



Department of Planning & Community & Economic Development

## Planning Division

Heather Stouder, Director

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April 5, 2021

Michelle Burse  
Burse Surveying & Engineering, Inc.  
2801 International Lane #101  
Madison, WI 53704

RE: LNDCSM-2021-00006; Legistar ID 64339 – Certified Survey Map – 7050-7220 Watts Road

Dear Ms. Burse;

Your three-lot certified survey of property located at 7050-7220 Watts Road, Section 26, Township 07N, Range 08E, 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 of the City Engineering Division at 267-1995 if you have questions regarding the following four (4) items:**

1. Enter into a future phase City / Developer agreement for the required infrastructure improvements. Agreement to be executed prior to sign off. Allow 4-6 weeks to obtain agreement. Contact City Engineering to schedule the development and approval of the plans and the agreement. (MGO 16.23(9)c)
2. Construct sidewalk and terrace along Watts Rd to provide an 8' grass terrace and 5 foot sidewalk as approved by City Engineer. Work in front of each lot shall not be required until issuance of a building permit.
3. 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))
4. A minimum of two (2) working days prior to requesting City Engineering signoff on the plat/csm contact either Tim Troester (West) at 261-1995 (ttroester@cityofmadison.com) or Brenda Stanley (East) 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 and must be cleared prior to the land division (and subsequent obsolesces of the existing parcel). (POLICY).

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

5. The required dedication of right of way along Watts Road Adjacent to Lot 3 shall be confirmed with Engineering and Traffic Engineering, particularly in light of the error in the right of way at the southwesterly corner of Lot 3 due to the lack of acknowledgement of the vacation of the public right of way.
6. The boundary and right of way of Watts Road at the southwesterly corner of Lot 3 is incorrect and in error. A portion of Watts Road was vacated and conveyed per Document No's 2131098 and 2163237. The map, easements, any required dedications, lot area and legal description shall be corrected and revised on the map.
7. Provide for review the drafts of the REA's for parking, access, utilities and drainage that are to encumber and benefit the three lots in this Certified Survey Map. If recorded before the recording of this CSM the recorded documents shall be referenced on this CSM. If not recorded prior to the recording of this CSM they shall be recorded immediately after the recording of this CSM and before the approval of any construction within any lot within this CSM.
8. Show the 10' Utility easement per Doc No 2003677 on the detail on sheet three clarifying the location of the easement to the new right of way. Also note that the width of the same easement over Lot 3 varies to the east of the east point of curve of Curve 1.
9. Add a note that this CSM is subject to Terms, conditions and restrictions per Document No 5448794.
10. Add a note the CSM is subject to conditions of Alteration to a Specific Implementation plan recorded as Document No 5495106.
11. Add a note that this CSM is subject to terms and conditions of plans and documents for the approved PCD (SIP) as per Document 2020840 and all of the amendment documents and subsequent SIP approvals. All documents shall be listed in the note.
12. The reserved Easement for all overhead and underground public & private utilities reserved per Vacation Resolution recorded as Doc No 2131098 and Quit Claim Deed Document No. 2163237 shall be shown and fully dimensioned on the face of this Certified Survey Map.
13. The portion of the Public Utility Easement released by Document No 2235807 shall be shown and noted on the CSM.
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 monument condition reports (with current tie sheet attached) for all monuments, including center of sections of record, used in this survey, to Jeff Quamme, City Engineering (jrquamme@cityofmadison.com)
15. Prior to Engineering final sign-off by main office for Plats or Certified Survey Maps (CSM), the final Plat or CSM in pdf format must be submitted by email transmittal to Engineering Land Records Coordinator Jeff Quamme (jrquamme@cityofmadison.com) for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division sign-off.

