Department of Planning & Community & Economic Development
Planning Division
Meagan E. Tuttle, Director
Madison Municipal Building, Suite 017
215 Martin Luther King, Jr. Blvd.
P.O. Box 2985
Madison, WI 53701-2985
Phone: (608) 266-4635
planning@cityofmadison.com

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

July 11, 2025

Jacob and Jennifer Aleckson
1626 Baker Avenue
Madison, Wisconsin 53705

RE: LNDCSM-2025-00019; ID 88557 – Certified Survey Map – 1626 and 1634 Baker Avenue

Dear Jacob and Jennifer,

The Certified Survey Map of property located at 1626 and 1634 Baker Avenue to create two residential lots was **approved with conditions** at the July 7, 2025 Plan Commission meeting. The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

Please contact Kathleen Kane of the City Engineering Division at (608) 266-4098 if you have questions regarding the following three (3) items:

1. Madison Metropolitan Sewerage District (MMSD) connection 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 signoff.

2. 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).

3. The proposed parcels within this development (and/or adjacent to) are dependent on each other for overland and subsurface storm water drainage. A private storm sewer/drainage easement/agreement for all parcels within (and/or adjacent to) this development shall be drafted, executed and recorded prior to building permit issuance.

Please contact Jeff Quamme of the City Engineering Division–Mapping Section at (608) 266-4097 if you have questions regarding the following thirteen (13) items:

4. Add a note to the CSM as follows: “The “Building Lines” shown and noted on this Certified Survey Map are the “Building Lines” as shown and denoted on Mendota Beach Heights Replat of Backer's Replat

of Baskerville's Subdivision. The Building Lines were not noted as a restriction on that plat as required by a public body and also the plat does not name a public body as a grantee, promise or beneficiary. Therefore the “Building Lines” are not specifically enforceable by the City of Madison.”

5. Add the following note to the drainage arrow in the legend: "Arrows indicate the direction of surface drainage swale at individual property lines and said drainage swale shall be graded with the construction of each principal structure and maintained by the lot owner unless modified with the approval of the City Engineer."

6. Remove the drainage arrows along the Baker Avenue right of way.

7. The Joint Driveway Agreement per Document No. 4743300 shall be amended post recording of this CSM to acknowledge the new lots created by this CSM. Provide a draft for review prior to final CSM sign-off.

8. Dimension the location of the existing 20-foot wide Public sanitary sewer within the CSM and within Lot 1 and Lot 2.

9. Add calls to the courses around the CSM in the legal description. Also include the volume, page, and document number in the description for CSM 13091.

10. In the header on the sheets and also for the legal description for the reference to the vacation of Adelia Street, revise the text to read "vacated Adelia Street as per Document No. 18338997…"

11. The surveyor and/or applicant shall submit copies of required tie sheets or monument condition reports (with current tie sheet attached) for all monuments used in this survey, to Jeff Quamme, City Engineering (jrquamme@cityofmadison.com).

12. The Certified Survey Map shall have bearings and coordinates referenced to WISCRS–Dane County NAD 83 datum as required by the City of Madison Subdivision Regulations. The Map shall reference City of Madison published Coordinates on all PLS corners on the Certified Survey Map. The surveyor shall identify any deviation from City Control with recorded and measured designations. Visit the Dane County Surveyor's Office webpage for current tie sheets and control data that has been provided by the City of Madison. The bearing reference shall also be revised accordingly and shall identify which adjustment of the required datum was utilized.

13. Prior to Engineering Division final sign-off by main office for Certified Survey Maps, the CSM shall be submitted in PDF format by email transmittal to Engineering Land Records Coordinator Jeff Quamme (jrquamme@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.

14. Remove the empty paragraph (d) on sheet 3.

15. Revise the City Clerk signature block to read “Michael Haas, Acting City Clerk”.

16. The applicant shall submit to Jeff Quamme, 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 Sean Malloy of the Traffic Engineering Division at (608) 266-5987 if you have any questions regarding the following item:

17. The developer shall provide a recorded copy of any joint driveway ingress/egress and crossing easements and shall be noted on face of plan.

Please contact the Office of Real Estate Services at (608) 266-4933 if you have any questions regarding the following six (6) items:

18. 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). The title of each certificate shall be consistent with the ownership interest(s) reported in the most recent title report. A PDF of the CSM containing electronic signatures shall be provided to ORES to obtain approval sign-off.

19. 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)

20. 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.

21. 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.

22. Any special assessments levied against the property during the review period and prior to CSM approval sign-off shall be paid in full prior to CSM sign-off pursuant to MGO Section 16.23(4)(f).

23. Pursuant to MGO Section 16.23(4)(f), the owner shall furnish an updated title report to the Office of Real Estate Services 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 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. A title commitment may be provided, but will be considered only as supplementary information to 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 CSM.

24. The Office of Real Estate Services may have additional comments on the proposed CSM that will need to be addressed prior to final approval and recording.

A resolution approving the Certified Survey Map and authorizing the City to sign it and any other documents related to the CSM will be reviewed by the Common Council at its July 15, 2025 meeting.

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

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, the Planning Division will make the City Clerk's Office aware that the Common Council certificate may be executed.

Once all of the necessary City signatures have been affixed to the Certified Survey Map, the instrument may be recording 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 may be of any further assistance, please do not hesitate to contact my office at (608) 261-9632 or tparks@cityofmadison.com.

Sincerely,

Timothy M Parks

Timothy M. Parks
Planner

cc: Don Carroll (by e-mail)