



Department of Planning & Community & Economic Development

## Planning Division

Katherine Cornwell, Director

Madison Municipal Building, Suite LL-100

215 Martin Luther King, Jr. Boulevard

P.O. Box 2985

Madison, Wisconsin 53701-2985

Phone: (608) 266-4635

Fax (608) 267-8739

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

April 10, 2014

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

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

RE: Approval of a substitute request to rezone 702 South Point Road from A (Agricultural District), TR-C3 (Traditional Residential—Consistent 3 District) and PD (Planned Development District) to TR-C3, TR-P (Traditional Residential-Planned District) and CN (Conservancy District); approval of a demolition permit to allow an existing single-family residence to be razed, and; and approval of a preliminary plat and final plat creating create 259 single-family lots, 11 lots for two-family-twin residences, 7 outlots to be dedicated to the City for expansion of a park, an alley, and stormwater management, and 2 outlots for private open space (VH South Pointe Land, LLC/ Veridian Homes).

Gentlemen;

At its April 8, 2014 meeting, the Common Council **conditionally approved** your client's zoning map amendment and the preliminary plat and final plat of First Addition to 1000 Oaks subject to the following conditions of approval to be addressed prior recording of the final plat of the subdivision or the issuance of a demolition permit for the residence at 702 South Point Road. The demolition permit for the residence was approved by the Plan Commission on March 24, 2014 subject to the approval of the rezoning and subdivision.

**Please contact Janet Schmidt of the City Engineering Division at 261-9688 if you have questions regarding the following forty-four (44) items:**

1. City Engineering staff has been working with the developer on replacement street name suggestions for Sage Brush Drive, Sassafrass Street, Bayfield Apple Way and Carmel Leaf Drive. These names do not work with the street naming policy and convention.
2. Sweet Autumn Drive shall continue east to the curve near Lot 120. A new street name is required where the direction turns from east-west to north-south. Submit new street name suggestion for north-south segment from Lots 121-124 (previously shown as Bayfield Apple Way).

3. Submit new street name suggestion for north south segment from Lots 234-242.
4. Label street north of Watts Road as platted Harvest Moon Drive.
5. Label street south of Valley View Road as Sugar Maple Lane.
6. The Illustrative plan included with the plat submittal calls out one of the streets as "Quaking Aspen Lane" where the plat calls it "Quacking Aspen Lane". Modify the plat accordingly to provide the correct name.
7. The west line of the preliminary plat and final plat are not coterminous with the west line of Lot 1 of Certified Survey Map 13155, leaving a gap parcel. The entire gap area shall be conveyed to the adjacent property owner(s) by recorded document(s) prior to final sign off of the final plat. The document numbers of the conveyances and the outlines of the parcels conveyed shall be shown on the face of the final plat. If the conveyances do not occur prior to the recording of the final plat, the gap area(s) shall be included within the final plat as Outlot(s).
8. Lots 34 – 44 are to be developed with two-family-twin residences. The future splitting of each of these lots to accommodate the twin homes within 5 years of the recording of the final plat by Certified Survey Map is not allowed under Chapter 236 of the Wisconsin State Statutes. The one exception to this being if ownership of a two-family-twin lot is transferred to a different owner, in which case the lot(s) can be split. It is suggested that all of the lots that are to exist be created now with the final plat. Later the dividing lot line(s) can be adjusted simply by administrative CSM without concern of violating the requirements of Chapter 236 of the Wisconsin Statutes.
9. Prior to City Engineering sign-off for the final plat, the applicant shall coordinate with the Public Bodies and Private Public Utilities serving this plat as to the location and width of all easements required to adequately serve the plat. All of the easements shall be properly shown and noted on the face of the Final Plat. Contact Jeff Quamme in City Engineering (jrquamme@cityofmadison.com) to receive the appropriate easement terms/ conditions language for inclusion on this subdivision plat.
10. Provide "Recorded as" information around Certified Survey Map 8812 and all other locations where appropriate on the preliminary plat and final plat.
11. Provide a note on all sheets to refer to Sheet 2 for additional notes and restrictions.
12. Provide a location map as required by Statute.
13. Specify who or what body will benefit from the 30-foot wide landscaping easement along South Point and Valley View roads. Also include additional language on the plat to better define the easements conditions and restrictions. This shall be a private easement and the City will not accept this as a public dedication.
14. The current title report does not list VH South Pointe, LLC as an owner. Proof of ownership is required prior to final sign off of the plat.

