



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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May 9, 2018

Brett Stoffregan
D'Onofrio Kottke & Associates, Inc.
7530 Westward Way
Madison, Wisconsin 53717

RE: LNDSCM-2018-00013 – Certified Survey Map – 1702 Willow Rock Road (D&R Investments II, LLC) [ID 51124; LNDSCM-2018-00013]

Dear Mr. Stoffregan;

The four-lot Certified Survey Map to divide Lot 520 of the Village at Autumn Lake Replat, generally addressed as 1702 Willow Rock Road, Section 26, Township 8N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The subject property is zoned TR-P (Traditional Residential–Planned District). 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 261-9127 if you have questions regarding the following five (5) items:

1. The lots created by this CSM are all required to complete oil and grease control at the time of development if that is required. Additionally, it would appear to meet this requirement and to allow for adequate drainage, Lots 1 and 4 will require storm sewer to be connected through Lots 2 and 3 out to Willow Rock Road. This will require a cross lot drainage agreement as part of the agreement required by Engineering Mapping.
2. The developer shall construct Spring Tide Way and Willow Rock Road street and sidewalk improvements either with a new developer's agreement or as part of previous Village at Autumn Lake Replat developer's agreement.
3. This development is subject to impact fees for the Felland Road Neighborhood Sanitary Sewer Improvement Impact Fee District. All impact fees are due and payable at the time building permits are issued. The following note shall put the face of the CSM: "Lots / buildings within this subdivision / development are subject to impact fees that are due and payable at the time building permit(s) are issued."
4. A minimum of two (2) working days prior to requesting City Engineering Division signoff on the CSM, the applicant shall contact Tim Troester at 261-1995 (ttroester@cityofmadison.com) or Brenda Stanley 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. All charges shall be cleared prior to the land division (and subsequent obsolesces of the existing parcel).

5. Prior to the issuance of building permits, the developer shall submit a master stormwater drainage plan to the City Engineering Division for review and approval which shows lot corner elevations to the nearest 0.25-foot. For purposes of the plan, it shall be assumed that grading shall be done on a straight-line grade between points unless other information is provided. The proposed slope between points shall always be greater than or equal to .0075 ft/ft. If a break in grade is required between lot corners a shot shall be taken at that break in grade to provide the Engineer with enough information to interpret the plan. The Developer shall also show proposed drainage arrows on the plan to indicate the proposed direction of drainage. (MGO 16.23(9)(D)) The master storm water drainage plan shall be submitted to City Engineering in digital format with elevations/grades/contours shown on the recorded plat map of the development. The digital record shall be provided using the state plane coordinate system – NAD 27. Note: It is required that this plan shall be stamped by and Registered Land Surveyor.

The following note shall accompany the master stormwater drainage plan: “For purposes of this plan, it is assumed that grading shall be a straight-line grade between points unless otherwise indicated. All slopes shall be 0.75% or steeper. Grade breaks between lot corners are shown by elevation or through the use of drainage arrows.” No building permits shall be issued prior to City Engineering’s approval of this plan.

Please contact Jeff Quamme of the City Engineering–Mapping Section at 266-4097 if you have any questions regarding the following eight (8) items:

6. Proposed Lot 4 does not have City sewer readily available to serve the lot. (none exists in City View Drive) The applicant shall grant a 15-foot wide private sanitary sewer easement across one or more of the Lots 1, 2 or 3 for the benefit of Lot 4. There shall be a separate easement/agreement that sets forth conditions for construction, maintenance and repair recorded immediately subsequent to the Certified Survey Map.
7. The lots within this certified survey map are interdependent upon one another for stormwater runoff conveyance, and/or a private drainage system exists for the entire site and other services. The applicant shall provide for review reciprocal easements and agreements including, but not limited to, access, parking, utilities, common areas, cross storm water drainage and storm water management that are necessary to accomplish the development as proposed. The document(s) shall then be executed and recorded and copies provided immediately after the recording of this proposed Certified Survey Map.
8. Remove note 2 (B) the Declaration was released by Document No. 5201817.
9. Add notes 7 and 11 on Sheet 19 of the Village at Autumn Lake Replat to this Certified Survey Map.
10. Add the 30-foot Building Setback line along City View Drive as set forth by the plat of Village at Autumn Lake Replat.