16. Show the existing CL of Watts at 47' from the south right of way and 50 feet from the new right of way. This shall be shown to begin at the easterly point of curvature of Curve 1. Where there is 3' of new right of way being dedicated show the existing 47 feet north of the CL and also note the new right of way is 50 feet north of the existing CL.
17. Show recorded as information on the exterior boundary as required by statute.
18. Show the all pavement edges and locations on the entire CSM.
19. The header on each sheet and the legal description shall be revised to include text that the CSM includes a portion of vacated and discontinued Watts Road per Document No 2131098.
20. The pending Certified Survey Map application for this property shall be completed and recorded with the Dane County Register of Deeds (ROD), the new parcel data created by the Assessor's Office and the parcel data available to zoning and building inspection staff prior to issuance of building permits for new construction.
21. Submit to Jeff Quamme, prior to Engineering sign-off of the subject plat, one (1) digital CADD drawing in a format compatible with AutoCAD. The digital CADD file(s) shall be referenced to the Dane County Coordinate System and shall contain, at minimum, the list of items stated below, each on a separate layer/level name. The line work shall be void of gaps and overlaps and match 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. all shown on the plat including wetland & floodplain boundaries.)

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 for any changes subsequent to any submittal.

**Please contact Sean Malloy of the Traffic Engineering Division at 266-5987 if you have questions regarding the following one (1) item:**

22. The applicant shall be required to construct an eight (8) foot terrace and five (5) foot sidewalk according to plan from City Engineer

**Please contact Jeff Belshaw of the Water Utility at 261-9983 if you have any questions regarding the following one (1) item:**

23. 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)). A water lateral is not required if the parcel remains undeveloped.

**Please contact Heidi Radlinger of the Office of Real Estate Services at 266-6558 if you have any questions regarding the following nine (9) items:**

24. Prior to approval sign-off by the Office of Real Estate Services (“ORES”), the Owner’s Certificates on the CSM shall be executed by all parties of interest having the legal authority to do so, pursuant to Wis. Stats. 236.21(2)(a). When possible, the executed original hard stock recordable CSM shall be presented at the time of ORES approval sign-off. If not, the City and the Register of Deeds are now accepting electronic signatures. A PDF of the CSM containing electronic signatures shall be provided to ORES to obtain approval sign-off.
25. A certificate of consent for all mortgagees shall be included following the Owner’s Certificates and executed prior to CSM approval sign-off. If the CSM is signed electronically, a PDF of the CSM containing electronic signatures shall be provided to ORES to obtain approval sign-off.
26. If a mortgage or other financial instrument is reported in record title, but has been satisfied or no longer encumbers the lands or ownership within the CSM boundary, a copy of a recorded satisfaction or release document for said instrument shall be provided prior to CSM approval sign-off.
27. If any portion of the lands within the CSM boundary are subject to an Option to Purchase or other Option interest please include a Certificate of Consent for the option holder and executed prior to CSM sign-off.
28. 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.
29. 2020 real estate taxes are owed 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 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. Receipts from the City of Madison Treasurer are to be provided before or at the time of sign-off. Payment is made to:  
City of Madison Treasurer  
210 Martin Luther King, Jr. Blvd.  
Madison, WI 53701
30. There are special assessments reported on the subject property. Special assessments shall be paid in full prior to CSM signoff pursuant to Madison General Ordinance Section 16.23(5)(g)1.
31. 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), 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 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. ORES reserves the right to impose additional conditions of approval in the event the title update contains changes that warrant revisions to the CSM.

32. The owner shall email the document number of the recorded CSM to Heidi Radlinger as soon as the recording information is available.

*The Planning Division, Office of the Zoning Administrator, Fire Department, Forestry Division, and Metro Transit reviewed this request and have recommended no conditions of approval.*

**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 was reviewed by the Common Council at its April 20, 2021 meeting.**

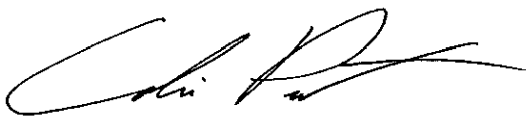
Prior to City Engineering final sign-off by the main office of the CSM, the final CSM shall be submitted to the Engineering Division Surveyor/ Land Records Coordinator for final technical review and approval. This submittal must occur a minimum of two working days prior to final Engineering Division 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, 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 243-0455.

Sincerely,



Colin Punt  
Planner

cc: Tim Troester, City Engineering Division  
Jeff Quamme, City Engineering Division—Mapping Section  
Sean Malloy, Traffic Engineering Division  
Jeff Belshaw, Water Utility  
Heidi Radlinger, Office of Real Estate Services