15. The City Engineering Division reserves the right to add additional public uses for the outlots that are "Dedicated to the Public" prior to final signoff of the plat beyond those currently stated on the preliminary plat and final plat.
16. The developer shall construct half of Watts Road adjacent to the plat in accordance with the plans approved by the City Engineer.
17. The City has scheduled the construction of South Point Road adjacent to the plat in the summer of 2014.
18. The developer shall install sidewalk, curb and gutter, pavement and storm sewer along Valley View Road in accordance with the plans approved by the City Engineer.
19. The developer shall remove the septic systems with the building demolition and take out a septic system removal permit with the Public Health Department of Madison and Dane County. The developer shall provide evidence of application submittal prior to the approval of the final plat.
20. The City intends to construct the next phase of the Lower Badger Mill Creek Sanitary Sewer Interceptor through the proposed plat up to the City's South Point Lift Station. The developer shall provide a route through the plat that will not be revised with the future replatting. The City will not be held responsible for future sanitary sewer relocations that result from replatting nor will the City accept any replatting of residential lots where the interceptor would be located within the lots.
21. Verify and modify the plat accordingly to ensure that the zoning setbacks coincide with the required drainage easement widths.
22. The layout of the plat has created excessive street frontage adjacent to public lands. The City has limited ability to participate in the cost for street improvements adjacent to the lands dedicated for stormwater management purposes. The City shall not participate on the reimbursement for Outlot 5 or Outlot 6.
23. Each duplex unit or twin home unit shall have a separate sanitary sewer lateral.
24. The developer shall dedicate a 15-foot wide temporary limited easement for grading and sloping purposes along South Point Road. Add language to the final plat that would release the easement upon completion of the street and sidewalk construction.
25. The developer shall enter into a City/Developer agreement for the installation of public improvements required to serve this plat/ CSM. The developer shall be required to provide deposits to cover City labor and materials and surety to cover the cost of construction. The developer shall meet with the City Engineer to schedule preparation of the plans and the agreement. The City Engineer will not sign off on this plat without the agreement executed by the developer.
26. Two weeks prior to recording the final plat, a soil boring report prepared by a Professional Engineer, shall be submitted to the City Engineering Division indicating a ground water table and rock conditions in the area. If the report indicates a ground water table or rock condition less than 9 feet below proposed street grades, a restriction shall be added to the final plat, as determined necessary by the City Engineer.

27. This development is subject to impact fees for the Lower Badger Mill Creek Sanitary Sewer and Stormwater Impact Fee District. All impact fees are due and payable at the time building permits are issued. The following note shall be put the face of the plat: "Lots/ buildings within this subdivision are subject to impact fees that are due and payable at the time building permit(s) are issued."
28. The developer shall construct Madison standard street and sidewalk improvements for all streets within the plat.
29. The developer shall establish a 30-foot building setback line for all lots on the plat adjacent to Valley View Road and South Point Road.
30. The developer shall make improvements to Valley View Road and South Point Road to facilitate ingress and egress to the plat.
31. The developer shall note that AASHTO design standards for intersection sight distance will be applied during the design of the streets within this plat.
32. All proposed street names shall be approved by the City Engineer. The applicant shall contact Lori Zenchenko (lzenchenko@cityofmadison.com) with street name requests.
33. The following notes shall be included on the final plat:
  - a.) All lots within this plat are subject to public easements for drainage purposes which shall be a minimum of 6-feet in width measured from the property line to the interior of each lot except that the easements shall be 12-feet in width on the perimeter of the plat. For purposes of two (2) or more lots combined for a single development site, or where two (2) or more lots have a shared driveway agreement, the public easement for drainage purposes shall be a minimum of six (6) feet in width and shall be measured only from the exterior property lines of the combined lots that create a single development site, or have a shared driveway agreement, except that the easement shall be twelve (12) feet in width along the perimeter of the plat. Easements shall not be required on property lines shared with greenways or public streets. No buildings, driveways, or retaining walls shall be placed in any easement for drainage purposes. Fences may be placed in the easement only if they do not impede the anticipated flow of water.
  - b.) The intra-block drainage easements shall be graded with the construction of each principle structure in accordance with the approved storm water drainage plan on file with the City Engineer and the Zoning Administrator, as amended in accordance with the Madison General Ordinances.

