



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

---

Madison Municipal Building, Suite 017  
215 Martin Luther King, Jr. Blvd  
P.O. Box 2985  
Madison, Wisconsin 53701-2985  
Phone: (608) 266-4635  
[www.cityofmadison.com](http://www.cityofmadison.com)

March 27, 2023

Chris Adams  
Williamson Surveying & Assoc. LLC  
104A W Main Street  
Waunakee, Wisconsin 53597

RE: LNDCSM-2023-00003; Legistar ID [75997](#) – Certified Survey Map – 1609 Carver Street (Gaylord Plummer and Kathleen Deening)

Dear Chris;

Your client's three-lot certified survey of property located at 1609 Carver Street, Section 34, Township 07N, Range 09E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned TR-C4 (Traditional Residential – Consistent 4 District). The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

**Please contact Timothy Troester of the City Engineering Division at (608) 267-1995 if you have questions regarding the following six (6) items:**

1. Each lot in the proposed CSM shall have a separate sanitary sewer laterals to the proposed lots. Applicant shall either install laterals for the proposed lots 1 & 2 or add a note to the CSM that Lots 1 and 2 of this CSM will be required to have separate sanitary sewer laterals as part of any building permit for said lots.
2. Informational Comment: Lots 1 & 2 will be required to be metered for water usage when the properties develop. Contact Rick Voegeli (608) 267-1978 for a water meter application.
3. Place a note on the face of the CSM that states. "At the time of future development, any structure shall have a minimum entrance elevation of 852.00 - this means any window (including basement) or door sills shall be 852.00 or higher.
4. Add a note to the face of the survey that states "It is strongly recommended that any structures built here be constructed with a significant sump pump system"
5. 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))

6. 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](mailto:ttroester@cityofmadison.com)) or Brenda Stanley (East) at 608-261-9127 ([bstanley@cityofmadison.com](mailto: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 Jule Smith of the City Engineering Division–Mapping Section, at (608) 264-9276 if you have questions regarding the following fifteen (15) items:**

7. Locate existing city sewer facilities and grant a 15' wide Public Sanitary Sewer Easement(s) to be centered over said existing facilities and shall be dedicated to the City on the face of this Certified Survey Map. Contact Jule Smith with Engineering Mapping ([jsmith4@cityofmadison.com](mailto:jsmith4@cityofmadison.com)) for final required easement language to be included
8. The Applicant shall Dedicate a 15 foot Radius curve at both the intersection of Dunn Place and Carver Street and intersection of Dickson Place and Carver Street Right-of-Ways.

9. In accordance with Chapter 236, Wisconsin Statutes, the Applicant must show the type, location and width of any and all easements on a Plat or CSM. Clearly identify the difference between existing easements (cite recording data) and easements which are being conveyed by the land division. Identify the owner and/or benefiting interest of all easements. Include any and all language required to properly and legally create any easement by this land division.
10. There is an unrecorded Sanitary Easement for the existing Sewer line that is inaccurate and insufficient. This easement will need to be released. Any portion(s) of a public easement that is intended to be released shall be released by separate document prepared by City Office of Real Estate Services. Contact Jule Smith of Engineering Mapping ([jsmith4@cityofmadison.com](mailto:jsmith4@cityofmadison.com), 608-264-9276) to coordinate the Real Estate project, and associated information and fees required. If any release is required prior to recording of the plat, acknowledgement of the release and document number shall be noted on the face of the plat.
11. Properly cite the Public Service Strip as per Lake Forest recorded as document 385367, and fully delineate the easement. Additionally show and delineate the Building line restrictions that were recorded on the plat and cite it as well.
12. Note: the Building lines shown per Lake Forest, recorded as Doc 385367. The city of Madison does not enforce these setbacks.  
A note should be placed on the map that states...  
The "Building Lines" shown and noted on this Certified Survey Map are those as interpreted and denoted per Plat of Lake Forest recorded as Document 385367. The Building lines were not noted as a restriction in that document as required by a public body and also the document does not name a public body as a grantee, promise or beneficiary. Therefore the Setback areas are not specifically enforceable by the City of Madison. This does not mean others do not have the right to enforce these setback areas.
13. A note shall be added under all of the street names labeled and to be dedicated on the CSM/plat, "Dedicated to the Public" as required by 236.20(4)(b).

