



Department of Planning & Community & Economic Development

## Planning Division

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Phone: (608) 266-4635  
[planning@cityofmadison.com](mailto:planning@cityofmadison.com)

**\*\*BY E-MAIL ONLY\*\***

November 5, 2024

Brian Munson  
Vandewalle & Associates  
120 E Lakeside Street  
Madison, Wisconsin 53715

Brett Stoffregan and Dan Day  
D'Onofrio Kottke & Associates  
7530 Westward Way  
Madison, Wisconsin 53717

RE: Consideration of a demolition permit to demolish a single-family residence at 623 Schewe Road (formerly 3978 Schewe Road); consideration of a request to rezone 623 Schewe Road and 10122 White Fox Lane from Temporary A (Agricultural District) to TR-P (Traditional Residential–Planned District); and approval of the preliminary plat and final plat of *The Crest at Eagle Trace*, creating 45 lots for single-family and two-family dwellings and one outlot for public stormwater management (VH CET, LLC/ Veridian Homes). [ID 85001, 85428 & 85032; LNDUSE-2024-00077 and LNDSP-2024-00006]

All,

At its October 29, 2024 meeting, the Common Council **conditionally approved** your rezoning request and the preliminary plat and final plat of *The Crest at Eagle Trace*. At its October 21, 2024 meeting, the Plan Commission **approved** the demolition of 623 Schewe Road and recommended approval of the rezoning and subdivision to the Common Council. Except where noted, the conditions of approval in the following sections shall be addressed prior to final approval and recording of a final plat of the subdivision.

**Please contact Tim Troester of the City Engineering Division at (608) 267-1995 if you have any questions regarding the following twenty-two (22) items:**

1. A Phase 1 environmental site assessment (per ASTM E1527-13), is required for lands dedicated to the City. Provide one (1) digital copy and staff review will determine if a Phase 2 ESA is also required. Submit report(s) to Brynn Bemis ((608) 267-1986, [bbemis@cityofmadison.com](mailto:bbemis@cityofmadison.com)).
2. The developer shall enter into a City/Developer agreement for the required infrastructure improvements. The agreement shall be executed prior to sign-off of the final plat. Allow 4-6 weeks to obtain agreement. Contact the City Engineering Division to schedule the development and approval of the plans and the agreement.

3. Construct Madison standard street, multi-use path, and sidewalk improvements for all streets within the plat.
4. Construct sidewalk, terrace, curb and gutter, and up to 10 feet of pavement along Schewe Road to a plan approved by City Engineer.
5. Construct public sanitary sewer, storm sewer, and drainage improvements as necessary to serve the lots within the plat.
6. This development is subject to impact fees for the Lower Badger Mill Creek Storm and Sanitary Sewer Impact Fee Districts. All impact fees are due and payable at the time building permits are issued. Add the following note on the face of the plat: "Lots / buildings within this development are subject to impact fees that are due and payable at the time building permit(s) are issued."
7. Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to City Engineering Division 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 Division sign-off.
8. A minimum of two (2) working days prior to requesting City Engineering Division sign-off on the plat, contact either Tim Troester (West) at (608) 261-1995 (ttroester@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).
9. Provide proof of septic system abandonment from Public Health—Madison and Dane County.
10. An Erosion Control Permit is required for this project.
11. A Storm Water Management Report and Storm Water Management Permit is required for this project.
12. This site appears to disturb over one (1) acre of land and requires a permit from the Wisconsin Department of Natural Resources (WDNR) for stormwater management and erosion control. The City of Madison has been required by the WDNR to review projects for compliance with NR-216 and NR-151; however, a separate permit submittal is still required to the WDNR for this work. The City of Madison cannot issue our permit until concurrence is obtained from the WDNR via their NOI or WRAPP permit process. Contact Eric Rortvedt at (608) 273-5612 of the WDNR to discuss this requirement. The applicant is notified that the City of Madison is an approved agent of the Department of Safety and Professional Services (DSPS) and no separate submittal to this agency or Capital Area Regional Planning Commission (CARPC) is required for this project to proceed.

