



Department of Planning & Community & Economic Development

Planning Division

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January 28, 2014

Dave Riesop
Wisconsin Mapping, LLC
306 W. Quarry Street
Deerfield, Wisconsin 53531

RE: Consideration of a three-lot Certified Survey Map (CSM) of the Fred Goetz and John Dott properties located at 3419 and 3437 Vilas Road, Town of Cottage Grove, in the City of Madison's Extraterritorial Jurisdiction.

Dear Mr. Riesop;

The City of Madison Plan Commission, meeting in regular session on January 27, 2014, **conditionally approved** your clients' three-lot Certified Survey Map of properties located at 3419 and 3437 Vilas Road, Town of Cottage Grove. The conditions of approval from the reviewing agencies to be satisfied before final City approval and recording of the CSM are:

Please contact Janet Dailey of the City Engineering Division at 261-9688 if you have questions regarding the following twenty-two (22) conditions:

1. The applicant shall dedicate 33 feet of right of way from the existing centerline of Vilas Road.
2. A 50-foot wide public drainage easement centered on the meander line of Little Door Creek shall be dedicated with this CSM.
3. Denote the graphic limit of the Zone A Flood Zone within the Certified Survey Map (CSM).
4. The easement per document No. 922259 shall be shown if it encumbers Lot 1 of the proposed CSM.
5. Lot 1 of the Certified Survey Map shall note it is subject to a Private Sewage System Maintenance agreement per Doc. No. 2523840.
6. If easements (AT&T and WP&L) per Document Nos. 469613 and 589666 encumber this Certified Survey Map, they shall be shown and labeled accordingly.
7. The header to each sheet and the legal description in the Surveyor's Certificate reference "CSM 3820". The correct CSM Number is 3810. This shall be corrected in all locations on the CSM.

8. The CSM shall note that Lot 2 is subject to Document Nos. 1691969, 1780228 and 3366065 in regard to on-site private septic system facilities.
9. The CSM shall note that Lot 2 is subject to a well agreement per Document No. 2112325.
10. The CSM shall note that it is subject to Access Restrictions per Document Numbers 2818919 and 2815029.
11. Provide recorded as data along the exterior lot lines of Lot 1 as per Document No. 4457573.
12. On Sheet 1, thicken the lot line that runs along Little Door Creek to better show that the creek is the division line between the proposed lots.
13. Add bearing and distances between Lot 1 and Outlot 1.
14. Correct the reference to Section 29 on the next to last course of the legal description to Section 32.
15. The portion of Vilas Road adjacent to Lot 1 was conveyed to the Town of Cottage Grove by Document No. 1273510. This area shall be removed from the CSM.
16. Provide a bearing along the right of way of Vilas Road along the southeast side of Lot 2 having a length of 200.28 feet.
17. Document Number 2122838 is actually a 5-foot wide access easement over adjacent CSM 5695. The 15-foot wide access easement over Lot 2 of this CSM is Document No. 2112296. Correct and add the labeling for both easements and provide width dimensions as required.
18. Add the City of Madison as an approving agency to both Owner's Certificates as required by statute.
19. Remove the radius lines shown on Sheet 1 for curve 5 to 6.
20. Delinquent taxes shall be paid before final City sign off.
21. 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. Note: Land tie to two PLS corners required.
22. In accordance with Section s.236.34(1)(c), which says that a CSM shall be prepared in accordance with s.236.20(2)(c)&(f), Wisconsin Statutes, the applicant shall show the type, location and width of any and all easements. Clearly identify the difference between existing easements (cite Register of Deeds recording data) and easements that are being conveyed by the CSM. Identify the owner and/or benefiting interest of all easements.

Please contact Pat Anderson, Assistant Zoning Administrator, at 266-5978 if you have any questions regarding the following item:

23. Show on the CSM any wetland and floodplain areas. Provide a 75-foot protective buffer from the wetlands and/or floodplain pursuant to Madison General Ordinance Section 37.09(3)(h) and Wisconsin Administrative Code (NR 103.04).

Please contact Jenifer Frese of the City's Office of Real Estate Services if you have questions regarding the following five (5) items:

24. Prior to requesting final sign-off, 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.
25. A certificate of consent by the mortgagee/vendor shall be included following the Owner's Certificates and executed prior to final sign-off.
26. 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..."
27. Per 236.21(3) Wis. Stats, the 2013 taxes shall be paid in full prior to final CSM sign-off. Special assessments are included in the tax amounts. Receipts are to be provided on or before final sign-off of the CSM.
28. The following CSM revisions shall be made:
- a.) Depict, name, and identify by document number on the proposed CSM all existing easements cited in record title and the updated title report.
 - b.) Create an area for notes on the CSM and describe all applicable items reported in record title.
 - c.) Correctly depict, label and dimension both easements described in Warranty Deed 4268558.
 - d.) Correct the typo in the legal description to read CSM 3810, not CSM 3820.
 - e.) Coordinate with government entities regarding the need for the property owner to dedicate public right-of-way along Vilas Road.
 - f.) Include the former CSM lot numbers on Sheet 2 of the CSM.
 - g.) Please update all certificates with the current year.
 - h.) Create notes that define the purpose of and the ownership of (whether public or private) all outlots. The note for an outlot dedicated to the public shall say: "Dedicated to the public for _____ purposes."

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

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 jrquamme@cityofmadison.com.

The owner shall furnish to the Office of Real Estate Services and the survey firm preparing the CSM an updated title report covering the period between the date of the initial title report and the date when final signoff is requested. The surveyor shall update the CSM with the most recent information reported in the title update.

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 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
Jennifer Frese, Office of Real Estate Services
Pat Anderson, Assistant Zoning Administrator
Dan Everson, Dane County Land Records and Regulations