



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, AICP, Director

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September 19, 2019

Jordan Brost  
Point of Beginning, LLC  
4941 Kirschling Court  
Stevens Point, Wisconsin 54481

RE: Approval of a Certified Survey Map (CSM) to create two lots from land addressed as 6501-6505 Seybold Road, Town of Middleton, in the City of Madison's Extraterritorial Jurisdiction (Reynolds).

Dear Mr. Brost;

The City of Madison Plan Commission, meeting in regular session on September 16, 2019, **conditionally approved** your clients' Certified Survey Map of property located at 6501-6505 Seybold Road, Town of Middleton. The conditions of approval from the reviewing agencies to be satisfied before final City approval and recording of the CSM are:

**Please contact Tim Troester of the City Engineering Division—Mapping Section at (608) 267-1995 if you have questions regarding the following four (4) conditions:**

1. All outstanding Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to City Engineering sign-off, unless otherwise collected with a Developer's/ Subdivision Contract. Contact Mark Moder (261-9250) to obtain the final MMSD billing a minimum of two (2) working days prior to requesting City Engineering signoff of the CSM.
2. Each property shall either have two separate sanitary sewer laterals or a recorded ownership/maintenance agreement shall be in place prior to final Certified Survey Map approval.
3. The lots within this CSM are interdependent upon one another for stormwater runoff conveyance, and/or a private drainage system exists for the entire site an agreement shall be provided for the rights and responsibilities of all lot owners. Said agreement shall be reviewed and placed on file by the City Engineer, referenced on the Certified Survey Map, and recorded at the Dane County Register of Deeds.
4. A minimum of two (2) working days prior to requesting City Engineering signoff on the CSM, the applicant shall contact either Tim Troester at 261-1995 ([ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com)) or Brenda Stanley at 261-9127 ([bstanley@cityofmadison.com](mailto: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).

**Please contact Jeff Quamme of the City Engineering Division–Mapping Section at (608) 266-4097 if you have questions regarding the following thirteen (13) conditions:**

5. Dimension the 150-foot length of the Public Storm Sewer Easement per CSM 4271 and add the word “Public” to the label.
6. The 10-foot wide right of way to MG&E for underground electric is shown incorrectly on the CSM. It is 10-foot wide and parallel with the southern right of way from the west boundary to its end with the intersection with the south line of the portion of Seybold Road that has been vacated. Also, more accurately label the easement with the use granted and the beneficiary.
7. The easement to Chorus Networks, Inc. per Document No. 3188267 only encumbers the east 10 feet of the portion of Seybold Road that has been vacated. This area shall be depicted and the label corrected on the final map.
8. Add to the notes on sheet 5 note 1 from CSM 4271 and referenced accordingly.
9. Add text to the vacated portion of Seybold Road referencing the vacation resolution being recorded as Document No. 4757916.
10. Add a note to the Cross Access Easement area that it is for the benefit of Lot 1 and Lot 2 of this CSM and is subject to a separate recorded document setting forth the terms and conditions of the easement. Provide a draft copy of the easement/ agreement setting forth the terms and conditions of the easement addressing, but not limited to, construction, maintenance and use restrictions. The document shall be recorded after the CSM has been recorded to allow proper reference to the new lots
11. The center of section shall include a bearing and distance to the meander corner of record for the corner.
12. Correct under the legend the note for the cross access easement. The sheet number for the detail is on sheet 3, not sheet 2.
13. Correct the Owner's Certificate to the owner of record per the title report being Reynolds Properties, Inc.
14. 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 Jeff Quamme (jrquamme@cityofmadison.com), 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.

15. The applicant shall reference City of Madison WCCS Dane Zone, 1997 Coordinates on all PLS corners on the CSM in areas where this control exists. The surveyor shall identify any deviation from City Master Control with recorded and measured designations.
16. Prior to City Engineering final sign-off by main office for Certified Survey Maps (CSM), the final 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. E-mail submittal of the **final** CSM in PDF form is preferred. Transmit to jrquamme@cityofmadison.com
17. The applicant shall submit to Jeff Quamme, prior to final Engineering sign-off of the subject plat, one (1) digital CADD drawing and one (1) signed copy of the final plat 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: 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. 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.

**Please contact Lance Vest of the City's Office of Real Estate Services at (608) 245-5794 if you have questions regarding the following nine (9) conditions:**

18. The current owner of record is Reynolds Properties, Inc. 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.
19. A certificate of consent for all mortgagees/vendors shall be included following the Owner's Certificate and executed prior to CSM approval sign-off.
20. 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..."
21. 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.

22. Pursuant to Madison City Ordinance Section 16.23(7)(d)3 and Wis. Stats. 236.21(2) (a), all CSMs that are subject to the review and approval of the City of Madison shall contain the following certificate of approval:

Approved for recording per the Secretary of the City of Madison Plan Commission.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
[Name]  
Secretary of the Plan Commission

23. As of August 16, 2019, the 2018 real estate taxes are paid for the subject property. Per 236.21(3) Wis. Stats. the property owner shall pay all real estate taxes and special assessments that are accrued or delinquent for the subject property prior to CSM recording. This includes property tax bills for the prior year that are distributed at the beginning of the year.
24. Pursuant to MGO Section 16.23(5)(g)(4), the owner shall furnish an updated title report to Lance Vest in City's Office of Real Estate Services (lvest@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 (March 19, 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. The surveyor shall update the CSM with the most recent information reported in the title update.
25. The owner shall email the document number of the recorded CSM to Lance Vest in the City's Office of Real Estate Services as soon as the recording information is available.
26. The following revisions shall be made to the CSM prior to final approval and recording:
- a.) Legend for proposed cross access easement detail references Sheet 2; remove reference if it is not necessary.
  - b.) Include a note defining any terms or conditions for the proposed cross access easement.
  - c.) Include Note 1 from CSM 4271 if applicable.

**Please contact my office at (608) 261-9632 if you have questions about the following item:**

27. As a result of the recording of this land division, the property owner and his successors and assigns are hereby given notice that the City of Madison Common Council may adopt an ordinance attaching the lots created by this Certified Survey Map without their consent at any time after municipal water is extended to within 100 feet of the original 2.2-acre parcel consistent with the 2003 City of Madison-Town of Middleton Cooperative Plan. A notice to this effect shall be recorded against the proposed lots in a form acceptable to the Planning Division prior to final approval and recording of the CSM.

**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 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.

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 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 (608) 261-9632.

Sincerely,

Timothy M. Parks  
Planner

cc: Tim Troester, City Engineering Division  
Jeff Quamme, City Engineering Division – Mapping Section  
Lance Vest, Office of Real Estate Services  
Dan Everson, Dane County Land Records and Regulations