



Department of Planning & Community & Economic Development

Planning Division

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

December 2, 2025

Curt Sauser

curts@madsewer.org

RE: Creating Section 28.022-00729 of the Madison General Ordinances to change the zoning of property located at 1233-1241 Moorland Road from SR-C1 (Suburban Residential-Consistent 1) District to A (Agricultural) District (Legistar ID [90174](#)). Approving a Certified Survey Map of property owned by the Madison Metropolitan Sewerage District located at 1201-1241 Moorland Road (Legistar ID [90019](#)).

Curt,

On November 25, 2025, the Common Council **approved** the zoning map amendment for 1233-1241 Moorland Road and **approved** the Certified Survey Map for 1201-1241 Moorland Road. In order to receive final approval of the Certified Survey Map and for any other permits that may need to be issued for your project, the following conditions shall be met:

Please contact Gretchen Aviles Pineiro of the Engineering Division at (608) 266-4089 if you have any questions regarding the following three (3) items:

1. A Phase 1 environmental site assessment (per ASTM E1527-13), is required for lands dedicated to the City. Provide one (1) digital copy and staff review will determine if a Phase 2 ESA is also required. Submit report(s) to Environmental Review (environmentalreview@cityofmadison.com).
2. Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to Engineering sign-off, unless otherwise collected with a Developer's / Subdivision Contract. Contact Mark Moder (608-261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff. (MGO 16.23(9)(d)(4))
3. A minimum of two (2) working days prior to requesting City Engineering signoff on the plat/csm contact either Tim Troester (West) at 261-1995 (ttroester@cityofmadison.com) or Brenda Stanley (East) at 608-261-9127 (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). (POLICY)

Please contact Sean Malloy of the Traffic Engineering Division at (608) 266-5987 if you have any questions regarding the following one (1) item:

4. The applicant shall work with the Traffic Engineering and Engineering Divisions on dedicate Right of Way or granting an easement for future multi-use path on their frontage of Moorland Road.

Please contact Jeff Belshaw of the Water Utility at (608) 261-9835 if you have any questions regarding the following one (1) item:

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| <ol style="list-style-type: none">5. The following information shall be noted on the CSM prior to final approval: The properties are located within Wellhead Protection District—Zone (WP-30). Uses of the properties are required to comply with the City of Madison Wellhead Protection requirements as provided under MGO Sections 13.22 and 28.102. |
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Please contact Jeffrey Quamme of the City Engineering Division – Mapping Section at (608) 266-4097 if you have any questions regarding the following twenty eight (28) items:

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| <ol style="list-style-type: none">6. Grant a Public Sidewalk and Bike Path Easement to the City on the face of this Certified Survey Map along the south side of Moorland Rd between the storm water basins. The configuration is currently being designed by City Engineering staff. Coordinate with Engineering the final limits of the required easement area prior to final sign off. Contact Jeff Quamme for the terms and conditions for the easement to be granted by the CSM. |
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7. The new 20' Sanitary Sewer Easement shown and proposed to be granted over the southerly portion of the CSM encompassing part of the public sanitary sewer shall be properly named 20' Wide Public Sanitary Sewer Easement. The easement shall be granted over the entire public sanitary sewer that exists within this CSM. The easement label shall refer to text setting forth terms and conditions on a separate sheet. The text for the easement shall include the acknowledgement by the grantor that the sewer has been in place since 1971 and that the grant of this easement on the CSM is to confirm the existing public sanitary sewer easement rights of the City of Madison. Contact Jeff Quamme to coordinate the text to be placed on the Certified Survey Map.
 8. The new 5' Access Easement shown and proposed to be granted over the southerly portion of the CSM adjacent to the proposed 20' Public Sanitary Sewer Easement shall be properly named 5' Wide Public Sanitary Sewer Access Easement. The easement shall be granted adjacent to both sides of the new 20' wide sanitary sewer easement for the entire length of the sewer within the CSM. The easement label shall refer to text setting forth terms and conditions on a separate sheet. Contact Jeff Quamme to coordinate the text to be placed on the Certified Survey Map.
 9. The Temporary Easement per the Sanitary Sewer Easement Doc No 4001774 is expired. Remove this from the CSM.

10. Revise the label of the sanitary sewer easement in the northwesterly corner to "30' wide Sanitary Sewer Permanent Limited Easement per Document No 4001774." Add a dimension for the width as well.
11. The Stormwater and Access Easements shall be changed to a Public Stormwater Management Easement. Contact Jeff Quamme for the required terms and conditions for the easement to be included on the CSM.
12. Grant a Permanent Limited Easement for grading and sloping along the proposed Public Sidewalk and Bike Path Easement and the right of way of Moorland Rd. for the future construction of a public path. Contact Jeff Quamme of Engineering Mapping (jrquamme@cityofmadison.com, 608-266-4097) for easement language.
13. There exists a private Sewer Line Easement in gross per Document No 1297363 that encumbers proposed Outlot 1 that is to be dedicated to the public for Public Storm Water Drainage and Storm Water Management Purposes. Dimension the easement for retracement and note the grantee in the note.
14. Revise the dedication of Outlot 1. It shall be Dedicated to the Public for Stormwater Drainage and Management Purposes.
15. Properly label the area of Moorland Road to be Dedicated to the Public for Public Street Purposes.
16. Add a text / note within Outlot 1 that Outlot 1 is subject to an Easement for Dane County E-Way per Document No. 2530647 over its entirety.
17. Dimension the Sanitary Sewer Easement per Doc No 2969529 and add the Document No. to all text locations.
18. Include the Resolution and recording information for the Vacated South Side Way area.
19. 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)
20. Provide coordinates for all Section Corners and Meander Corners. Applicant shall reference City of Madison WCCS Dane Zone, 1997 Coordinates on all PLS corners on their Certified Survey Map. The Surveyor shall identify any deviation from City Master Control with recorded and measured designations. Visit the Dane County Surveyor's Office (web address <https://www.countyofdane.com/PLANDEV/records/surveyor.aspx>) for current tie sheets and control data that has been provided by the City of Madison.
21. Prior to Engineering final sign-off by main office for Plats or Certified Survey Maps (CSM), the final Plat or 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 Engineering Division sign-off.

