



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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215 Martin Luther King Jr. Blvd.  
P.O. Box 2985  
Madison, Wisconsin 53701-2985  
Phone: (608) 266-4635  
[www.cityofmadison.com](http://www.cityofmadison.com)

May 3, 2019

Michelle Burse  
Burse Surveying and Engineering Inc.  
2801 International Lane, Suite 101  
Madison, WI 53704

RE: LNDCSM-2019-00014; ID 55186 – Certified Survey Map – 301 Clyde Gallagher Avenue

Dear Ms. Burse;

Your one-lot certified survey of property located at 301 Clyde Gallagher Avenue, Section 05, Township 7N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned SR-V2 (Suburban Residential – Varied 2 District). The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

**Please contact Brenda Stanley of the Engineering Division at 261-9127 if you have questions regarding the following two (2) items:**

1. All outstanding Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to Engineering 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. (MGO 16.23(9)(d)(4))
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)

**Please contact Jeff Quamme of the Engineering Division–Mapping Section at 266-4097 if you have questions regarding the following fifteen (15) items:**

3. A Condominium Removal Instrument of Easton Square Condominium is required prior to any Certified Survey Map being recorded.
4. Any and all references to the Easton Square Condominium shall be removed from the CSM. This includes headers, legal description and anywhere else within the CSM the document. The Condominium will no longer exist at the time of recording of the CSM as required by law.
5. The legal description shall be corrected to be a metes and bounds description around the lots

included from Darbo's Second Addition. Darbo's Second Addition was not adequately referenced, therefore, a metes and bounds description is required.

6. Title work indicates an additional owner of Eastpointe II, LLC and shall be added in an Owner's Certificate or an update to title shall be provided proving the contrary.
7. Provide recorded as bearings and / or distances on the CSM as required. Also all adjoiners and existing street names shall have dashed lines under the text as required on all sheets.
8. Label Richard Davis Lane leading north of Darbo Drive that is currently under construction. Also show graphically the southwesterly right of way of Clyde Gallagher on the other side of Starkweather Creek.
9. Provide a tie to a boundary corner at the east end of the Utility Easement per Doc No 955347 on sheet 2.
10. Show the pavement outlines used by vehicles to show existing configuration of vehicular access to the public right of ways.
11. Correct the Mayor on the Common Council Certificate. Also, leave the name for the Secretary of the Plan Commission blank. Natalie Erdman is not the Secretary at this time.
12. Add notes that this CSM is subject to Land Use Restrictions per Doc No's 2679179 and 2679182.
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.
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. Update the name of the roadway to Rosemary Avenue to match street signs and addresses in use.

**Please contact Heidi Radlinger of the Office of Real Estate Services at 266-6558 if you have any questions regarding the following eight (8) items:**

- 18. 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). 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.
- 19. A Consent of Lessee certificate shall be included on the CSM for all leasehold interests in excess of one year, recorded or unrecorded, and executed prior to CSM sign-off.
- 20. Update Plan Commission and Mayor signatories.
- 21. All known special assessments are due and payable prior to CSM approval sign-off. If special assessments are levied against the property prior to CSM approval they shall be paid in full pursuant to Madison General Ordinance Section 16.23(5)(g)1.
- 22. Pursuant to Madison City Ordinance Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Heidi Radlinger in City's Office of Real Estate Services ([hradlinger@cityofmadison.com](mailto:hradlinger@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 (1/31/2019) 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.

23. The owner shall email the document number of the recorded CSM to Heidi Radlinger as soon as the recording information is available.
24. Depict underlying lot lines.
25. Depict, name, and identify by document number all existing easements cited in record title and the updated title report.

**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 will be reviewed by the Common Council at its May 21, 2019 meeting.**

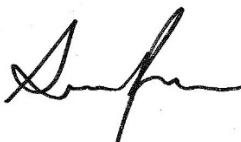
Prior to City Engineering final sign-off by the main office of the CSM, the final CSM shall be submitted to the Engineering Division Surveyor/ Land Records Coordinator for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division signoff. E-mail submittal of the final CSM in PDF form is preferred. Transmit to [jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com).

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.

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 243-0554.

Sincerely,



Sydney Prusak  
Planner

cc: Brenda Stanley, Engineering Division  
Jeff Quamme, Engineering Division–Mapping Section  
Heidi Radlinger, Office of Real Estate Services