13. Submit a soil boring report that has been prepared by a Professional Engineer two weeks prior to recording the final plat to the City Engineering Division indicating the ground water table and rock conditions in the area. If the report indicates a ground water table or rock condition less than nine (9) feet below proposed street grades, a restriction shall be added to the final plat, as determined necessary by the City Engineer.
14. Confirm that adequate sight distance exists where streets intersect per AASHTO design standards for intersection sight distance. If adequate sight distance does not exist, change the location of the street intersection or agree to make improvements to the roadways such that the sight distance is achieved or make mitigating improvements as required by the City. Caution: The improvements indicated may require right of way outside of the plat limits.
15. Provide calculations for the 500-year storm event, as identified in MGO Chapter 37, as part of the plat design and stormwater management plan. The flows from this design storm event will be routed through the development and used to determine an anticipated safe top of concrete foundation elevation for future buildings in critical areas.
16. Submit proposed lot corner grades with the stormwater management plan as these two items must be reviewed together to properly determine stormwater overflow conditions. Prior to the issuance of building permits, submit a master stormwater drainage plan with final as-built lot corner grades. These grades may be modified from the originally proposed grades provided they continue to meet design tolerances. No building permits shall be issued prior to City Engineering's final approval of this plan.
17. This project falls in the area subject to increased erosion control enforcement as authorized by the fact that it is in a TMDL ZONE and therefore will be regulated to meet a higher standard.
18. This project will disturb 20,000 square feet or more of land area and require an Erosion Control Plan. Please submit an 11" x 17" copy of an erosion control plan (pdf electronic copy preferred) to Megan Eberhardt (west) at [meberhardt@cityofmadison.com](mailto:meberhardt@cityofmadison.com), or Daniel Olivares (east) at [daolivares@cityofmadison.com](mailto:daolivares@cityofmadison.com), for approval.
19. Demonstrate compliance with MGO Section 37.07 and 37.08 regarding permissible soil loss rates. Include Universal Soil Loss Equation (USLE) computations for the construction period with the erosion control plan. Measures shall be implemented in order to maintain a soil loss rate below 5.0 tons per acre per year.
20. Complete weekly self-inspection of the erosion control practices and post these inspections to the City of Madison website as required by MGO Chapter 37.
21. Prior to approval, this project shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to submit a Storm Water Management Permit application, associated permit fee, Stormwater Management Plan, and Storm Water Management Report to City Engineering. The Stormwater Management Permit

application can be found on City Engineering's website. The Storm Water Management Plan & Report shall include compliance with the following:

Submit prior to plan sign-off, a stormwater management report stamped by a P.E. registered in the State of Wisconsin.

Provide electronic copies of any stormwater management modeling or data files including SLAMM, RECARGA, TR-55, HYDROCAD, Sediment loading calculations, or any other electronic modeling or data files. If calculations are done by hand or are not available electronically, the hand copies or printed output shall be scanned to a PDF file and provided to City Engineering. (POLICY and MGO 37.09(2))

Detain the 2-, 5-, 10-, 100-, and 200-year storm events, matching post-development rates to pre-development rates and using the design storms identified in MGO Chapter 37.

Provide infiltration of 90% of the pre-development infiltration volume.

Reduce TSS by 80% (control the 5-micron particle) off of newly developed areas compared to no controls.

Provide substantial thermal control to reduce runoff temperature in cold water community or trout stream watersheds.

The applicant shall demonstrate that water can leave the site and reach the public right of way without impacting structures during a 100-year event storm. This analysis shall include reviewing overflow elevations and unintended storage occurring on site when the storm system has reached capacity.

Submit a draft Stormwater Management Maintenance Agreement (SWMA) for review and approval that covers inspection and maintenance requirements for any BMP used to meet stormwater management requirements on this project.

22. Submit, prior to plan sign-off but after all revisions have been completed, digital PDF files to the Engineering Division. Email PDF file transmissions are preferred to: [bstanley@cityofmadison.com](mailto:bstanley@cityofmadison.com) (East) or [tstroester@cityofmadison.com](mailto:tstroester@cityofmadison.com) (West).

