



Department of Planning & Community & Economic Development  
**Planning Division**

Website: [www.cityofmadison.com](http://www.cityofmadison.com)

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September 11, 2012

John Krebs  
JSD Professional Services, Inc.  
161 Horizon Drive, Suite 101  
Verona, Wisconsin 53593

RE: File No. LD 1224 – Certified Survey Map – 565 Moose Trail (Habitat for Humanity of Dane Co.)

Dear Mr. Krebs;

The three-lot certified survey of your client's property located at 565 Moose Trail, Section 26, Township 8N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The site is zoned PUD-SIP. The conditions of approval from the reviewing agencies to be satisfied before final approval and recording of the CSM are:

**Please contact Janet Dailey of the City Engineering Division at 261-9688 if you have questions regarding the following five (5) conditions:**

1. Note 7 on the Certified Survey Map (CSM) shall be revised to reduce the side yard easement widths to match the setbacks associated with this development. No buildings shall be allowed to encroach into the side yard drainage easements.
2. The private sanitary sewer main shall require a maintenance agreement that details the ownership rights and responsibilities. This agreement must be recorded at the Dane County Register of Deeds and cited on the CSM.
3. The L-1 information contained in the line table and Surveyor's Certificate do not match. Reconcile this discrepancy on the final CSM prior to final approval and recording.
4. A minimum of 2 working days prior to requesting City Engineering Division signoff on the CSM, the applicant shall contact Janet Dailey (261-9688) 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. All charges shall be cleared prior to the land division (and subsequent obsolesces of the existing parcel).
5. 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 condition reports for all monuments, including center of sections of record, used in this survey, to Eric Pederson, City Engineering Division. If a new tie sheet is not required under A-E 7.08, Engineering requests a copy of the latest tie sheet on record with Dane County Surveyor's office. The applicant shall identify monument types on all PLS corners included on the plat or CSM. Note: Land tie to two PLS corners required.

**Please contact Dennis Cawley of the Madison Water Utility at 261-9243 if you have questions about the following item:**

6. All operating private wells shall be identified and permitted by the Water Utility in accordance with MGO Section 13.21. All unused private wells shall be abandoned in accordance with MGO section 13.21.

**Please contact Kay Rutledge of the Parks Division at 266-4714 if you have questions about the following item:**

7. The developer shall pay \$10,623.99 in park dedication and development fees for the 3 proposed single-family lots. The fee in lieu of parkland dedication for 2012 is \$2,563.00 per new single-family unit; the park development fee for 2012 is \$978.33 per new single-family unit, for a combined fee \$3,541.33 per unit. The developer must select a method for payment of park fees before signoff on the CSM. This development is within the Warner Park impact fee district (SI21).

**Please contact Bill Sullivan of the Madison Fire Department at 261-9658 if you have questions about the following item:**

8. Establish addressing with City Engineering in accordance with Madison General Ordinances.

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

9. The related minor alteration to the approved Planned Unit Development–Specific Implementation Plan showing the proposed land division in its final form in addition to the salient features of the future development of these lots (including but not limited to buildings, driveways, landscaping, etc.) shall be approved for recording by the Director of the Planning Division prior to final approval and recording of the Certified Survey Map.

**Please note that the City's Office of Real Estate Services is reviewing the report of title provided with this survey and may have comments. That office will send any comments to you by fax or e-mail. If you have any questions, please contact Jenny Frese at 267-8719 for more information.**

**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 approved by the Common Council on September 4, 2012.**

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 [epederson@cityofmadison.com](mailto:epederson@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 six (6) 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 261-9632.

Sincerely,

Timothy M. Parks  
Planner

cc: Janet Dailey, City Engineering Division  
Kay Rutledge, Parks Division  
Dennis Cawley, Madison Water Utility  
Bill Sullivan, Madison Fire Department  
Jennifer Frese, Office of Real Estate Services  
Dan Everson, Dane County Land Records and Regulations