



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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Madison, Wisconsin 53703
Phone: (608) 266-4635
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October 6, 2022

Michelle Burse
Burse Surveying & Engineering, Inc.
2801 International Lane, Suite 101
Madison, Wisconsin 53704

RE: LNDCSM-2022-00039; ID 73355 – Certified Survey Map – 933 Williamson Street (Richard Guyot)

Dear Michelle;

The two-lot Certified Survey Map dividing property addressed as 933 Williamson Street, Section 13, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned TR-V2 (Traditional Residential–Varied 2 District) and is located in the Third Lake Ridge Historic District. The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

Please contact Jenny Kirchgatter, Assistant Zoning Administrator, at (608) 266-4429, or my office at (608) 261-9632, if you have questions regarding the following two (2) items:

1. The minimum lot width in TR-V2 zoning for a lot with a two-family two-unit dwelling is 40 feet. The proposed width of Lot 1 with the existing two-family two-unit dwelling is 33.11 feet wide. Prior to final approval of the CSM for recording, the applicant shall obtain all necessary approvals to convert the two-unit dwelling into a single-family dwelling. The minimum lot width in TR-V2 zoning for a single-family dwelling is 30 feet.
2. The side yard setback for a two-family two-unit dwelling in TR-V2 zoning is a minimum of 6 feet wide. Increase the proposed northeast side yard setback of Lot 1 to a minimum of 6 feet or convert the two-unit dwelling into a single-family residence. The minimum side yard setback in TR-V2 zoning for a single-family dwelling on a lot less than 50 feet wide is equal to 10% of the width of the lot.

****Lots created by subdivision or land division are required to comply with the Zoning Code. Prior to final approval of the two-lot CSM for recording, the applicant shall obtain all necessary approvals to convert the two-unit dwelling into a single-family dwelling as required by the Zoning Code.****

Please contact Brenda Stanley of the City Engineering Division at (608) 261-9127 if you have questions regarding the following three (3) items:

3. Each lot shall have a separate sanitary sewer lateral as a condition for developing the lot. The applicant shall either provide a lateral to each proposed lot as a condition of CSM approval or provide note on the CSM that Lot 2 will be required to have a separate sanitary sewer lateral as a condition for obtaining a building permit.

4. Revise plan set to show more information on proposed drainage for the site. Use either spot elevations and drainage arrows or proposed contours to show the required drainage information. It is necessary to show the location of drainage leaving the site to the public right-of-way. It may be necessary to provide information off the site to fully meet this requirement. There is significant drainage from the south to the north here that needs to be accommodated and allowed through the site. The applicant shall add a note to the CSM that a drainage plan shall be required to be submitted to, reviewed, and approved by the City Engineer prior to issuance of a building permit.
5. 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 obsolescence 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:

6. Provide for review, comprehensive reciprocal easements and agreements including, but not limited to, access, parking, utilities, common areas, storm management that are necessary to accomplish the land division or site development as proposed prior to final sign off. The document(s) shall be executed and recorded immediately subsequent to the CSM recording and prior to building permit issuance. There is a common sidewalk located on the division line of the CSM with an existing staircase extending to the public walk located on each proposed lot. Form an agreement for the connected and shared cross access rights.
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 CSM, the final 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 City Engineering Division sign-off.
9. Show the remainder of the onsite pavement and the staircases out to the public walk. Also show any existing sheds on proposed Lot 2.
10. Reference North to PLSS Quarter line and state adjustment NAD83 of Coordinate System used per Wis. Stats. Section 236.
11. In both the caption and the legal description, add Government Lot 6 prior to the quarter-quarter description. See the original PLSS notes at <https://digicoll.library.wisc.edu/SurveyNotes/>.

12. 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 questions regarding the following item:

13. 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 Kathleen Kane of the Parks Division at (608) 261-9671 if you have questions regarding the following two (2) conditions:

14. 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) may be required for all new residential development associated with this project. This development is within the East Park-Infrastructure Impact Fee district. Please reference ID# 22032 when contacting Parks Division staff about this land division.
15. 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." The Parks Division shall be required to sign off on this CSM

Please Andy Miller of the City's Office of Real Estate Services at (608) 261-9983 if you have questions regarding the following five (5) conditions:

16. 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. 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.
17. 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). 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.

18. 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.
19. Register of Deeds Certificate: Please include a space for the Register to hand write the recording info on the date of recording, to appear similar to the following:

Office of the Register of Deeds
Dane County, Wisconsin
Received for recording on _____, 20__ at ____ o'clock __ M, and
recorded in Vol. ____ of CSMs on page(s) _____, Document No. _____.

Kristi Chlebowski, Register of Deeds

20. As of October 4, 2022, the 2021 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 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.
21. As of October 4, 2022, there are no 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 MGO Section 16.23(5)(g)1.
22. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Andy Miller in the ORES (acmiller@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 (August 4, 2022) 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.

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

The property is located in a local historic district. Approval of the land division by the Landmarks Commission is required prior to final approval and recording of this CSM. Please contact Heather Bailey, Preservation Planner, at (608) 266-6552 if you have questions about Landmarks Commission approval.

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 11, 2022 meeting.

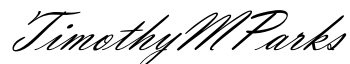
In order to commence the process for obtaining the necessary City signatures on the Certified Survey Map, the applicant shall e-mail the revised CSM, updated title report, and any other materials required by reviewing agencies to the reviewing planner. The reviewing planner will share the updated materials 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.**

If you have any questions or if may be of 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: Brenda Stanley, City Engineering Division
Julius Smith, City Engineering Division—Mapping Section
Jenny Kirchgatter, Assistant Zoning Administrator
Kathleen Kane, Parks Division
Jeff Belshaw, Madison Water Utility
Andy Miller, Office of Real Estate Services
Heather Bailey, Preservation Planner