



PREPARED FOR THE PLAN COMMISSION

Project Address: 7021 Cottage Grove Road
Application Type: Certified Survey Map (CSM) Referral
Legistar File ID # [92589](#)
Prepared By: Timothy M. Parks, Planning Division
Report includes comments from other City agencies, as noted
Reviewed By: Kevin Firchow, Planning Division

Summary

Applicants & Property Owners: Michael J. and Lisa Koch Schuster; 7021 Cottage Grove Road; Madison.

Surveyor: Chris Casson, Birrenkott Surveying, Inc.; PO Box 237; 1617 N Bristol Street; Sun Prairie.

Requested Action: Approval of a Certified Survey Map (CSM) of property owned by Michael J. and Lisa Koch Schuster located at 7021 Cottage Grove Road.

Proposal Summary: The applicants are proposing to create two residential lots from a landlocked parcel located a quarter-mile south of Cottage Grove Road, which is developed with a single-family residence.

Applicable Regulations & Standards: The subdivision process is outlined in Section 16.23(4) of the Subdivision Regulations. Regarding the review of land divisions and Certified Survey Maps in Section 16.23(5)(g), the Secretary of the Plan Commission or her/his designee shall within 45 days of the filing of the complete application approve, approve conditionally, or refer the CSM to the Plan Commission for its consideration. The Plan Commission shall act on the land division within 90 days of the filing of the complete application, unless the time is extended by agreement with the applicant. The Secretary of the Plan Commission has determined that the proposed land division may not be approved administratively and has referred consideration of the CSM to the Plan Commission. The proposed land division may be approved as a planned multi-use site, which is governed by regulations in Section 28.137(2) of the Zoning Code.

Review Required By: Plan Commission.

Review Schedule: The State’s subdivision statute, Wis. Stats. Ch. 236, requires that action be taken on a Certified Survey Map within 90 days of submittal unless an extension is agreed to by the subdivider. If no action is taken within 90 days and no extension granted, the CSM is deemed approved. The application was accepted for review on March 30, 2026. Therefore, the 90-day review period for this CSM will end around June 29, 2026.

Summary Recommendation: The Planning Division believes that the Plan Commission can find that the proposed land division can meet the approval criteria and recommends that the Plan Commission **approve** the two-lot Certified Survey Map of property located at 7021 Cottage Grove Road subject to input at the public hearing and the comments and conditions from reviewing agencies beginning on **page 7** of this report.

Background Information

Parcel Location: The subject site is a landlocked 20.04-acre parcel located approximately a quarter mile south of Cottage Grove Road (CTH BB), a quarter mile east of Sprecher Road, and a quarter mile north of E Buckeye Road (CTH AB); Ald. Dist. 16 (O'Brien); Madison Metropolitan School District.

Existing Conditions and Land Use: The subject site is zoned A (Agricultural District) and is developed with a single-family residence located in the northeastern quadrant of the parcel.

Surrounding Land Uses and Zoning: The subject parcel is surrounded by undeveloped agricultural and open space parcels in A (Agricultural District) and CN (Conservancy District) zoning.

Adopted Land Use Plans: The [Comprehensive Plan](#) as amended through 2024 recommends the subject site and surrounding properties for Park and Open Space (P).

The [Yahara Hills Neighborhood Development Plan](#) recommends the subject site for Other Open Space and Stormwater Management.

Zoning Summary: The property is zoned A (Agricultural District).

Requirements (Non-Agricultural Uses)	Required	Proposed
Lot Area	10 acres	10 acres
Lot Width	300'	Lot 1: 1,083.07' Lot 2: 337.72'
Front Yard Setback	30'	Lot 1: To Be Determined Lot 2: 90.7'
Side Yard Setback	80'	Lot 1: To Be Determined Lot 2: 108.0' east side, 89.6' west side
Rear Yard	100'	Lot 1: TBD Lot 2: Greater than 100'
Maximum Lot Coverage	5%	Lot 1: TBD Lot 2: Less than 5%
Maximum Building Height	2 stories/ 35'	Existing house will comply
Building Forms	Single-Family Detached Building	Existing house will comply
Other Critical Zoning Items		
Yes:	Utility Easements, Floodplain, Wetlands	
No:	Barrier Free, Urban Design, Wellhead Protection, Landmarks, Waterfront Development, Adjacent to Park; Transit-Oriented Development (TOD) Overlay	
<i>Prepared by: Jenny Kirchgatter, Assistant Zoning Administrator</i>		

