



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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April 26, 2017

Gary Blazek  
Vierbicher Associates  
999 Fourier Drive, Suite 201  
Madison, WI 53713

RE: Approval of a revised preliminary and final plat for Tennyson Ridge at properties addressed 3808-3832 Eliot Lane to reconfigure Lots 8-14 of the Tennyson Ridge Plat into six lots and an outlier. (ID 46119 and 46317)

Dear Mr. Blazek:

At its April 18, 2017 meeting, the Common Council **approved** the zoning map amendment, preliminary plat, and final plat for "Tennyson Ridge Replat" subject to the conditions of approval in the following sections, which shall be addressed prior to final approval and recording of the subdivision. The following conditions of approval relate to the Plat approvals, which shall be met prior to final approval. Approval conditions related to the zoning map amendment are provided in a separate letter, sent to the contact person for that request.

**Please contact Brenda Stanley of the City Engineering Division at 261-9127 if you have questions regarding the following seven (7) items:**

1. Each platted lot shall have a separate sanitary sewer lateral.
2. The developer shall amend the developers agreement for public improvements if required by City Engineer
3. 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. (MGO 16.23(9)(D)) 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.
4. The following note shall accompany the master storm water drainage plan:

- a. 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.
5. No building permits shall be issued prior to City Engineering's approval of this plan.
6. 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)
7. The following note shall be added to the certified survey map. "All lots created by this certified survey map are individually responsible for compliance with Chapter 37 of the Madison General Ordinances in regard to storm water management at the time they develop."

**Please contact Jeff Quamme of the City Engineering Division—Mapping Section at 266-4097 if you have any questions regarding the following ten (10) items:**

8. The portions of the existing Public Utility Easements noted to be released shall be released by separate document prepared by City Office of Real Estate Services. Applicant must prepare metes and bounds legal descriptions and scale map exhibits for the portions to be released and provide to Engineering Land Records Coordinator Jeff Quamme for review (608-266-4097) (jrquamme@cityofmadison.com). Upon approval of the exhibits and payment of the required \$500 administration fee (check payable to City of Madison Treasurer) to cover staff time and recording costs, Engineering will create the necessary Office of Real Estate Services (ORES) Project. ORES staff will then administer the release document(s) and record with the Dane County Register of Deeds. Prior to the final recording of the release by the City of Madison, that Applicant shall provide recorded copies of the releases by the other Utility Companies serving the plat.
9. The Preliminary Plat shall be revised to show existing and proposed utilities and improvements lying within this replat and within the adjacent right of way of Eliot Lane.
10. Dimension on the Preliminary and Final plats the extent of the Existing Tree Preservation Easement that lie within Lots 4 and 5.
11. The Preliminary and Final Plat shall update note 1 to the most recent title report.
12. Update the notes on sheet 2 to reflect only those items that encumber the lands within this replat and are per the most recent required title report.
13. 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.

14. The Applicant shall submit to Jeff Quamme, prior to Engineering sign-off of the subject plat, 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.

15. 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 sign-off. Electronic mail submittal of the FINAL Plat or CSM in PDF form is preferred. Transmit to [jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com)
16. This pending Certified Survey Map application shall be completed and recorded with the Dane County Register of Deeds (ROD) prior to issuance of any building permits for new construction. When the recorded CSM image is available from the ROD, the Assessor's Office can then create the new Address-Parcel-Owner (APO) data in GEO so that the Accela system can upload this data and permit issuance made available for this new land record.
17. Remove the Public Storm Water Drainage Easement note on SHEET 2 of the final plat. There are not any of these type of easements within this plat. The standard drainage easements have been addressed in note 3 on SHEET 1.

**Please contact Adam Wiederhoeft of the Madison Water Utility at 266-9121 if you have any questions regarding the following item:**

18. Please note that upon development, a separate water service lateral and water meter will be required to serve each parcel. The water laterals shall be directly connected to the public water main with the shut-off valve located in the public right-of-way (per PSC 185.52 (2)).