NOTE: In the event of a City of Madison Plan Commission and/or Common Council approved re-division of a previously subdivided property, the underlying public easements for drainage purposes are released and replaced by those required and created by the current approved subdivision.

Information to Surveyor's: In addition to notes such as this, WI State Plat Review now enforces the requirement that easements or other reference lines/areas be graphically shown, dimensioned and tied when they represent fixed locations. They will accept a "typical detail"

when the easement or restriction can be effectively described and retraced from the typical detail.

34. Prior to the issuance of building permits, the developer shall submit a master stormwater drainage plan to the City Engineering Division for review and approval which shows lot corner elevations to the nearest 0.25-foot. For purposes of the plan, it shall be assumed that grading shall be done on a straight-line grade between points unless other information is provided. The proposed slope between points shall always be greater than or equal to .0075 ft/ft. If a break in grade is required between lot corners a shot shall be taken at that break in grade to provide the Engineer with enough information to interpret the plan. The developer shall also show proposed drainage arrows on the plan to indicate the proposed direction of drainage.

The master storm water drainage plan shall be submitted to City Engineering in digital format with elevations/grades/contours shown on the recorded plat map of the development. The digital record shall be provided using the state plane coordinate system – NAD 27. Note: It is required that this plan shall be stamped by and Registered Land Surveyor.

The following note shall accompany the master stormwater drainage plan: “For purposes of this plan, it is assumed that grading shall be a straight-line grade between points unless otherwise indicated. All slopes shall be 0.75% or steeper. Grade breaks between lot corners are shown by elevation or through the use of drainage arrows. No building permits shall be issued prior to the City Engineering Division’s approval of this plan.”

35. Prior to approval, this project shall comply with Chapter 37 of Madison General Ordinances regarding stormwater management. Specifically, this development is required to: detain the 2-, 10- and 100-year storm events; control 80% TSS (5 micron particle) off of new paved surfaces; provide infiltration in accordance with Chapter 37 of Madison General Ordinances; provide substantial thermal control, and; complete an erosion control plan and complete weekly self-inspection of the erosion control practices and post these inspections to the City of Madison website as required by Chapter 37 MGO.
36. Effective January 1, 2010, the Wisconsin Department of Commerce’s authority to permit commercial sites for stormwater and erosion control has been transferred to the Wisconsin Department of Natural Resources (WDNR). As this site is greater than one acre, the applicant is required by State Statute to obtain a Water Resources Application for Project Permits (WRAPP) from the WDNR prior to beginning construction. This permit was previously known as a Notice of Intent Permit (NOI). Contact Eric Rortvedt of the WDNR at 273-5612 to discuss this requirement. The City of Madison cannot issue an erosion control and stormwater management permit until concurrence is obtained from the WDNR.
37. A minimum of 2 working days prior to requesting City Engineering signoff on the plat, the applicant shall contact Janet Dailey (261-9688) to obtain the final stormwater utility charges that are due and payable prior to subdivision 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).
38. The developer shall construct public sanitary sewer, storm sewer, and drainage improvements as necessary to serve the lots within the plat.