22. Conditions of approval noted herein are not intended to be construed as a review determining full compliance with City of Madison 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.
23. The Lot and Outlot Areas shall be clearly shown and labeled on sheet one of the Certified Survey Map. Sheet one shall also contain all of the bearings and distances of the boundary of the CSM and of the Lot and Outlot. Also include all underlying lots and adjoiners.
24. The legal description under the Surveyor's Certificate shall be revised to be only of the external boundary of the lands included in the Certified Survey and shall include calls. Per the platting statute it shall be a clear and concise description of the land surveyed by government lot, recorded private claim, 1/4, 1/4 section, Section, township, range and county; and by metes and bounds.
25. The text "on sheet one (1)" shall be removed from the Surveyor's Certificate. There is boundary information on the majority of the sheets included in this CSM.
26. Correct the Secretary of the Plan Commission to Matthew Wachter and the City Clerk to Lydia A. McComas.
27. Provide a meander line, approximate OHWM elevation and notes as required by Chapter 236 for and along Nine Springs Creek along the south side of this CSM.
28. Note the 30' Public Recreational Trail Easement is to Dane County.
29. There is a bend in the north line of the NE 1/4 of Section 1-6-9 due to the South 1/4 of Section 36-7-9. The tie shall be revised accordingly
30. Show a bearing and distance to the Meander Corner Monument for the Center of Section 31-7-10.
31. Revise the Header on all sheets and for the legal description. The CSM contains part of Lot 3, all of Lots 1 and 2 and all of Outlot 1 of CSM 1698.
32. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD), the new parcel data created by the Assessor's Office and the parcel data available to zoning and building inspection staff prior to issuance of building permits for new construction.
33. Submit to Jeff Quamme, prior to Engineering sign-off of the subject plat, 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, preferably closed polylines for lot lines, shall be void of gaps and overlaps and match the final recorded plat:
 - a. Right-of-Way lines (public and private)
 - b. Lot lines
 - c. Lot numbers
 - d. Lot/Plat dimensions
 - e. Street names
 - f. Easement lines (i.e. all shown on the plat including wetland & floodplain boundaries.)

NOTE: This Transmittal is a separate requirement from the required Engineering Streets Section for design purposes. The Developer/Surveyor shall submit new updated final plat, electronic data for any changes subsequent to any submittal.

Please contact Lance Vest of the Real Estate Office at (608) 245-5794 if you have any questions regarding the following five (5) items:

34. OWNER'S CERTIFICATION

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.

35. CERTIFICATE AND CONSENT REQUIREMENTS

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.

Madison Common Council Certificate: Revise the name of the City Clerk in the Madison Common Council Certificate as follows:

Lydia A. McComas, City Clerk
City of Madison, Dane County, Wisconsin

City of Madison Plan Commission Certificate: Revise the name of the Secretary in the Plan Commission Certificate as follows:

Approved for recording per the Secretary of the City of Madison Plan Commission.

By: _____ Date: _____
Matthew Wachter, Secretary of the Plan Commission

36. SPECIAL ASSESSMENTS

As of October 24, 2025, there are deferred 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 Madison General Ordinance Section 16.23(4)(f)(3).

In lieu of this requirement, the owner may present written documentation from the City's Board of Public Works that the special assessments may be continued to be paid on the installment basis authorized by the Board of Public Works. However, if lands within the CSM boundary are to be dedicated, the special assessments levied against the dedicated lands are to be paid in full.

37. TITLE REPORT UPDATE

Pursuant to Madison City Ordinance Section 16.23(4)(c)(1), the owner shall furnish an updated title report to ORES via email to Lance Vest (lvest@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 (May 19, 2025) 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. 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.

38. ADDITIONAL REQUIREMENTS

Revise the legal description to include all of Lots 1 and 2 of CSM 1698.

Remove the depiction and reference to the Temporary Limited Easement in Doc. No. 4001774.

Depict, name, and identify by document number all existing easements cited in record title and the updated title report.

Include the document number for all recorded easements depicted in the CSM.

No farming or use of lands to be dedicated to the public for Park purposes shall be allowed unless specifically approved by the Parks Superintendent and permitted under a farm lease administered by ORES. If the lands within the CSM boundary are farmed agricultural lands, the applicant shall enter into a lease with the City for those lands to be dedicated and/or conveyed to the City through CSM recording. Please contact a Real Estate Specialist with ORES to discuss the potential lease terms. Said leases are authorized by Resolution File ID 29183, RES-13-00247, adopted 04-16-13.

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

Please now follow the procedures listed below for your certified survey map:

1. 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.

2. 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.
3. 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 regarding obtaining your demolition permit or building permits, please contact the Zoning Administrator at 266-4551. If you have any questions or if I may be of any further assistance, please contact my office at 243-0554 or lmcnabola@cityofmadison.com.

Sincerely,

Lisa McNabola
Planner