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

19. In conjunction with Habitat for Humanity, the WI Fire Sprinkler Coalition and the National Fire Sprinkler Association; MFD in continuing our partnership to improve the safety of the future occupants and protect the community investment by providing fire sprinklers within each home.

**Please contact Janet Schmidt of the Parks Division at 261-9688 if you have any questions regarding the following five (5) items:**

20. 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(6) will be required for all new residential development associated with this project. This development is within the North Park -Infrastructure Impact Fee district. Please reference ID# 13120.3 when contacting Parks about this project.
21. The following note should be included on the subdivision: "LOTS WITHIN THIS SUBDIVISION ARE SUBJECT TO IMPACT FEES THAT ARE DUE AND PAYABLE AT THE TIME BUILDING PERMIT(S) ARE ISSUED."
22. 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.
23. City Forestry will evaluate the terrace for new street tree plantings upon completion of the project. If there is space for new trees, City Forestry will schedule planting and assess the cost of the initial planting to the property owner.
24. Parks Division will be required to sign off on this subdivision.

**Please contact Jenny Frese of the Office of Real Estate Services at 267-8719 if you have any questions regarding the following fourteen (14) items:**

25. Prior to approval sign-off, the Owner's Certificate on the PP/FP shall be executed by all parties having an interest in the property, pursuant to 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. The executed original hard stock recordable plat shall be presented at the time of sign-off.

26. A certificate of consent for all mortgagees shall be included following the Owner's Certificate and executed prior to plat approval sign-off. If mortgages of record are paid off prior to plat approval, a copy of the recorded satisfaction for said mortgage shall be provided prior to sign-off.
27. As of March 27, 2017, the 2016 real estate taxes are paid for the subject property and there are no special assessments reported.
28. Under 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 Plat recording. This includes property tax bills for the prior year that are distributed at the beginning of the year.
29. Pursuant to Madison City Ordinance Section 16.23(5)(e)1 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.
30. Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish to 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 (1-23-17) 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.
31. Please revise the plat as follows:
  - a. Where possible, increase the font size of the text.
  - b. Reference the most recent title report in Note 1 on Sheet 1 and the Notes on Sheet 2.
  - c. Some of the documents included in the Notes section on Sheet 2 are not reported in title. Remove those that are not applicable.
  - d. Include and describe Doc. No. 5260626 in Notes on Sheet 2.
  - e. Initiate requests to all applicable utilities to record releases of their interests in the existing public utility easements in the underlying plat that will no longer be applicable. The City's release of the same will be completed by the Office of Real Estate Services after all required exhibits and fees are received by City Engineering.
  - f. The dedicated outlot shall be labeled "Dedicated for private open space purposes."

**Please contact my office at 267-1150 if you have any questions regarding the following item:**

32. As part of this approval, the Plan Commission found the standards met and granted a variance [as allowed in Section 16.23(10) MGO] to reduce the minimum average lot depth requirement of 100 feet [Section 16.23(8)(d)(3) MGO] for Proposed Lot 1 which on the submitted preliminary and final plats has an average lot depth of 96.14 feet.

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

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 267-1150.

Prior to City Engineering final sign-off by the main office of the plat, the final plat 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 plat in PDF form is preferred. Transmit to [jquamme@cityofmadison.com](mailto:jquamme@cityofmadison.com).

Sincerely,

Kevin Firchow, AICP  
Principal Planner

cc: Brenda Stanley, City Engineering Division  
Jeff Quamme, City Engineering Division – Mapping Section  
Janet Schmidt, Parks Division  
Bill Sullivan, Madison Fire Department  
Adam Wiederhoeft, Madison Water Utility  
Jenny Frese, Office of Real Estate Services  
Adam Wiederhoeft, Water Utility

[Accela ID: LNDSP-2017-00001]