39. All outstanding Madison Metropolitan Sewerage District (MMSD) and City of Madison sanitary sewer connection charges are due and payable prior to City Engineering Division sign-off, unless otherwise collected with a Developer's/ Subdivision Contract. Contact Janet Dailey (261-9688) to obtain the final MMSD billing a minimum of 2 working days prior to requesting City Engineering signoff.
40. 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. 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. Note: Land tie to two PLS corners required.
41. 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. The City has established WCCS, Dane Zone Coordinates on all PLS corners within its corporate boundary. Visit the City Engineering Division website for current tie sheets and control data ([http://gis.ci.madison.wi.us/Madison\\_PLSS/PLSS\\_TieSheets.html](http://gis.ci.madison.wi.us/Madison_PLSS/PLSS_TieSheets.html)). If a surveyor encounters an area without a published WCCS Dane Zone 1997 value, contact the City Engineering Division for this information.
42. The applicant shall submit to Eric Pederson, prior to Engineering sign-off of the subject plat, two (2) digital and one (1) hard copy of the final plat to the Mapping/GIS Section of the Engineering Division. The digital copies shall be submitted in both NAD27 & WIDOT County Coordinate System, Dane County Zone datums in either Auto CAD Version 2001 or older, MicroStation Version J or older or Universal DXF Formats and contain the minimum of the following, each on a separate layer name/level number: right of way lines (public and private); lot lines; lot numbers; lot/plat dimensions; street names, and; easement lines (i.e. street, sanitary, storm (including wetland & floodplain boundaries) water, pedestrian/bike/walkway, or any public and/or private interest easement except local service for Cable TV, gas, electric and fiber optics).
- \*This transmittal is a separate requirement than the required submittals to Engineering Streets Section for design purposes.
- \*New electronic final plat transmittals and notification of changes which occur to the final plat during the time the Engineering Division signs off and receives the digital copies of said plat and the recording thereof, are the responsibility of the Developer/Surveyor.
43. In accordance with Section s.236.20(2)(c)&(f), Wisconsin Statutes, the applicant must show type, location and width of any and all easements. Clearly identify the difference between existing easements (cite Register of Deeds recording data) and easements which are being conveyed by the plat. Identify the owner and/or benefiting interest of all easements.
44. City of Madison Environmental Projects Staff have reviewed the subject site and determined that a Phase I ESA **will** be required of the applicant. The applicant shall provide 1 digital and 2 hard copies

of an ASTM Phase I ESA prepared by an environmental professional. Staff review of this Phase I ESA will determine if a further investigative Phase II ESA is also required. Please submit any relevant Phase I and Phase II ESAs to Brynn Bemis (267-1986, [bbemis@cityofmadison.com](mailto:bbemis@cityofmadison.com)) for further review.

**Please contact Eric Halvorson of the Traffic Engineering Division at 266-6527 if you have any questions regarding the following five (5) items:**

45. The applicant shall provide documentation as required in MGO Section 16.23(8)(a)8.a.iv. to plat local streets with a right of way width of 56 feet. The applicant shall revise all streets that do not meet the requirements of MGO Section 16.23(8)(a)8.a.iv. to have a right of way width of 60 feet.
46. A streetlight declaration of conditions and covenant shall be executed and returned prior to final signoff of the plat.
47. Utility easements shall be provided on the final plat between the lots in the following table. The applicant shall show a detail drawing of the 12-foot utility easement dimensions and lot lines on the face of the final plat.

Between Lots	Between Lots	Between Lots	Between Lots	Between Lots
12-Outlot 2	59-60	122-123	173-174	208-209
13-Outlot 2	63-64	125-126	175-176	215-216
25-26	65-66	127-128	179-180	217-218
29-30	68-69	134-135	183-184	236-237
32-33	72-73	141-142	185-186	240-241
34-Outlot 4	76-91	144-145	188-189	252-253
44-Outlot 4	86-87	153-154	190-191	255-256
45-Outlot 4	89-90	155-156	192-193	258-259
53-54	92-107	158-159	195-196	264-265
56-57	103-104	163-164	197-198	268-269
58-75	117-118	167-168	205-206	272-273

48. The developer will need to demonstrate/provide how private streetlights will be installed and maintained in the public alley. The plat shall provide the following note on the face of the plat: "The City will not install lighting in the alley(s), but the developer or property owners may request the City to approve a private light(s) in the alley right of way. Such private light(s) to be operated and maintained by private interests."
49. Public signing and marking related to the development may be required by the City Traffic Engineer for which the developer shall be financially responsible.

**Please contact Pat Anderson, Assistant Zoning Administrator, at 266-5978 if you have any questions regarding the following two (2) items:**

50. Work with Planning and Zoning staff to ensure that the final TR-P master plans meets the requirements of MGO Section 28.053(6).