14. 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 Jule Smith, City Engineering ([jsmith4@cityofmadison.com](mailto:jsmith4@cityofmadison.com))
15. In accordance with Section s. 236.18(8), Wisconsin Statutes, the Applicant shall reference City of Madison WCCS Dane Zone, 1997 Coordinates 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. 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.
16. 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 Jule Smith ([jsmith4@cityofmadison.com](mailto:jsmith4@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.
17. There are 2 Owners Certificates only one is needed and should be stating required to submit to the city of Madison. Additionally this certificate shall included a statement of dedication.
18. See Right-of-Way of Carver Street as Established in in Burse survey dated Feb 8th 2023. Dane County Land Records File No. Survey 2023-00210 survey seems to differ on location of Carver St. Review Survey and incorporate full street findings for block. also it is unclear if different monuments were found between this survey and the burse survey, but there was only 5/8 rebar found at northwest corner to be dedicated as noted on burse survey.
19. Note the Datum and Adjustment used for the coordinate system.
20. Set monument at 40' split width of Right-of-Way at Dickson Place at the Southeast Corner of Parcel.
21. Submit to Jule Smith, 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 Sean Malloy of Traffic Engineering at (608) 266-5987 if you have questions regarding the following item:**

22. The applicant shall provide fifteen (15) foot radii where the Rights of Way of Dunn Place and Carver Street meet and the Rights of Way of Dickson Place and Carver Street meet.

**Please contact Ann Freiwald of the Parks Division at (608) 243-2848 if you have any questions regarding the following three (3) items:**

23. 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(8)(f) and 20.08(2) will be required for all new residential development associated with this project. This development is within the Central Park-Infrastructure Impact Fee district. Please reference ID# 23011 when contacting Parks about this project.
24. The following note should be included on the CSM: "LOTS WITHIN THIS SUBDIVISION ARE SUBJECT TO IMPACT FEES THAT ARE DUE AND PAYABLE AT THE TIME BUILDING PERMIT(S) ARE ISSUED."
25. The Parks Division shall be required to sign off on this CSM.

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

26. The subject parcels are located beyond Madison Water Utility's existing service area. Note that future attachment to the City may require connection to the City water system, if/when water service becomes available per MGO 13.07.

**Please contact Andy Miller of the Office of Real Estate Services at (608) 261-9983 if you have any questions regarding the following nine (9) items:**

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. 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). 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.

29. 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...
30. If any portion of the lands within the CSM boundary are subject to an Option to Purchase or other Option interest, 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. Stats. 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. City of Madison Plan Commission Certificate: Correct the certificate to read, "Approved for recording per the Secretary of the City of Madison Plan Commission."
33. As of March 3, 2023, real estate taxes are paid for the subject property. Per 236.21(3) Wis. Stats. and 16.23(5)(g)(1) Madison General Ordinances, the property owner shall pay all real estate taxes that are accrued or delinquent for the subject property prior to CSM recording. Receipts from the City of Madison Treasurer are to be provided before or at the time of sign-off.
34. As of March 3, 2023, there are no 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(5)(g)1.
35. Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report via email to Andy Miller in the ORES ([acmiller@cityofmadison.com](mailto:acmiller@cityofmadison.com)), as well as the survey firm preparing the proposed CSM. The report shall search the period subsequent to the initial title report, dated January 4, 2023, 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.

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

**A resolution approving the CSM and authorizing the City to sign it and any other documents related to the proposed land division was reviewed and approved by the Common Council at its March 21, 2023 meeting.**

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 (digitally), the Planning Division will email the signed digital copy to the City Clerk's Office and inform them that the Common Council certificate may be executed. They will digitally sign to and email it to the applicant. At that point, the instrument may be printed out on the necessary card stock and recorded 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.

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 you may need any further assistance, please do not hesitate to contact my office at [cwells@cityofmadison.com](mailto:cwells@cityofmadison.com) or (608) 261-9135.

Sincerely,



Chris Wells  
Planner

cc: Timothy Troester, City Engineering Division  
Jule Smith, City Engineering Division—Mapping Section  
Sean Malloy, Traffic Engineering  
Ann Freiwald, Parks Division  
Jeff Belshaw, Water Utility  
Andy Miller, Office of Real Estate Services