



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

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November 22, 2016

Thomas J. Freitag
TJF Investments, LLC
P.O. Box 620554
Middleton, WI 53562

RE: File No. LNDSCM-2016-00042– Certified Survey Map – 6801-6803 Park Ridge Drive

Dear Mr. Freitag:

The two-lot certified survey of property located at 6801-6803 Park Ridge Drive, Section 36, Township 7N, Range 8E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned PD (Planned Development District). The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

Please contact Tim Troester, City Engineering, at 261-1995 if you have questions related to these three (3) items:

1. Each unit of a duplex building shall be served by a separate and independent sanitary sewer lateral or an ownership/maintenance agreement (recorded) shall be in place prior to plan approval. (POLICY)
2. A minimum of two (2) working days prior to requesting City Engineering signoff on the plat/csm the applicant shall contact either Tim Troester at 261-1995 (ttroester@cityofmadison.com) or Brenda Stanley 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. All charges shall be cleared prior to the land division (and subsequent obsolesces of the existing parcel). (POLICY)
3. Remove drainage arrows from the lot line dividing the 0 lot line duplex. Arrows as shown on the outside PL shall remain.

Please contact Jeff Quamme of the Mapping Section of the City Engineering Division at 266-4097 if you have questions regarding the following seventeen (17) items.

4. The Easement to MG&E per Doc No. 1769684 encumbers this CSM. Applicant shall request MG&E to release the easement to clear title.

5. Bearings and coordinates shall be referenced to Dane County Coordinates as required for all land divisions in the City of Madison.
6. The elevations shall be referenced to NAVD 88 as required for all land divisions in the City of Madison.
7. Add a note that this CSM is subject to a minimum first floor elevation of 170.00 Madison Datum (approximately 1015.6 NAVD 88)
8. Add a note that this CSM is subject to the By-laws of Park Ridge Property Owners Association per Doc No's 1655252 and 2064735.
9. Add Note 2 from the plat and the Drainage Note that applies to the drainage arrows from the plat of Replat of Lots 25 Through 35 and Outlots 5, 6, and 7, First Addition to Park Ridge. This CSM is subject to these notes.
10. Add a note to the Drainage Arrow in the legend that the arrows are per the plat of Replat of Lots 25 Through 35 and Outlots 5, 6, and 7, First Addition to Park Ridge.
11. Remove the arrow on the new dividing line between the new lots on this CSM.
12. Add a note to the 6' wide Utility Easement label that the Utility Easement is per Doc No. 1903931.
13. Correct the spelling of Addition in the header of the CSM. Correct the various other spelling errors (Eleavtion, Berarings, Wiscosnin).
14. Correct the Secretary of the Plan Commission to Natalie Erdman.
15. 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 for all monuments, including center of sections of record, used in this survey, to Jeff Quamme, City Engineering (jrquamme@cityofmadison.com). 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 and shall be attached to a signed and sealed monument condition report. The Applicant shall identify monument types on all PLS corners included on the Plat or CSM. Note: Land tie to two PLS corners required.
16. 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. City of Madison has established WCCS, Dane Zone Coordinates on all PLS corners within its corporate boundary. 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. If a surveyor encounters an area without a published WCCS Dane Zone 1997 value, contact Engineering Division for this information.

17. The Applicant shall submit to Jeff Quamme, prior to Engineering sign-off of the subject CSM, one (1) digital CADD drawing and one (1) signed copy of the final plat/CSM to the Mapping/GIS Section of the Engineering Division either as hard copy or Adobe pdf format. The digital CADD file shall be submitted in the WISDOT County Coordinate System, Dane County Zone datum in either Auto CAD Version compatible with MicroStation Version V8i, MicroStation Version V8i or older or Universal DXF Formats. The digital CADD file(s) shall contain the minimum of the items stated below, each on a separate layer name/level number. All line work shall be void of gaps and overlaps that would cause any parcel, street or easement to not properly close. All line work orientation and geometrics shall match the dimensioning as labeled on 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. 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).

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 and a written notification to Engineering Mapping for any changes to the plat which occur subsequent to any original submittal of data and prior to final sign off.