**Please contact Julius Smith of the City Engineering–Mapping Section at (608) 264-9276 if you have any questions regarding the following nineteen (19) items:**

23. The applicant shall dedicate a two (2)-foot wide strip of right of way along Schewe Road as shown on the plat.
24. The developer shall request the petition for the street discontinuance and vacation of the small corner radius and triangle of Schewe Road. Provide petition (if applicable) along with legal description and sketch of the right of way to be vacated and other required materials after first consulting with Engineering Mapping staff.
25. 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.

26. For the demolition permit, the site plan shall include all lot/ownership lines, existing building locations, proposed building additions, demolitions, parking stalls, driveways, sidewalks (public and/or private), existing and proposed signage, existing and proposed utility locations and landscaping. Provide the required demolition plan per the Land Use Application and attachments.
27. The applicant shall dedicate Street "A" at a width approved by the City Engineering and Traffic Engineering Divisions. The applicant shall dedicate 26 feet of right of way for the public alleys as shown on the plat.
28. The applicant shall dedicate Outlot 1 to the public for stormwater management as shown on the face of the plat.
29. Coordinate and request from the utility companies serving this area the easements required to serve this development. Those easements shall be properly shown, dimensioned and labeled on the final plat.
30. Insert standard language pre MGO Section 16.23(9)(d)2.a. verbatim. When done, all of the previous non-exclusive easements for drainage easements are released and new drainage easements defined by the current proposed plat, which may be reduced to five (5) feet due to zoning setbacks.
31. As required by Ordinance, provide private Easements or private Outlots to accommodate the current USPS required centralized delivery of mail using Cluster Box Units (CBUs). Coordinate the locations of the CBUs with the USPS Development Coordinator, City Engineering and City Traffic Engineering Staff and in accordance with the Policies for Cluster Box Units as adopted by the City of Madison Board of Public Works. CBUs serving this land division will not be permitted within any publicly owned or dedicated lands.  

If the Developer is not able to determine the final locations of the CBUs prior to recording the final plat, the final placement of CBUs for each phase of development within this land division shall be determined prior to construction. The locations for each phase shall as required by Ordinance, in accordance with the Policies for Cluster Box Units as adopted by the City of Madison Board of Public Works and in compliance with United States Postal Service requirements.

The required CBU documents shall be recorded prior to the start of construction of the public improvements serving any Lot or Outlot. In the instance of land divisions that do not require the construction of public improvements or a contract with the developer, the required approved CBU documents shall be recorded simultaneously with the final approved land division. Construct the CBUs in accordance with the specifications approved by the Board of Public Works.
32. Title work is incomplete and does not include the lands of Outlot 1 of Eagle Trace. Please provide a complete title report; additional comments may be required when a complete report is provided.
33. Release the portions of the Public Utility Easements in Eagle Trace Document No. 5434851 that are located in portions of the areas to be dedicated to the public for streets. Obtain releases from the utility companies and release from the City of Madison.

34. Show the building setback line on the preliminary plat as set forth in CSM 6407 Document No. 2263459 and release the setback for the final plat. Obtain release of setback from the now City of Madison-controlled roadway from the City of Madison Office of Real Estate Services.
35. Release the 10-foot wide Sloping and Grading Easement and the flow arrow restrictions set forth in CSM 9672, Document No. 3209045. Obtain release of restrictions from the now City of Madison-controlled roadway from the City of Madison Office of Real Estate Services.
36. Street "A" shall be split along the extended lot line of Lots 8 and 9. Submit street name suggestions to Lori Zenchenko (LZenchenko@cityofmadison.com) for approval of the two new street segments.
37. Release the restrictive covenant per Document No. 3209046 with the City of Madison Office of Real Estate Services at which time any conditions required within the document have been met.
38. 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).
39. 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 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 for current tie sheets and control data that has been provided by the City of Madison.
40. Prior to Engineering final sign-off by main office for plats, the final plat 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 Engineering Division sign-off.
41. The applicant shall submit to Jule 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.