51. Future changes to the TR-P Master Plan shall follow the requirements of Section 28.053(8).

**Please contact Dennis Cawley of the Madison Water Utility at 261-9243 if you have any questions regarding the following two (2) items:**

52. All public water mains and water service laterals shall be installed by a standard City of Madison Subdivision Contract. The Water Utility will not need to sign off the final plans, but will need a copy of the approved plans.

53. All operating private wells shall be identified and permitted by the Madison Water Utility and all unused private wells shall be abandoned in accordance with MGO Sec. 13.21.

**Please contact Bill Sullivan of the Madison Fire Department at 261-9658 if you have any questions regarding the following two (2) items:**

54. Please consider allowing the Madison Fire Department to conduct training sequences prior to demolition. Contact Lt. Scott Bavery of the MFD Training Division to discuss this possibility at (608) 576-0600.

55. Provide the following information to the buyer of each individual lot: "The Madison Fire Department recommends the installation of a residential fire sprinkler system in accordance with NFPA 13D and SPS 382.40(3)(e)."

**Please contact Kay Rutledge of the Parks Division at 266-4714 if you have any questions regarding the following eight (8) items:**

56. The First Addition to 1000 Oaks Plat (March 13, 2014 revision) as currently proposed includes 259 single-family lots and 11 Twin Home lots (22 two-family units). The parkland dedication requirement for a single-family/two-family unit is 1,100 square feet per MGO Sec. 16.23(8)(f) and 20.08(6); the total dedication requirement for this subdivision is 309,100 square feet and has been met with the dedication of Outlots 7 and 8 for park purposes. It is critical that the road frontage that provides access and visibility to the park from Carmel Leaf Drive and Tawny Acorn Drive not be reduced as this would limit visibility and connectivity to the park. All park street frontages currently shown on the preliminary plat shall be retained in the final plat.

57. Park Development Impact Fees per MGO Sec. 20.08(2) will be required for all new residential development in this subdivision; a credit will be given for the existing single-family home on the property. The developer must select a method for payment of park impact fees prior to signoff of the final plat. This development is within the Elver Park impact fee district (SI29). Please reference ID# 08115 when contacting Parks Division staff about this project.

58. No underground utility easements shall be located within either park unless approved by the Parks Division.

59. Fencing of lots that back onto land that is being dedicated as parkland is required; the fencing should be located on the single-family lots with a requirement that the fencing be maintained by the property owner.



60. Fencing of the woodland property lines is recommended for all lots backing onto Outlots 7 and 8; the fencing should be located on the single-family lots with a requirement that the fencing be maintained by the property owner.
61. A condition of the 2008 plat approval stated "The developer shall provide a tree inventory and assessment to identify any significant disease issues, to ensure protection of trees at the woodland edge adjacent to development lots and to identify trail corridors and park development locations. Surveyed locations will be required for trees in some areas adjacent to proposed construction. Coordination with the developer will also be required to ensure that fencing of the woodland property lines occurs as part of the development process." This is recommended as a condition of approval for the proposed First Addition plat as well.
62. A condition of the 2008 plat approval stated "The park will become the primary corridor for the regional bike path. The potential trail routes and feasibility for a trail underpass of South Point Road should be evaluated as part of the plat grading design. The drainage corridor should be evaluated for pedestrian trails." This is recommended as a condition of approval for the proposed First Addition plat as well; the plan should incorporate a pedestrian trail connection through Outlot 7 to Carmel Leaf Drive.
63. Approval of plans for this project does not include any approval to prune, remove or plant trees in the public right-of-way. Permission for such activities must be obtained from the City Forester, 266-4816.

