



Department of Planning & Community & Economic Development

## Planning Division

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Phone: (608) 266-4635  
[planning@cityofmadison.com](mailto:planning@cityofmadison.com)

**\*\*BY E-MAIL ONLY\*\***

May 12, 2026

Chris Casson  
Birrenkott Surveying, Inc.  
1677 N Bristol Street  
Sun Prairie, Wisconsin 53590

RE: Approval of a Certified Survey Map (CSM) of property owned by Michael J. and Lisa Koch Schuster located at 7021 Cottage Grove Road (LNDCSM-2026-00014; ID 92589).

Dear Chris,

On May 11, 2026, the Plan Commission **conditionally approved** the land division by Certified Survey Map (CSM) to create two lots from 7021 Cottage Grove Road. A resolution approving the CSM will be reviewed by the Common Council at its May 19, 2026 meeting.

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 three (3) items:**

1. Due to the lack of proximity of sewer to the building site, the property is not required to connect to City sewer at this time with the proposed CSM.
2. Lands in this CSM are impacted by both FEMA floodplain and Wisconsin Department of Natural Resources (WDNR)-regulated wetlands. The applicant shall revise the CSM to show both the 100-year FEMA floodplain and the approximate wetland boundary based on the WDNR Surface Water Dataviewer and Wisconsin Wetland Inventory.
3. A minimum of two (2) working days prior to requesting City Engineering sign-off on the CSM contact either Kathleen Kane (West) (608)266-4098 ([kkane@cityofmadison.com](mailto:kkane@cityofmadison.com)) or Brenda Stanley (East) at (608) 261-9127 ([bstanley@cityofmadison.com](mailto: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 Jeffrey Quamme of the City Engineering Division–Mapping Section at (608) 266-4097 if you have questions regarding the following thirteen (13) items:**

4. The lots in this CSM do not front or abut a public street. This CSM is only approvable if the lands within this CSM are part of an approved planned multi-use site or Planned Development zoning district.
5. The ingress-egress easement per Document Nos. 2766479 and 2766480 do not specify a width nor does it provide any surveyed description of its location. The map shows a 30-foot wide easement with courses with no reference to a document setting forth this information in the public record. If this CSM becomes part of a planned multi-use site or Planned Development zoning district to allow lots without frontage, ordinance requires a reciprocal land use agreement and a reciprocal off-street cross access/ ingress-egress easement to be recorded for the lots and parcels benefiting from and encumbered by the easement. An amendment to the existing easement or a new easement shall be provided for review including the three parcels benefitting from the shared access and setting forth terms of use, construction, maintenance and repair and the responsibilities of each of the benefitting parcels. This shall be recorded immediately after the recording of the CSM.
6. The WDNR Surface Water Data Viewer shows a mapped Primary Flow Over Land Intermittent stream running through the site. There are also other branches visible on aerial ortho photos. Navigability of these branches and streams will need to be determined. The stream location and ordinary high-water mark (OHWM) will need to be shown on the CSM for any portions determined to be navigable.
7. Off-site facilities that may be required by any City Agency to serve this development, if any, will require a separate City of Madison Real Estate project to create and record the required easement. Contact Jeff Quamme of Engineering Mapping (jrquamme@cityofmadison.com, (608) 266-4097) to coordinate the Real Estate project, and associated information and fees required.
8. Show, label and dimension the 75-foot wide pipeline easement per Document No. 1099548 that crosses the northwesterly portion of this proposed Certified Survey Map.
9. Show, label and dimension the No Access Restrictions per CSM 6371 along Cottage Grove Road as it affects access to a public road for this Certified Survey Map.
10. Add a note that the lands within this Certified Survey Map are subject to a WDNR variance for a private water system per Document No. 2232447.
11. Show and label the MG&E easement per Document No. 2390188 over the west side of the lands adjacent to this CSM that provides electric service to lands within this Certified Survey Map.
12. The developer's surveyor and/or applicant must submit copies of required new 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 City Engineering Division final sign-off by main office for Certified Survey Maps (CSM), the final CSM shall be submitted in PDF format 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.
14. Conditions of approval noted herein are not intended to be construed as a review determining full compliance with Madison General 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 Surveyor's Certificate shall also certify that it was prepared in compliance with the City of Madison Subdivision Regulations, MGO Section 16.23.
16. The applicant shall submit to Jeff Quamme, 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 Sean Malloy of the Traffic Engineering Division at (608) 266-5987 if you have any questions regarding the following item:**

17. The developer shall provide a recorded copy of any joint driveway, ingress/egress, and crossing easements, which shall be noted on face of CSM. The applicant should not expect to be granted an additional access point on Cottage Grove Road (CTH BB).

