=\$ 7,689.00. Park development fees for a single-family unit in 2012=(3 sf units X \$978.33 per unit)=\$2,934.99.

**Please contact Dennis Cawley of the Madison Water Utility at 261-9243 if you have any questions regarding the following two (2) items:**

22. The owner shall sign a waiver of notice and hearing for existing water main assessments.
23. In accordance with MGO 13.21, all operating wells shall be identified and permitted by the Water Utility and all unused private wells shall be abandoned.

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

24. Per MGO Sec. 34.503 and IFC 503.2.5, all portions of the exterior walls of newly constructed one- and two-family dwellings shall be within 500 feet of at least one fire hydrant. Distances are measured along the path traveled by the fire truck as the hose lays off the truck. See Sec. MGO 34.20 for additional information.

**Please contact my office at 261-9632 if you have questions about the following five (5) items:**

25. That the CSM be reconfigured as recommended in the Analysis & Conclusion section of this report, including reconfiguring Lot 2 to create a more standardized lot layout and considering shifting Lot 4 west to the western property line.
26. The CSM shall be revised per Planning Division approval to identify a building envelope for Lot 2, with the square-footage of the envelope to be noted on the face of the final CSM. The southern line forming the building envelope shall not be closer than 30 feet from the northern line of Lot 1.
27. The applicant shall receive approval by the Planning Division and Traffic Engineering Division of a driveway easement to benefit all four lots. The approved easement shall be executed prior to receiving final approval of the CSM for recording, and the easement recorded at the Dane County Register of Deeds immediately following recording of the CSM.
28. That a 30-foot building line be placed on the final CSM for Lots 1 and 4 parallel to Old Sauk Road with a note stating that the building of any principal or accessory structure (including pools) shall be constructed or located within the 30-foot setback.
29. That a tree preservation and management plan be developed for approval by the Planning Division prior to final approval of the CSM for recording. The tree preservation and management plan shall include an inventory of the trees on the property and shall identify opportunities for the mature trees to be preserved. The approved tree preservation and management plan shall be noted on the final CSM.

**Please contact Jennifer Frese of the Office of Real Estate Services at 267-8719 if you have any questions regarding the following five (5) items:**

30. Prior to requesting final approval prior to recording, executed signature block certifications shall be included for all parties of interest, pursuant to MGO Section 16.23(5)(g)4 and 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. The title report shows the following parties have an ownership interest in the lands within the CSM and shall be signatories on the Owner's Certificate:

→ Blanche Bante Emerick

31. A certificate of consent by the mortgagee/vendor shall be included following the Owner's Certificate(s) for each of the mortgagees/vendors listed below:

→ M&I Marshall & Ilsley Bank

32. Please provide an Environmental Site Assessment for the lands within the CSM boundary.

33. As of October 4, 2012, the 2011 real estate taxes are paid for the subject property. There is a final special assessment for private septic maintenance in the amount of \$8.67. In addition, the current storm water bill was due on October 25, 2012 in the amount of \$122.92. The Subdivision Regulations require that special assessments be paid in full prior to CSM approval. The outstanding amounts for the special assessments and the current storm water fees can be settled with two separate checks, both payable to: City of Madison Treasurer; 210 Martin Luther King, Jr. Blvd.; Madison, WI 53701.

34. The following CSM revisions shall be made:

- a.) Create and record, or show as being dedicated in the proposed CSM, easements for utility and drainage rights of way when the utility or drainage physically exists, but no document for it exists in record title.
- b.) Please add a note to the face of the CSM that the lands within the CSM boundary are subject to Attachment Ordinance recorded as Document No. 4248472.
- c.) Please coordinate with City staff regarding the potential needs for Shared Access Easement modification for serving the lots being created by the CSM.
- d.) Record satisfactions or releases for all mortgages, liens, judgments, or other instruments that encumber the title of the subject lands, but where the purpose for such instrument has been satisfied, fulfilled or resolved.

**A resolution approving the CSM and authorizing the City to sign it and any other documents related to the proposed land division was approved by the Common Council on October 30, 2012.**

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 [epederson@cityofmadison.com](mailto:epederson@cityofmadison.com).

Upon acceptance and recording of the certified survey map by the Dane County Register of Deeds, please transfer the recorded volume, document number, and page numbers to the copies and forward a copy to this office for our records. The original survey map with the recording information is permanently kept on file in the Dane County Register of Deeds Office. A copy of the recorded document can be obtained from the Register of Deeds Office, Room 110, City-County Building or the Real Estate Office in the Madison Department of Planning and Development.

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 six (6) months from the date of the approving resolution or this letter, whichever is later.** If you have any questions or if you may be of any further assistance, please do not hesitate to contact my office at 261-9632.

Sincerely,

Timothy M. Parks  
Planner

cc: Janet Dailey, City Engineering Division  
Dan McCormick, Traffic Engineering Division  
Dennis Cawley, Madison Water Utility  
Pat Anderson, Assistant Zoning Administrator  
Jennifer Frese, Office of Real Estate Services  
Dan Everson, Dane County Land Records and Regulations