



Department of Planning & Community & Economic Development

Planning Division

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November 3, 2014

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

RE: LD 1435—Consideration of a two-lot Certified Survey Map (CSM) of the Pamperin property located at 5794 Portage Road and 3949 Hoepker Road, Town of Burke, in the City of Madison's Extraterritorial Jurisdiction.

Dear Mr. Birrenkott;

The City of Madison Plan Commission, meeting in regular session on October 27, 2014, **conditionally approved** your clients' two-lot Certified Survey Map of property located at 5794 Portage Road and 3949 Hoepker Road, Town of Burke. The conditions of approval from the reviewing agencies to be satisfied before final City approval and recording of the CSM are:

Please contact Janet Schmidt of the City Engineering Division at 261-9688 if you have questions regarding the following eleven (11) conditions:

1. Lot 2 gross square footage reads 62,0800 and is incorrect. Also Lot 2 net square footage is incorrect and should be 44,853 sq ft. The Public right of ways are being requested to be dedicated. With dedications the Lot areas should not include any area within the public right of ways.
2. The public right of ways of Hoepker Road and Portage Road shall be dedicated to the public. The Owner's Certificate and approval certificates shall be revised as required to acknowledge the dedications.
3. Identify the limits of the drainage fields on the CSM. It is unclear if the drain fields extend into the portions of the right of way to be dedicated to the public. Upon any future connection to public sanitary sewer, any portion of a private septic system within this CSM shall be removed from the public right of way by the owner.
4. Add a note specifying which lots within this Certified Survey Map are subject to the Private Septic System Agreements per Document Numbers 2211983 and 3991835.
5. Add the appropriate recorded as data to the exterior boundary as per adjacent CSM 3709.

6. Remove the utility easement reference on Sheet 2. There are not any easements being granted by this CSM.
7. Place a title for the Legend on Sheet 1.
8. The map shall identify the type and diameter of the monuments found.
9. INFORMATIONAL–The City shall establish an Impact Fee District for a public sanitary sewerage system as need, demand, and annexation to the City occurs.
10. 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.
11. In accordance with Section 236.18(8), Wisconsin Statutes, the applicant shall reference City of Madison WCCS Dane Zone, 1997Coordinates on all PLS corners on the Plat or Certified Survey Map in areas where this control exists. The surveyor shall identify any deviation from City Master Control with recorded and measured designations. The City has established WCCS, Dane Zone Coordinates on all PLS corners within its corporate boundary. Visit the Dane County Surveyor’s Office ([online](#)) for current tie sheets and control data that has been provided by the City of Madison. If a surveyor encounters an area without a published WCCS Dane Zone 1997 value, contact Engineering Division for this information.

Please contact Heidi Radlinger of the City’s Office of Real Estate Services at 266-6558 if you have questions regarding the following six (6) items:

12. 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.
13. 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...”
14. Leasehold or tenancy interests in excess of one year shall execute a Consent of Lessee on the CSM.
15. Replace the City of Madison Common Council Certificate with a City of Madison Plan Commission Certificate that appears as follows:

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

By: _____ Date: _____
Steven R. Cover, Secretary Plan Commission”

16. Under 236.21(3) Wis. Stats. and MGO Section 16.23(5)(g)(1), the property owner shall pay all real estate taxes and special assessments that are accrued or delinquent for the subject property prior to CSM recording.
17. The following revisions shall be made to the CSM prior to final sign-off:
 - a.) Depict and consistently dimension all existing improvements (buildings, drives, parking lots, etc.), encroachments, wells and septic systems associated with the lands described for the proposed CSM (Well abandonment: ref. NR 141).
 - b.) Include the recorded documents from Schedule A3 of the title report in the notes on Sheet 2 of the CSM. Describe and label them by document number.

Please contact my office at 261-9632 if you have questions about the following two (2) items:

18. The applicant shall work with the City Engineering Division, Traffic Engineering Division and Planning Division to dedicate 54 feet of right of way from the centerline of Portage Road and 60 feet of right of way for Hoepker Road with this CSM consistent with the right of ways recommended in the City’s adopted Pumpkin Hollow Neighborhood Development Plan.
19. The applicant shall work with Planning Division staff prior to final approval and recording of the CSM to straighten the common line between proposed Lots 1 and 2 to make it more consistently perpendicular to Hoepker Road while maintaining adherence to Dane County A-1 zoning district bulk requirements.

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

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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 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 261-9632.

Sincerely,

Timothy M. Parks
Planner

cc: Janet Schmidt, City Engineering Division
Eric Halvorson, Traffic Engineering
Heidi Radlinger, Office of Real Estate Services
Dan Everson, Dane County Land Records and Regulations