**Please contact Luke Peters of the Traffic Engineering Division at (608) 266-6543 if you have any questions regarding the following six (6) items:**

42. Street "A" shall be classified as a Neighborhood Street as defined by the current Complete Green Streets Guide.
43. The applicant shall dedicate sufficient right of way to allow for minimum eight (8)-foot terraces on all streets in this plat. Any variances shall be approved by the City Traffic Engineer.
44. Per MGO Section 16.23(6)(a)11, the applicant shall have separate street names for the North-South street and East- West street.
45. Prior to final sign-off, the applicant shall work with the Traffic Engineering Division's Electrical Section to provide the necessary easements for streetlights. Typically, Traffic Engineering requires a 12-foot easement between lots and 6-foot easements on corner lots where streetlights are needed.
46. The applicant shall execute and return a declaration of conditions and covenants (DCC) for streetlights prior to sign-off of the final plat.
47. The applicant shall add a note to the plat stating no driveway shall be constructed that interferes with the orderly operation of the pedestrian walkway. This will require all pedestrian ramps to be constructed separate from driveway entrances; a curb-head of no less than six inches in width shall be constructed between all pedestrian ramps and driveway entrances. This is especially important at 'T' intersections where lot and building layout become critical; to prevent interference with the pedestrian ramp, lots intersecting or adjacent 'T' intersection may require a shared driveway and access.

**Please contact Trent W. Schultz of the Parking Division at (608) 246-5806 if you have questions about the following item:**

48. The agency reviewed this project and determined a Transportation Demand Management (TDM) Plan is not required at this time.

**Please contact Jenny Kirchgatter, Assistant Zoning Administrator at (608) 266-4429 if you have questions about the following three (3) items:**

49. Verify that the two-family twin lots will meet the minimum lot size requirements. A two-family twin home lot shall be a minimum of 1,800 square feet per dwelling unit and 25 feet wide per dwelling unit. Specifically, show that Lots 7-12 will be a minimum of 25 feet wide at the 15-foot front yard setback distance. Increase the width of Lots 15, 16, 19, and 20 to a minimum of 25 feet wide.
50. Note: The proposed TR-P Zoned subdivision plat The Crest at Eagle Trace will not be required to have a Master Plan. A Master Plan shall be required for all TR-P projects that are proposed to be ten (10) acres or larger in size or those that will include fifty (50) dwelling units or more.

51. Section 28.185(9)(b) requires that every applicant for a demolition or removal approval that requires approval by the Plan Commission is required to get a Reuse and Recycling Plan approved by the City Recycling Coordinator, Bryan Johnson at [streets@cityofmadison.com](mailto:streets@cityofmadison.com) prior to receiving a raze permit. Every person who is required to submit a reuse and recycling plan pursuant to Section 28.185(9)(b) shall submit documents showing compliance with the plan within 60 days of completion of demolition. A demolition or removal permit is valid for two (2) years from the date of the Plan Commission approval.

**Please contact Jeff Belshaw of the Madison Water Utility at (608) 261-9835 if you have any questions regarding the following two (2) items:**

52. The developer shall construct the public water distribution system and services required to serve the proposed subdivision plat per MGO 16.23(9)(d)(3).

53. All public water mains and water service laterals shall be installed by a standard City subdivision contract / City- Developer agreement. Applicant shall contact City Engineering Division to schedule the development of plans and the agreement. See Engineering Division comments for additional information.

**Please contact Kathleen Kane of the Parks Division at (608) 261-9671 if you have any questions regarding the following four (4) items:**

54. 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 West Park-Infrastructure Impact Fee district. Please reference ID# 24049 when contacting Parks Division staff about this project.

55. Park impact fees are due for the net gain in residential units with this proposal. Credit will be given for the existing residential units removed as part of the development.

56. Prior to sign off on the final plat, the applicant shall execute a declaration of conditions and covenants along with an impact fee schedule for the park impact fees for this development. This document will be recorded at the Register of Deeds. The applicant shall be responsible for all recording fees.

57. The following note should be included on the final plat: "Lots within this subdivision are subject to impact fees that are due and payable at the time building permit(s) are issued." The Parks Division shall be required to sign-off on this subdivision.