11. 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 Division. 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 or CSM. Note: Land tie to two PLS corners required.
12. This pending Certified Survey Map application shall be completed and recorded with the Dane County Register of Deeds (ROD) prior to issuance of any building permits for new construction. When the recorded CSM image is available from the ROD, the Assessor's Office can then create the new Address-Parcel-Owner (APO) data in the parcel database so that the permitting system can upload this data and permit issuance made available for this new land record.
13. The applicant shall submit to Jeff Quamme, prior to Engineering sign-off of the subject CSM, one (1) digital CADD drawing and one (1) signed copy of the final CSM to the Mapping/GIS Section of the Engineering Division either as hard copy or Adobe PDF format. The digital CADD file shall be submitted in the WISDOT County Coordinate System, Dane County Zone datum in either Auto CAD Version compatible with MicroStation Version V8i, MicroStation Version V8i or older or Universal DXF Formats. The digital CADD file(s) shall contain the minimum of the items stated below, each on a separate layer name/level number. All line work shall be void of gaps and overlaps that would cause any parcel, street or easement to not properly close. All line work orientation and geometrics shall match the dimensioning as labeled on the final recorded plat: right of way lines (public and private); lot lines; lot numbers; lot/plat dimensions; street names, and; easement lines (i.e. street, sanitary, storm (including wetland & floodplain boundaries) water, pedestrian/bike/walkway, or any public and/or private interest easement except local service for Cable TV, gas, electric and fiber optics).

*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 original submittal of data and prior to final sign off.

Please contact Eric Halvorson of the Traffic Engineering Division at 266-6527 if you have any questions regarding the following item:

14. The Traffic Engineering Division recommends that the two residential lots share a cross access agreement and share a single driveway access from the right of way.

Please contact Adam Wiederhoeft of the Madison Water Utility at 266-9121 if you have any questions regarding the following item:

15. 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 contact Lance Vest of the Office of Real Estate Services at 245-5794 if you have any questions regarding the following eight (8) items:

16. Signature block certifications 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 at the time of execution. The title of each certificate shall be consistent with the ownership interest reported in the most recent title report. The executed original hard stock recordable CSM shall be presented at the time of sign-off.
17. A certificate of consent for all mortgagees/vendors shall be included following the Owner's Certificate(s) and executed prior to CSM approval sign-off.
18. A Madison Common Council Certificate is required when dedication of land and the conveyance of rights in land are required. For parcels located within the City of Madison, a Madison Common Council Certificate shall appear as follows:

Resolved that this certified survey map located in the City of Madison was hereby approved by Enactment Number _____, File ID Number _____, adopted on the ____ day of _____, 20__, and that said enactment further provided for the acceptance of those lands dedicated and rights conveyed by said Certified Survey Map to the City of Madison for public use.

Dated this ____ day of _____, 2018

Maribeth L. Witzel-Behl, City Clerk
City of Madison, Dane County Wisconsin

19. Please modify spelling of the Secretary's name as indicated below. Pursuant to Madison City Ordinance MGO Section 16.23(5)(e)4 and Wis. Stats. 236.21(2) (a), all CSMs that are subject to the review and approval of the City of Madison shall contain the following certificate of approval:

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

By: _____ Date: _____
Natalie Erdman, Secretary of the Plan Commission

20. As of April 25, 2018, an amount of \$3,016.02 remains due for the 2017 real estate taxes 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 and special assessments that are accrued for the subject property prior to CSM recording.
21. As of April 25, 2018, there are preliminary special assessments for the subject property. 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. In lieu of this requirement, the owner may appeal to the Board of Public Works for permission for the specials to be paid on an installment basis. Prior

to CSM sign-off written documentation of said approval shall be provided to the Office of Real Estate Services (ORES).

22. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Lance Vest in City's Office of Real Estate Services (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 (December 4, 2017) submitted with the CSM application and include all associated documents that have been recorded since the initial title report. The surveyor shall update the CSM with the most recent information reported in the title update.

23. The following revisions shall be made prior to final approval of the CSM for recording:

- a.) Depict, name, and identify by document number all existing easements cited in the Village of Autumn Lake Replat, recorded as Document No. 5201276. In particular, the 30-foot building setback line.
- b.) If all parties of interest agree that certain easements or restrictions from prior plats or CSM's of record are no longer necessary, the release documents for said easements shall be recorded prior to CSM approval sign-off.
- c.) There appear to be several documents included in the title report that do not affect the lands within the CSM boundary. Please omit said items where applicable.
- d.) Reference the Declaration of Conditions, Covenants and Restrictions contained in Document No. 5217505 and Document No. 5250826, if applicable.

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

A resolution conditionally approving the CSM and authorizing the City to sign it and any other documents related to the revised land division is scheduled for review by the Common Council on May 15, 2018.

As soon as the comments and conditions contained herein have been satisfied as verified with a completed affidavit form provided by the Planning Division, 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.

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: Brenda Stanley, City Engineering Division
Jeff Quamme, City Engineering Division—Mapping Section
Sally Sweeney, City Assessor's Office
Eric Halvorson, Traffic Engineering Division
Jenny Kirchgatter, Assistant Zoning Administrator
Adam Wiederhoeft, Madison Water Utility
Lance Vest, Office of Real Estate Services