Environmental Corridor Status: The subject property is not located in the Central Urban Service Area (CUSA) and therefore has no environmental corridors mapped on it. However, the property is characterized by a series of topographical features that will likely be considered for mapping in environmental corridors when the property and surrounding area are added to the CUSA with a future request to the Capital Area Regional Planning Commission. Those features include wooded wetlands on the western two-thirds of the site, two constructed drainage channels and an intermittent stream, all located in FEMA-mapped floodway (1% annual chance of flooding), and areas of steep slope in the northeastern corner of the property generally to the south and west of the existing single-family residence.

Public Utilities and Services: The subject site is not served by City of Madison water or sanitary sewer, though the Madison Metropolitan Sewerage District’s Far East Interceptor–Door Creek Extension extends west and south near the southeasternmost corner of the property.

Previous Request

On August 28, 2023, the Plan Commission found that a Certified Survey Map (CSM) to divide the subject site into three residential lots did not meet the standards for approval and placed the request on file without prejudice. Specifically, the Plan Commission found that the proposed lots did not conform to the lot width and area requirements stated in the A-Agricultural District and the street frontage requirements in Section 28.135 of the Zoning Code. [A land division that does not comply with the requirements in the Zoning Code and Subdivision Regulations cannot be approved by the Plan Commission and Common Council.] See ID [78425](#) for more information on the previous request.

Project Description

Michael J. and Lisa Koch Schuster are requesting approval of a Certified Survey Map (CSM) to divide their approximately 20-acre property into two residential lots. The subject parcel is addressed as 7021 Cottage Grove Road (CTH BB) but contains no frontage along the road and is instead connected to it by a private ingress-egress easement that extends across the adjacent parcel at 7049 Cottage Grove Road. In addition to being located approximately a quarter mile south of Cottage Grove Road (CTH BB), the subject parcel is a quarter mile east of existing Sprecher Road, and a quarter mile north of E Buckeye Road (CTH AB). The subject property was attached to the City of Madison from the Town of Blooming Grove in December 2015 as part of the North Phased Attachment of portions of the Town consistent with the City’s 2006 cooperative plan with the Town.

Most of the property is undeveloped with the exception of a single-family residence located in the northeastern quadrant. The site is characterized by a series of natural features, which include wooded wetlands on the western two-thirds of the site, two constructed drainage channels and a Wisconsin Department of Natural Resources-designated intermittent stream, all located in FEMA-mapped floodway, and areas of steep slope in the northeastern corner of the property generally to the south and west of the residence. [None of these natural features are depicted on the CSM as required by Wis. Stats. Ch. 236 or MGO Section 16.23.]

Lot 1 of the proposed CSM will be located northwest of the existing residence. The applicant intends to allow construction of a residence on the new lot. Lot 2 will contain the existing residence. Both lots will be L-shaped and both will measure just over 10 acres in area as required in the existing A–Agricultural zoning of the property. Both proposed lots will touch the existing ingress-egress easement that connects the property to Cottage Grove Road, which is depicted on the CSM.

Analysis

Procedurally, a CSM shall be reviewed by the Department of Planning and Community and Economic Development, and other City agencies as determined by the Director of Planning and Community and Economic Development for comment concerning matters within their jurisdiction, for conformity with the provisions of the ordinances and for the possible effect of the proposed division on any plans as set forth in the [Comprehensive Plan](#), the Official Map, or neighborhood unit development studies. The comments from agencies are to be submitted to the secretary of the Plan Commission. The Secretary of the Plan Commission or

their designee shall within 45 days of the filing of the complete application approve, approve conditionally, or refer the CSM to the Plan Commission for its consideration. The Plan Commission shall act on the land division within 90 days of the filing of the complete application, unless the time is extended by agreement with the applicant. In this case, the Secretary of the Plan Commission has referred consideration of the proposed CSM to the Plan Commission as allowed by Section 16.23(5)(g)4.