**Please contact Jenny Kirchgatter, Assistant Zoning Administrator, at (608) 266-4429 if you have any questions regarding the following two (2) items:**

18. Wetlands, flood hazard areas, and a flood storage district are located on a portion of the property. Identify the wetlands, flood hazard areas, and flood storage district boundary on the proposed CSM. Future development shall comply with MGO Chapter 21, Floodplain Zoning Ordinance.
19. The land division by CSM will form a planned multi-use site. The planned multi-use site shall have a plan and reciprocal land use agreement approved by the Director of Traffic Engineering, City Engineer and Director of Planning and Community and Economic Development recorded in the office of the Dane County Register of Deeds.

**Please contact Matt Hamilton of the Madison Fire Department at (608) 266-4457 if you have any questions regarding the following item:**

20. Per MGO Section 34.507, all portions of newly constructed one- and two-family homes shall be within 500 feet of one fire hydrant and accessible to fire apparatus. The applicant shall extend water main and install a fire hydrant to serve the newly created lot. A deviation may be considered if the new home is provided with fire sprinklers. Please contact Matt Hamilton of the Madison Fire Department for further discussion.

**Please contact Jeff Belshaw of the Madison Water Utility at (608) 261-9835 if you have any questions regarding the following item:**

21. All private wells located in the City of Madison require a Well Operation Permit issued by the Madison Water Utility in accordance with MGO Section 13.21. The proposed well and pump installation must be done in accordance with Chapter NR 812 of the Wisconsin Administrative Code and will require water quality sampling to demonstrate that bacteriologically safe water is produced. Permits are valid for five (5) years and are renewable. Permit applications must include the \$355 fee which covers the cost of a state-mandated inspection and required water quality tests. The property owner is required to submit annual test results for total coliform and nitrate by October 1st of each year the permit is valid. Well permits are non-transferable; new owners must obtain a permit in their name. Additional information may be found in MGO Section 13.21 and on the Water Utility's private well information page (<http://www.cityofmadison.com/water/water-quality/private-wells/>).

**Please contact Brian Kowalski of the Parks Division at (608) 243-2848 if you have any questions regarding the following two (2) items:**

22. 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 East Park-Infrastructure Impact Fee district. The Park Impact Fee ID# for this project is 26020.

23. The following note should be included on the CSM: "Lots within this land division are subject to impact fees that are due and payable at the time building permit(s) are issued."

**Please contact Heidi Radlinger of the Office of Real Estate Services at (608) 266-6558 if you have any questions regarding the following eight (8) items:**

24. 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.

25. 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).
26. 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.
27. 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).
28. 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.
29. Per 236.21(3) Wis. Stats., 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.
30. 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(4)(f)(3).
31. Pursuant to MGO Section 16.23(4)(c)(1), the owner shall furnish an updated title report to ORES via email to Heidi Radlinger ([hradlinger@cityofmadison.com](mailto:hradlinger@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 (March 13, 2026) 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 contact my office at (608) 261-9632 if you have any questions about the following three (3) items:**

32. The subject site cannot proceed unless approved as part of a planned multi-use site that includes 7021 and 7049 Cottage Grove Road, the latter having street frontage as required by the Zoning Code. Prior to final approval of the CSM for recording, the planned multi-use site shall have a plan and reciprocal land use agreement approved by the Director of Traffic Engineering, City Engineer, and Director of Planning and Community and Economic Development and

recorded in the office of the Dane County Register of Deeds. The reciprocal agreement and access easements needed to serve the proposed lots shall be perpetual and shall identify the width, type of construction, and maintenance of the access from Cottage Grove Road to serve the proposed lots. No changes to the agreement(s) and easement(s) for the access to the proposed lots shall be allowed without written approval of Director of Traffic Engineering, City Engineer, and Director of Planning and Community and Economic Development.

33. Show all floodways, floodplains, wetlands, and water bodies present on the site on the final CSM. Prior to final approval of the CSM, the applicant shall establish envelopes on Lots 1 and 2 where buildings may be constructed based on the location of the natural features present, which may be more restrictive than the minimum yard setbacks required by the Zoning Code. The envelopes shall be enforced as building setback lines and shall be approved by the Planning Division prior to final approval and recording of the CSM.
34. In lieu of the public water service and fire hydrant required elsewhere in these conditions by the Madison Fire Department, fire sprinklers will be required for the new residence on Lot 1. If water service and a hydrant are not extended, a note regarding the requirement to install fire sprinklers for the future residence shall be placed on the CSM. Final wording of the note shall be approved by the Fire Department and Planning Division prior to final approval and recording of the CSM. Following creation of the proposed lots, a notice to this effect will be placed in the City's permitting system to be enforced at the time of permitting for the future residence.

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

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 recorded 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.**

ID #92589  
LNDCSM-2026-00014  
7021 Cottage Grove Rd.  
May 12, 2026  
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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 [tparks@cityofmadison.com](mailto:tparks@cityofmadison.com).

Sincerely,

A handwritten signature in cursive script that reads "Timothy M. Parks".

Timothy M. Parks  
Planner

cc: Michael Schuster (by e-mail)