



Department of Planning & Community & Economic Development

Planning Division

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July 27, 2016

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

RE: Approval of a Certified Survey Map (CSM) to create one lot from two parcels of land addressed as 3013 CTH BB, Town of Cottage Grove, in the City of Madison's Extraterritorial Jurisdiction (Donovan Peckham).

Dear Mr. Kasper;

The City of Madison Plan Commission, meeting in regular session on July 25, 2016, **conditionally approved** your clients' Certified Survey Map of property located at 3013 CTH BB, Town of Cottage Grove. The conditions of approval from the reviewing agencies to be satisfied before final City 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 three (3) conditions:

1. Sanitary sewer is not currently available for this property but when sewer is built, the property will be required to connect to sewer and pay for sewer area connection charges.
2. Prior to construction of the shed new WDNR guidance requires that a wetland delineation be performed on the property as there are wetland indicators present on the WDNR surface water data viewer. Prior to approval a delineation needs to be performed with the wetland shown on the CSM.
3. A 50-foot public drainage easement shall be dedicated with this CSM. The easement shall begin at the same point as the 75-foot setback line shown on the current CSM and extend away from the channel to the north and east.

Please contact Jeff Quamme of the City Engineering Division—Mapping Section at 266-4097 if you have questions regarding the following seven (7) conditions:

4. There appear to be overhead utility lines within the near proximity of the north line of the Certified Survey Map. The utility lines shall be shown and an appropriate reference to the WP&L Easement per Document No. 806376 shown on the map.

5. The required drainage easement shall be dimensioned and labeled "Public Storm Water Drainage Easement" on the face of the map.
6. The City of Madison Plan Commission approval certificate shall be added to the Certified Survey Map.
7. Recorded as boundary dimensions shall be added to the east and south lines of the map.
8. Dimension the permitted access width on the face of the Certified Survey Map.
9. Add to the Owner's Certificate that the CSM must also be submitted to the City of Madison for approval.
10. The right of way of CTH BB appears to be along a curve per the taking 1107697. The map shall be revised accordingly.

Please contact Jenny Frese of the City's Office of Real Estate Services at 267-8719 if you have questions regarding the following eight (8) items:

11. Signature block certifications shall be executed by all parties of interest, pursuant to 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. The executed original hard stock recordable CSM shall be presented at the time of sign-off.
12. A certificate of consent for all mortgagees/vendors shall be executed prior to CSM sign-off.
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. Pursuant to 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 City of Madison Plan Commission certificate of approval:

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

By: _____
Natalie Erdman, Secretary of the Plan Commission

Date: _____

15. As of July 15, 2016 the 2015 real estate taxes are paid for the subject property, which include special assessments. 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 Treasurer are to be provided before or at the time of sign-off.
16. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Jenny Frese in City's Office of Real Estate Services (jfrese@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 22, 2016) 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.

17. The owner shall email the document number of the recorded CSM to Jenny Frese at the City's Office of Real Estate Services at jfrese@cityofmadison.com as soon as the recording information is available.
18. Revise the CSM prior to final sign-off as follows:
 - a.) Depict, name, and identify by document number all existing easements cited in record title and the updated title report, or provide an explanation for their omission.
 - b.) Depict and dimension all existing improvements including, but not limited to: buildings, drives, parking lots, encroachments, wells, septic systems, etc. located within the CSM boundary.
 - c.) Include a note on the CSM describing the well agreement per Document No. 1276965.

Please contact my office at 261-9632 if you have questions about the following item:

19. The box shown as "proposed building" shall either be converted to a dimensioned building envelope or removed prior to final sign-off and recording of the CSM.

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.

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.**

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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 261-9632.

Sincerely,

Timothy M. Parks
Planner

cc: Brenda Stanley, City Engineering Division
Jeff Quamme, City Engineering Division – Mapping Section
Jenny Frese, Office of Real Estate Services
Dan Everson, Dane County Land Records and Regulations