18. Prior to Engineering final sign-off by main office for Plats or Certified Survey Maps (CSM), the final Plat or CSM must be submitted to 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. Electronic mail submittal of the FINAL Plat or CSM in PDF form is preferred. Transmit to jrquamme@cityofmadison.com.
19. The Declaration of Conditions, Covenants and Restrictions per Doc 1660398 shall be removed from the title report. It has been released by Doc No. 1873734.
20. Lot to the northwest is CSM 6523, Lots 1 & 2. Revise the Lot 29 to reflect the current adjacent CSM & Lot numbers.

Please contact Bill Sullivan, Fire Department, at 261-9658 if you have any questions regarding the following item:

21. Ensure the proposed property line does not create a code violation to the uniform dwelling unit for fire separation distances.

Please contact Jenny Frese of the Office of Real Estate Services at 267-8719 if you have any questions regarding the following eight (8) items:

22. OWNER'S CERTIFICATION: Signature block certifications 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 at the time of execution. The title of each certificate shall be consistent with the ownership interest reported in the most recent title report. The executed original hard stock recordable CSM shall be presented at the time of sign-off.
23. MORTGAGEE/VENDOR CERTIFICATION: Ensure the contents of the title report are consistent with the certificates included on the CSM.
24. CERTIFICATE AND CONSENT REQUIREMENTS:
 - a. 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....
 - b. 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.
 - c. Include the current Secretary, Natalie Erdman, in the City of Madison Plan Commission Certificate.
 - d. Include a space for the recorded Document No. in the certificate for the Register of Deeds.
25. REAL ESTATE TAXES: As of November 14, 2016, the 2015 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 for the subject property prior to CSM recording. This includes property tax bills for the prior year that are distributed at the end of the year.
26. SPECIAL ASSESSMENTS: As of November 14, 2016, there are no special assessments reported. If special assessments are levied against the property prior to CSM approval sign-off, they shall be paid in full pursuant to Ordinance Enactment No. ORD-08-00094, ID No. 10847, Enactment Date 8/23/2008.
27. STORMWATER FEES: Please coordinate with Tim Troester (608-267-1995) or Brenda Stanley (608-261-9127) in the City Engineering Division to obtain any outstanding storm water management fees from the City of Madison Water Utility. Receipts for the payment of the prorated fee shall be presented prior to CSM approval sign-off.
28. TITLE REPORT UPDATE: Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Jenny Frese in City's Office of Real Estate Services (jfrese@cityofmadison.com), 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 (9-21-16) 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.

29. CSM REVISION REQUIREMENT: Include Notes on the CSM for all agreements, easements, declarations, etc. reported on pages 2 and 3 of the title report dated September 21, 2016 where applicable, including Notes from prior plats and CSMs, while depicting those items that are traceable.

Please contact my office at 261-9135, if you have questions regarding the following five (5) items:

- 30. Each unit shall be separated from the abutting unit by a minimum fire separation complying with Wis. Admin. Code § SPS 321.08, providing a vertical separation of all areas from the lowest level to flush against the underside of the roof.
- 31. The common wall between dwellings shall be approximately perpendicular to the street right-of-way line.
- 32. Dwellings shall have separate water services, curb stops, lines and meters. The water service may be split in the terrace, with separate curb stops, lines and meters.
- 33. Dwellings shall have separate gas and electric meters.
- 34. Dwellings shall have a joint cross access and maintenance agreement that has been submitted with the land division application and which shall be recorded with the land division.

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

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 sign-off. You or your client may then record the CSM at the Dane County Register of Deeds. For information on recording procedures and fees, contact the Register of Deeds at 266-4141.

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 in twelve (12) months from the date of 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 261-9135.

Sincerely,

A handwritten signature in black ink, appearing to read "Chris Wells". The signature is fluid and cursive, with the first name "Chris" and last name "Wells" clearly distinguishable.

Chris Wells
Development Project Planner

cc: Tim Troester, City Engineering Division
Jeff Quamme, City Engineering Division—Mapping Section
Bill Sullivan, Madison Fire Department
Jenny Frese, Office of Real Estate Services
Sally Sweeney, City Assessor's Office
Jenny Kirchgatter, Zoning