



Department of Planning & Community & Economic Development

Planning Division

Heather Stouder, Director

Madison Municipal Building, Suite 017
215 Martin Luther King Jr. Boulevard
Madison, Wisconsin 53703
Phone: (608) 266-4635
www.cityofmadison.com

January 31, 2020

Mark Pynnonen
Birrenkott Surveying, Inc.
1677 N Bristol Street
Sun Prairie, Wisconsin 53590

RE: Approval of a Certified Survey Map (CSM) to create two lots from land addressed at 5048 Thorson Road, Town of Sun Prairie, in the City of Madison's Extraterritorial Jurisdiction (Ziegler).

Dear Mr. Pynnonen;

The City of Madison Plan Commission, meeting in regular session on January 27, 2020, **conditionally approved** your clients' Certified Survey Map of property located at 5048 Thorson Road, Town of Sun Prairie. The conditions of approval from the reviewing agencies to be satisfied before final City approval and recording of the CSM are:

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

1. A portion of this CSM may come under the jurisdiction of the US Army Corp of Engineers (USACOE) and Wisconsin Department of Natural Resources (WDNR) for wetland, floodplain, or navigable waterway issues. A permit for these items may be required prior to construction of any improvements. Contact the WDNR and USACOE for a jurisdictional determination. Provide a copy of a certified wetland delineation and show any wetlands and required set backs on the face of the map. If no wetlands are determined, provide documentation of such.
2. 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) or Brenda Stanley at 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).

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

3. Grant a Public Storm Water Drainage Easement on the face of this Certified Survey Map over the Conservation Easement Area and also including an adequate width crossing the driveway between the two conservation areas as determined by City of Madison Storm Water Engineering Staff. An access

easement to the drainage easement shall also be provided over this CSM. Contact Jeff Quamme (jrquamme@cityofmadison.com) for the required easement text to be placed on the CSM.

4. The proposed parcels within this CSM are dependent on each other for overland and subsurface storm water drainage. A private Storm Sewer/Drainage Easement/Agreement for all parcels within this development shall be drafted, executed and recorded immediately after this Certified Survey Map.
5. The Certified Survey Map shall include the lands within Section 25, T8N, R11E lying east of the centerline of Thorson Road owned by this same Owner. All contiguous lands are required to be included in the CSM and the remnant currently not included in the current draft of the CSM would result in an illegal parcel.
6. Provide full dimensioning of the conservation easement. The conservation easement shall include the beneficiary and all terms and conditions and provisions of access for the easement.
7. The Certified Survey Map submitted does not comply with State Statutes and Madison General Ordinances regulating the requirements for preparation of a Certified Survey Map. Conditions of approval noted herein are not intended to be construed as a review determining full compliance with MGO and State of Wisconsin Statutes. The licensed professional preparing the land division is fully responsible for full compliance with all Ordinances and Statutes regulating this proposed land division. Therefore, City of Madison Engineering reserves the right of additional conditions of approval upon the submittal of a compliant CSM for review.
8. In accordance with Chapter 236, Wisconsin Statutes, the applicant shall show the type, location and width of any and all easements on a plat or CSM. Clearly identify the difference between existing easements (cite recording data) and easements which are being conveyed by the land division. Identify the owner and/or benefiting interest of all easements. Include all language required to properly and legally create any easement by this land division.
9. The applicant shall dedicate to the public the Thorson Road right of way along with an additional 7 feet to make a total of 40 feet from the center of the right of way. Also, grant a 15-foot Permanent Limited Easement to the Public for Grading and Sloping adjacent to the Thorson Road right of way shall be dedicated. Contact Jeff Quamme (jrquamme@cityofmadison.com) for the required easement language.
10. Accurately depict the corporate limits of the City of Madison.
11. The encumbrances to title are not shown, labeled or dimensioned on the Certified Survey Map, nor have the copies of all referenced documents listed in the title report provided. Electronic copies of the documents shall be provided listed within the title report and all matters affecting the CSM shall be shown, dimensioned and labeled on the final map of this CSM.
12. 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.

13. 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 CSM in areas where this control exists. The surveyor shall identify any deviation from City Master Control with recorded and measured designations.
14. 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
15. The applicant shall submit to Jeff Quamme, prior to final Engineering sign-off of the subject CSM, 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 CSM: right of way lines (public and private); lot lines; lot numbers; lot/plat dimensions; street names, and; easement lines (including wetland and floodplain boundaries).

*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 submittal.

Please contact Heidi Radlinger of the City's Office of Real Estate Services at 266-6558 if you have questions regarding the following thirteen (13) conditions:

16. Sheet 2 of the CSM was not submitted as part of the application. The City's Office of Real Estate Services reserves the right to add conditions of approval upon the submission of a complete CSM.
17. 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.
18. A certificate of consent for all mortgagees shall be included following the Owner's Certificate and executed prior to CSM approval sign-off.
19. 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 final 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. If any portion of the lands within the CSM boundary are subject to an Option to Purchase or other Option interest include a Certificate of Consent for the option holder.
22. 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.
23. Please include a space for the Register to hand write the recording info on the date of recording, to appear similar to the following:

Office of the Register of Deeds
Dane County, Wisconsin
Received for recording on _____, 20__ at ___ o'clock __M, and
recorded in Vol. ___ of CSMs on page(s) _____, Document No. _____.

Kristi Chlebowski, Register of Deeds

24. 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.
25. All special assessments are due and payable prior to CSM approval sign-off. If special assessments are levied against the property prior to CSM approval sign-off, they shall be paid in full.
26. Pursuant to MGO 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 (November 8, 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.
27. The owner shall email the document number of the recorded CSM to Heidi Radlinger in the City's Office of Real Estate Services as soon as the recording information is available.
28. The following revisions shall be made to the CSM prior to final approval and recording:
 - a.) Depict, name, and identify by document number all existing easements cited in record title and the updated title report.
 - b.) Include a complete and accurate legal description of the lands that are to be included in the proposed CSM. The legal description shall be reconciled with the legal description of said lands in record title.

- c.) Depict and dimension all existing improvements including, but not limited to: buildings, drives, parking lots, encroachments, wells, septic systems, etc. located within the CSM boundary.

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