**Please contact Bradley Hofmann of the City Forestry Section at (608) 267-4908 if you have any questions regarding the following item:**

58. As defined by MGO Section 10.10, City Forestry will assess the full cost of the street tree installation to the adjacent property owner. City Forestry will determine street tree planting sites and tree species type. Street tree planting will be scheduled after there is substantial completion of the new plat development along the street segment.



**Please contact Lance Vest of the Office of Real Estate Services at (608) 245-5794 if you have any questions regarding the following seven (7) items:**

59. Prior to approval sign-off by the Office of Real Estate Services (“ORES”), all parties having an interest in the property, pursuant to Wis. Stats 236.21(2)(a), shall execute the Owner’s Certificate on the plat. Certificates shall be prepared with the ownership interests consistent with the most recent title report. Signatories shall provide documentation that proves legal authority to sign the Owner’s Certificate. When possible, the executed original hard stock recordable plat 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 plat containing electronic signatures shall be provided to ORES to obtain approval sign-off.
60. Prior to final plat 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).
61. 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 plat boundary, a copy of a recorded satisfaction or release document for said instrument shall be provided prior to plat approval sign-off.
62. As of October 11, 2024, there are no 2023 real estate taxes due for the subject property. Under Wis. Stats. 236.21(3) and MGO Section 16.23(4), the property owner shall pay all real estate taxes that are accrued or delinquent for the subject property prior to plat recording. This includes property tax bills for the prior year that are distributed at the beginning of the year. Receipts are to be provided on or before sign-off and checks are payable to: City of Madison Treasurer, 210 Martin Luther King, Jr. Blvd., Madison, WI 53701
63. As of October 11, 2024, there are no special assessments reported for the parcels within the plat boundary. Pursuant to MGO Section 16.23(4) and Wis. Stats. 236.21(3), all special assessments, including accrued interest in the case of delinquencies, shall be paid by the owner prior to plat approval sign off. Receipts for payment shall be provided to the City’s Office of Real Estate Services in advance of plat approval sign-off.
64. Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report to ORES via email to Lance Vest ([lvest@cityofmadison.com](mailto:lvest@cityofmadison.com)) in the City’s Office of Real Estate Services, as well as the surveyor preparing the plat, an updated title report covering the period between the date of the initial title report (July 1, 2024), and the date when sign-off approval is requested. A title commitment may be provided, but will only be considered as supplementary information to the title report update. The surveyor shall update the plat with the most recent information available in the title report update. ORES reserves the right to impose additional conditions of approval in the event the title update contains changes that warrant revisions to the plat.
65. Revise the plat prior to final approval and recording:
  - a) Include a search of Tax Parcel ID 251-0708-201-1301-0 in the updated title report.

- b) Record satisfactions or releases for all recorded instruments that encumber or benefit the subject lands, if all interested parties agree that the purpose for such instrument is no longer necessary or relevant for the purposes of the land division.
- c) Initiate requests to all applicable utilities to record releases of their interests in utility easements in underlying plats or CSMs, if this proposed plat is a redivision of existing plats or CSMs with utility easements that will no longer be applicable; and, prior to requesting sign-off, place a note in the proposed plat citing the recording data for the City's recorded release of same.

**Please contact my office at (608) 261-9632 if you have questions about the following four (4) items, including the condition added by the Plan Commission on October 21, 2024 (#69):**

- 66. Consistent with the minimum dimensional requirements in the TR-P zoning district, the plat shall be revised to provide 25 feet of width for Lots 7-12 when measured at the 15-foot front yard setback distance, and Lots 15, 16, 19, and 20 shall be increased to a minimum of 25 feet wide.
- 67. The applicant shall submit a protection plan to the Planning Division for approval prior to final approval and recording of the final plat, which includes the strategies that will be used to preserve the existing large caliper tree located adjacent to Schewe Road on the proposed line between Lots 34 and 35. Additionally, the final plat shall include a note requiring the written approval of the Director of the Planning Division of any future pruning or removal of the tree, which may require a statement by a certified arborist on the condition of the tree as a condition of future approval to prune or remove the tree.
- 68. At the time of final plat recording, the two-family twin dwellings shall have a joint cross access and maintenance agreement recorded that addresses the shared maintenance of the exterior elements of those units (roof, walls, etc.) consistent with the requirements in Section 28.151 of the Zoning Code.
- 69. That the applicant work with staff to determine if any of the trees located along the north property line can reasonably be preserved during the construction process.