**Please contact Jenny Frese of the Office of Real Estate Services at (608) 267-8719 if you have any questions regarding the following seven (7) items:**

64. Prior to final sign-off, the Owner's Certificate(s) on the final plat shall be executed by all parties having an interest in the property, pursuant to MGO Section 16.23(5)(g)4 and Wis. Stats. 236.21(2)(a). 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. Certificates shall be prepared with the ownership interests consistent with the most recent title report.
65. Certificates of consent for all mortgagees/vendors shall be included following the Owner's Certificates and executed prior to final plat approval. Be aware of any new mortgages that are obtained prior to sign-off in the event of a sale.
66. Please include a Plan Commission certificate to be executed prior to recording.
67. An Environmental Site Assessment is required because of the public dedications.
68. Per Chapter 236.21(3) of Wis. Stats. and MGO Section 16.23(5)(g)(1), the property owner shall pay all real estate taxes and special assessments that are accrued or delinquent for the subject properties prior to final approval of the plat for recording. As of March 4, 2014, the 2013 real estate taxes are paid for the subject property, but there is a street improvement special assessment in the amount of \$2,020.07.

69. Stormwater management fees, if any, shall be paid in full prior to final sign-off.
70. The following revisions shall be made to the plat prior to final approval and recording:
- a.) Carry over applicable Notes from CSM 13155.
  - b.) Depict and dimension all existing improvements (buildings, drives, parking lots, etc.), encroachments, wells and septic systems associated with the lands described for the proposed plat. (Well abandonment: ref. NR 141).
  - c.) Create notes that define the purpose of and the ownership of (whether public or private) all outlots. The note for an outlot dedicated to the public shall say: "Dedicated to the public for \_\_\_\_\_ purposes.

**Please contact my office at 261-9632 if you have any questions about the four (4) items:**

71. Prior to recording of the final plat, the Planning Division shall approved final building design standards for the proposed development recorded in the covenants, conditions and restrictions for the subdivision that includes massing and composition of structures, orientation of windows and entries; doors and other elements of the facade, and primary facade materials and colors as well as the process for the application of such building design standards, through an architectural review committee or similar review body.
72. Prior to recording of the final plat, a final tree preservation plan and grading plan shall be approved by staff. The final plan will be reviewed by the Planning Division, Parks Division and City Engineering Division to identify areas where existing vegetation may be preserved as part of the implementation of the subdivision. The tree preservation plan shall contain an inventory noting the general size and species of existing trees so that opportunities for tree preservation, tree replanting and any protective measures related thereto (including tree preservation easements, building lines/envelopes, and alternative utility locations) may be noted on the final plat.
73. The applicant shall submit to the Planning Division two copies of the private subdivision covenants, conditions and restrictions that govern the organizational structure, use, maintenance and continued protection of the development and any common services, open areas or other facilities to serve the proposed subdivision. These documents shall be approved by the Planning Division in consultation with the City Attorney's Office prior to final approval of the plat for recording.
74. That the zoning map amendment be revised to rezone Outlots 7 and 8 as shown on the revised subdivision plat entirely to the CN (Conservancy) district. The current legal descriptions in Ordinance ID 32952 reflect the request for those lots to be zoned TR-C3. However, staff believes that it would be best for the portions of Thousand Oaks Park being dedicated with the revised plat to be zoned into the same district.

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

**No interior, exterior or structural demolition or wrecking activities or remodeling activities (including material reclamation activities by the applicant or a third party) shall commence nor any wrecking or**

**building permits be issued until the applicant has met all of the conditions of approval stated in this letter.**

Prior to issuance of the demolition permit, provide a reuse/recycling plan per Section 28.185 of the Zoning Code, to be reviewed and approved by the City's Recycling Coordinator, George Dreckmann. Section 28.185(7)(a)5 of the Zoning Code requires the submittal of documentation demonstrating compliance with the approved reuse and recycling plan. Please note, the owner must submit documentation of recycling and reuse within 60 days of completion of demolition.

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. The approval of this final plat shall be null and void if not recorded in twelve (12) months from the date of this letter. If I may be of any further assistance, please do not hesitate to contact me at 261-9632.

Sincerely,

Timothy M. Parks  
Planner

cc: Janet Schmidt, City Engineering Division  
Eric Halvorson, Traffic Engineering Division  
Kay Rutledge, Parks Division  
Pat Anderson, Assistant Zoning Administrator  
Bill Sullivan, Madison Fire Department  
Dennis Cawley, Madison Water Utility  
Jennifer Frese, Office of Real Estate Services  
Dan Everson, Dane County Planning & Development