Conformance with Zoning Code and Land Division Criteria

As noted above, the applicant previously submitted a request to divide the subject site into three residential lots, which the Plan Commission placed on file without prejudice because the proposed lots did not meet the 10-acre minimum lot area required for non-agricultural lots in the A–Agricultural District. Residential uses in the A district are required to meet the 10-acre minimum as determined by the Zoning Administrator, whereas lots for agricultural uses in that district are only required to be a minimum of five (5) acres in area. While the insufficient size of the proposed lots was the most significant fault with the 2023 land division request, additional issues were raised regarding the potential impact of the proposed land division on the many natural features present on the property, which factored into the open space and stormwater management land uses recommended for the site in the Yahara Hills Neighborhood Development Plan and Park and Open Space recommendation on the Comprehensive Plan generalized future land use maps.

The revised land division request resolves the fundamental flaw of the previous request by proposing two lots that will meet the 10-acre minimum lot area required by the underlying zoning district. The layout of the proposed lots is also more conventional compared to the earlier three-lot proposal.

However, the applicant is still seeking to divide a landlocked parcel, which by extension means the proposed lots will be landlocked and not provide the frontage on a public street required by Section 28.135(2) of the Zoning Code, which requires a minimum of 30 feet of street frontage for all lots unless located in a Planned Development district or as part of an **approved planned multi-use site**.

A planned multi-use site is defined in the Zoning Code as “[a] specified area of land comprised of one or more contiguous ownership parcels or building sites that share access and circulation or off-street parking.” Planned multi-use sites are governed by supplemental regulations in Section 28.151 of the Zoning Code, which state (as applicable to the proposed land division):

“The purpose of this subsection is to allow efficient and economical design and greater coordination and flexibility in the development of a variety of building types and land uses, while ensuring substantial compliance with the basic intent of the Zoning Code and Subdivision Regulations.

- a) *A planned multi-use site, as defined, 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.*
- b) *An existing planned multi-use site may not be changed without approval by the Director of Traffic Engineering, City Engineer and Director of Planning and Community and Economic Development, or approval of the Plan Commission.*
- c) *The uses allowed within a planned multi-use site are limited to those uses that are allowed within the zoning district(s) in which the site is located.*
 - 1. *A property containing a non-conforming residential use shall not be made part of a planned multi-use site.*

- d) *Every planned multi-use site shall front on a public street.*
- g) *A plan for building placement, shared parking and access and any easement documents necessary to facilitate those plans shall be submitted. Plans shall show the following:*
 1. *The arrangement of buildings, parking facilities, internal circulation of pedestrians and vehicles, access to individual development sites from public streets and internal drives, and the location of storm drainage facilities, open spaces and any ground-mounted signage.*
 2. *Identification of uses within the site and the gross square footage of building sites, either for the overall development or for the individual sites within the planned multi-use site.*
 3. *The general arrangement of individual lots, outlots, tracts, easements, and all dedications to the public resulting from the planned development. The planned multi-use site plan may be used as a preliminary subdivision plat if it includes all of the information required for a preliminary plat under MGO Sec. [16.23\(5\)\(a\)](#).”*

In this case, Planning and Zoning staff believe that the proposed land division could be approved as part of a planned multi-use site that also includes the neighboring parcel at 7049 Cottage Grove Road. [Prior to a 1996 deed separating them, both 7021 and 7049 Cottage Grove Road parcels were all one lot.] The parcel at 7049 is undeveloped and has approximately 500 feet of frontage along Cottage Grove Road consistent with the requirement that a planned multi-use site front on a public street. In order for the CSM to be approved and recorded as part of a planned multi-use site, the applicant will be required to 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, which shall be recorded at the Dane County Register of Deeds.

The subject site currently benefits from an ingress-egress easement created with the 1996 deed creating the subject parcel, which granted access across “the existing traveled private road in common with [the owners of 7049].” While the deed does not specify the width of the easement, other information provided with the application suggests that the 30-foot dimension shown on the CSM may stem from the width of 7049’s historic access to Cottage Grove Road/ CTH BB, which was restricted by Dane County circa 1973. As part of the approval of the planned multi-use site facilitating this land division, the applicant shall confirm with the owner of 7049 that perpetual access for both proposed lots is allowed and under what conditions (width, pavement, maintenance, etc.), which will likely be in addition to the grant of ingress-egress created for the existing parcel by the 1996 deed.

Compliance with the Subdivision Regulations

The availability of public utilities and services to serve the additional lot created from the subject parcel and any future buildings shall also be considered. MGO Section 16.23(3)(a)11 requires that a preliminary plat or final plat of any subdivision, or a land division not be approved unless the Plan Commission and the Common Council determine that adequate public facilities and public services are available to support and service the area of the proposed subdivision or land division. The subsection includes among the factors to be considered: adequate accessibility by existing or planned transportation facilities like roads and sidewalks; the ability to serve the development with water, sanitary sewer, and storm sewer; and whether the subdivision or land division can be adequately served by parks and schools.

The subject parcel cannot be served by City water and sanitary sewer at this time due to its distance from the closest mains in Cottage Grove Road. As noted earlier in this report, the Madison Metropolitan Sewerage District’s (MMSD) Far East Interceptor–Door Creek Extension extends west and south near the southeasternmost corner of the property. However, the City Engineer has determined that connection to the interceptor is not feasible. The

property is also not currently located in the Central Urban Service Area (CUSA), which would be required before permits to connect to water and sewer would be allowed. At this time, there are no plans to seek an amendment to include the subject site and surrounding parcel within the CUSA boundary.

The City Engineer will instead allow a septic system to serve the future residence on proposed Lot 1 consistent with the requirements in MGO Section 35.02(3)(c), which state that a certification be obtained from the Board of Public Works that the public sewerage system is unavailable and cannot be made available to serve the property in question as a condition of the applicant or future property owner requesting a septic system permit from the Public Health–Madison and Dane County. A well permit issued by the Madison Water Utility pursuant to MGO Section 13.21 will also be required for Lot 1.

When approving a subdivision or land division, the Subdivision Regulations also require that the Plan Commission and Common Council consider the recommendations of the Fire Department on the adequacy of any proposed streets to provide access for firefighting commensurate with the intensity of development proposed and in consideration of the Building Code, MGO Chapter 29, and the Fire Prevention Code, MGO Chapter 34. MGO Section 34.507 requires that all portions of newly constructed single- and two-family homes be within 500 feet of one fire hydrant and accessible to fire apparatus. The Fire Department has submitted a condition that the applicant extend water main and install a fire hydrant to serve the newly created lot. In lieu of extending public water to the site, the Fire Department will require that the new residence on Lot 1 be served by an NFPA 13D fire sprinkler system for a single-family home served by an appropriately sized well or small water storage tank and pump. The applicant will need to work with either a fire sprinkler contractor or plumbing contractor who installs multi-purpose piping systems to design the sprinklers and water supply to serve the future residence. If the land division is approved, a note regarding the requirement to install fire sprinklers for the future residence will be placed on the CSM. A notice to this effect will also be placed in the City's permitting system to be enforced at the time of permitting for the future residence.

Other Considerations

In general, the Subdivision Regulations discourage the division of land that may be unsuitable for use by reason of flooding, bad drainage, soil or rock formations with severe limitations for development, severe erosion potential, or unfavorable topography, or any other feature likely to be harmful to safety or welfare of future residents or landowners or of the community. More than half of the subject 20 acres are located in mapped floodway and include wooded wetlands. The existing residence sits approximately 50 feet above the features near the top of a steeply sloped ridge. These natural features factored into the open space and stormwater management land uses recommended for the site in the Yahara Hills Neighborhood Development Plan. In order to ensure that impact from construction on the proposed lots, including a new residence on proposed Lot 1, the applicant will be required to show the limits of mapped floodway, floodplain, and wetlands on the final CSM, which shall also include building envelopes on both lots to identify where new buildings may be built and existing buildings expanded. The goal of these envelopes, which will be enforced as building setback lines, is to ensure that structures constructed on the lots are not impacted by the natural features present and vice versa, that any impact on the existing natural features from construction on these lots is limited.

Conclusion

The property owners are requesting approval of a Certified Survey Map (CSM) to divide their 20-acre parcel into two 10-acre residential lots. The proposed land division is unique compared to the majority of subdivisions and land divisions reviewed by the Plan Commission because the parcel to be divided is landlocked, zoned A–Agricultural whereas most of the subdivisions and land divisions are zoned in districts intended to support more

intensive development, and the property is not currently served by urban services, namely water and sanitary sewer.

However, despite these unique circumstances, the Planning Division believes that the standards and criteria for approval can be met with the proposed land division subject to conditions. In order to be approved, the landlocked subject parcel at 7021 Cottage Grove Road will need to be more formally associated with the adjacent parcel at 7049 Cottage Grove, which has street frontage, as a planned multi-use site. The proposed lots and adjacent parcel at 7049 will be subject to a plan and reciprocal land use agreement(s) and easements that ensure perpetual access for both proposed lots is allowed and under what conditions (width, pavement, maintenance, etc.). The agreements and easements required to memorialize the planned multi-use site arrangement will likely be in addition to the grant of ingress-egress created for the existing parcel by the 1996 deed that created the subject parcel. The division of 7021 cannot proceed, however, unless as part of a planned multi-use site.

Additionally, the applicant will be required to obtain a permit from the Madison Water Utility for the well to serve the new residence on Lot 1 as well as approval for a septic system from the Board of Public Works and Public Health—Madison and Dane County. Finally, the applicant will either need to provide public water service and a fire hydrant to the new lot and residence in order to comply with Fire Code requirements or be required to install fire sprinklers for the new residence at the time of permitting.

Recommendation

The Planning Division believes that the Plan Commission can find the approval criteria met with the proposed land division and recommends that the Plan Commission **approve** the two-lot Certified Survey Map of property located at 7021 Cottage Grove Road subject to input at the public hearing and the following conditions:

Recommended Conditions of Approval Major/Non-Standard Conditions are Shaded

Planning Division (Contact Timothy M. Parks, (608) 261-9632)

1. 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.
2. 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.
3. 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.

City Engineering Division (Contact Brenda Stanley, (608) 261-9127)

4. 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.
5. 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.
6. 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) 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).

City Engineering Division – Mapping Section (Contact Jeffrey Quamme, (608) 266-4097)

7. 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.
8. 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.
9. 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.
10. 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.

11. 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.
12. 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.
13. 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.
14. 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.
15. 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).
16. 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.
17. 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.
18. The Surveyor's Certificate shall also certify that it was prepared in compliance with the City of Madison Subdivision Regulations, MGO Section 16.23.
19. 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.

Traffic Engineering Division (Contact Sean Malloy (608) 266-5987)

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| 20. 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). |
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Zoning Administrator (Contact Jenny Kirchgatter, (608) 266-4429)

21. 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.
22. 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.

Fire Department (Contact Matt Hamilton, (608) 266-4457)

23. 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.

Parks Division (Contact Brian Kowalski, (608) 243-2848)

24. 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.
25. 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."

Water Utility (Contact Jeff Belshaw (608) 261-9835)

26. 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/>).

Parking Division (Contact Trent W. Schultz, (608) 246-5806)

This agency has reviewed this request and recommended no conditions of approval.

Forestry Section (Contact Jeffrey Heinecke, (608) 266-4890)

This agency has reviewed this request and recommended no conditions of approval.

Metro Transit (Contact Tim Sobota, (608) 261-4289)

This agency has reviewed this request and recommended no conditions of approval.

Office of Real Estate Services (Heidi Radlinger, (608) 266-6558)

27. 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.
28. 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).
29. 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.
30. 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).
31. 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.
32. 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.
33. 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).
34. 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), 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.