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

**Please now follow the procedures listed below for obtaining permits to raze the dwelling at 623 Schewe Road:**

- 1. The applicant shall comply with Conditions 9, 10, 26, and 51 of this letter.
- 2. The applicant shall resubmit a PDF copy of the plan set and any other supporting materials that are necessary, as specified in this letter to [sprapplications@cityofmadison.com](mailto:sprapplications@cityofmadison.com). (Note: A 20MB email limit applies and multiple transmittals may be required.). A check for the **site plan review fee** shall be mailed to the City of Madison Building Inspection Division; PO Box 2984; Madison, WI 53701-2984.

3. City Agencies who submitted conditions of approval will review your revised plans to verify that their conditions, along with any applicable requirements, have been satisfied. When the revised plans are submitted, the applicant will be emailed a hyperlink to a website to follow, in real time, which agencies have reviewed the revised documents, and signed off or need additional information.
4. A demolition or removal permit is valid for two (2) years from the date of Plan Commission approval. Where the plans have not been altered since issuance of the demolition or removal permit and the permit has expired, the Director of Planning and Community and Economic Development may, after consultation with the Alderperson of the District, approve an extension for up to 12 months from the expiration date.

**Please note the following regarding finalizing the final plat:**

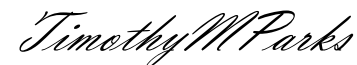
The applicant shall e-mail the revised plat, updated title report, and any other materials required by reviewing agencies to the reviewing planner to commence the process for obtaining the necessary City signatures on the final plat. The reviewing planner will share the updated materials with the relevant 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, the Planning Division will notify the City Clerk's Office that the Common Council certificate may be executed and the City Treasurer that his signature may be affixed.

Once all of the necessary City signatures have been affixed to the final plat, the instrument may be 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 regarding the plat, including the conditions of approval related thereto, must be filed with the Circuit Court within thirty (30) days from the date of this letter.

If you have any questions regarding obtaining your demolition/raze permits, please contact the Zoning Administrator at (608) 266-4551. If you have any questions or if you may be of any further assistance, please do not hesitate to contact my office at (608) 261-9632 or [tparks@cityofmadison.com](mailto:tparks@cityofmadison.com).

Sincerely,



Timothy M. Parks  
Planner

cc: Tim Troester, City Engineering Division  
Julius Smith, City Engineering Division  
Luke Peters, Traffic Engineering Division  
Trent W. Schultz, Parking Division

ID 85001, 85428 & 85032  
 LNDUSE-2024-00077  
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 The Crest at Eagle Trace  
 623 Schewe Road and  
 10122 White Fox Lane  
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Jenny Kirchgatter, Assistant Zoning Administrator  
 Jeff Belshaw, Madison Water Utility  
 Kathleen Kane, Parks Division  
 Bradley Hofmann, Forestry Section  
 Lance Vest, Office of Real Estate Services

<b>LNDUSE-2024-00077 – Demolition Permit</b>			
<b>For Official Use Only, Re: Final Plan Routing</b>			
<input checked="" type="checkbox"/>	Planning Div. (T. Parks)	<input checked="" type="checkbox"/>	Engineering Mapping Sec.
<input checked="" type="checkbox"/>	Zoning Administrator	<input type="checkbox"/>	Parks Division
<input checked="" type="checkbox"/>	City Engineering	<input type="checkbox"/>	Urban Design Commission
<input type="checkbox"/>	Traffic Engineering	<input checked="" type="checkbox"/>	Recycling Coordinator
<input type="checkbox"/>	Fire Department	<input type="checkbox"/>	Other:
<input type="checkbox"/>	Water Utility	<input type="checkbox"/>	Other: