



Department of Planning & Community & Economic Development

## Planning Division

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**\*\*BY E-MAIL ONLY\*\***

November 14, 2025

Jamey Reid  
Ayres Associates  
5201 East Terrace Drive, Suite 200  
Madison, Wisconsin 53718

RE: LNDCSM-2025-00036; ID 90392 – Certified Survey Map – 7103 Millpond Road and 4402 Brandt Road  
(Allison Rathsack, Dane County Dept. of Waste and Renewables)

Dear Jamey,

The Certified Survey Map (CSM) to reconfigure two existing lots located at 7103 Millpond Road and 4402 Brandt Road, Section 25, Township 7N, Range 10E, City of Madison, Dane County, Wisconsin is hereby **conditionally approved**. The property is zoned IG (industrial–General 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 City Engineering Division at (608) 261-9127 if you have questions regarding the following two (2) items:**

1. Madison Metropolitan Sewerage District (MMSD) charges are due and payable prior to City Engineering Division 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.
2. A minimum of two (2) working days prior to requesting City Engineering signoff on the CSM, contact either Tim Troester (West) at (608) 261-1995 ([ttroester@cityofmadison.com](mailto:ttroester@cityofmadison.com)) or Brenda Stanley (East) at (608) 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 and must be cleared prior to the land division (and subsequent obsolesces of the existing parcel).

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

3. Extend the existing Public Easement for Grading and Sloping per Document No. 5924987 northerly to its existing end northerly along the westerly side of Brandt Road; only a southerly portion is shown, and none of this easement has been released. This shall be revised on sheets 1, 2, and 5, with additional details needed on sheet 5. The labels on all sheets shall be revised to read "Existing 10'

Public Easement for Grading and Sloping per Document No. 5924987." Add a reference to the document number to the text on sheet 6 as well.

4. Show, dimension and label the existing Public Storm Water Management and Drainage Easement as it was originally granted by CSM 16345. There has not been any partial release of the easement by the City or County. Any portion(s) of a public easement that is intended to be released shall be released by separate document prepared by City Office of Real Estate Services. Contact Jeff Quamme of Engineering Mapping (jrquamme@cityofmadison.com, 608-266-4097) to coordinate the Real Estate project, and associated information and fees required. If any release is required prior to recording of the CSM, acknowledgement of the release and document number shall be noted on the face of the CSM and the remaining easement revised on the CSM.
5. Return the two "NO ACCESS PER PROJECT F01-2(31)" labels east of the 40-foot existing approved access along the northerly side of the CSM. The restrictions are still in place. Also change the text for the proposed two accesses to "Future Proposed 60' (and 64') Access by Separate Instrument."
6. On sheet 2, there is a note 8 label that shall be revised to read "See Note 7" to correctly refer to the note on sheet 10 for the easement per Document No. 460808.
7. On Sheet 2, the note for the 66-foot reservation shall be revised: "See Note 8 on Sheet 10 for 66-foot wide reservation for Future Public Street per Document No. 5924987". Note 8 on Sheet 10 shall have text added to the beginning of the paragraph "As per Document No. 5924987 the 66-foot wide."
8. Add Note 10 from CSM 16345 back into the notes on Sheet 10 of this CSM in reference to Document No. 926343, as it still applies and is missing. Also, fix the two references to "Note 10" on sheet 5 to correctly refer to the new note that is to be added back into this CSM.
9. Add text to the beginning of Note 13: "ALL LANDS WITHIN THIS CSM ARE SUBJECT TO A CITY OF MADISON - NONE..."
10. Add a new note to Sheet 10: "Lands within this CSM are subject to a Declaration of Covenants, Conditions and Restrictions per Document No. 5926406."
11. Prior to Engineering final sign-off by main office for Certified Survey Maps, the final CSM shall be submitted in PDF format by email transmittal to Engineering Land Records Coordinator Jule Smith (jsmith4@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.
12. Conditions of approval noted herein are not intended to be construed as a review determining full compliance with City of Madison General Ordinances 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.
13. The total lot areas from CSM 16345 do not match the total lot areas on the proposed CSM. The total differs by 410 square feet. Confirm the lot areas.

14. Update the Common Council Certificate with “Lydia A. McComas, City Clerk, City of Madison.”
15. The applicant shall submit to Jule Smith, 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 Trent W. Schultz of the Parking Division at (608) 246-5806 if you have any questions regarding the following note:**

16. A Transportation Demand Management (TDM) Plan is not required as part of this Certified Survey Map review. Approval of a TDM Plan is required as part of the conditional use review (LNDUSE-2025-00071).

**Please contact Trent Milliken of the Office of Real Estate Services at (608) 266-5940 if you have any questions regarding the following eight (8) items:**

17. Prior to final approval sign-off by the Office of Real Estate Services (“ORES”), the Owner’s Certificate(s) 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). Said parties shall provide documentation of legal signing authority to the notary or authentication attorney at the time of execution. The title of each certificate shall be consistent with the ownership interest(s) reported in the most recent title report. If any land within the CSM boundary is under contract for sale or purchase, and said transfer will be conducted at the time of CSM recording, an escrow agreement may be necessary. Please discuss closing plans with ORES in advance of CSM signoff. When possible, the executed original hard stock recordable CSM shall be presented at the time of Office of Real Estate Services (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.
18. Prior to CSM approval sign-off, an executed and notarized or authenticated certificate of consent for all mortgagees/vendors shall be included following the Owner’s Certificate(s).
19. 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 if said ownership interest meets the criteria set forth by Wis. Stats. Sec. 236.34 and Sec. 236.21(2)(a).
20. 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.

21. For parcels located within the City of Madison, the Madison Common Council Certificate shall appear as follows:

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Lydia A. McComas, City Clerk  
City of Madison, Dane County Wisconsin

22. As of October 29, 2025, there are no special assessments reported. All known special assessments are due and payable prior to CSM approval sign-off. If special assessments are levied against the property during the review period and prior to CSM approval sign-off, they shall be paid in full pursuant to MGO Section 16.23(4)(f)(3).
23. Pursuant to MGO Section 16.23(4)(f), the owner shall furnish an updated title report via email to Trent Milliken ([tmilliken@cityofmadison.com](mailto:tmilliken@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, dated August 18, 2025, submitted with the CSM application and include all associated documents that have been recorded since the initial title report (September 22, 2025). 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. ORES reserves the right to impose additional conditions of approval in the event the title update contains changes that warrant revisions to the CSM.
24. Revise the CSM as follows:
- Sheet 2 contains a typo on the southern boundary of the parcel – correct to “66-foot wide reservation for future\* public street”
  - If all parties of interest agree that certain easements from prior plats or CSMs of record are no longer necessary, the release documents for said easements shall be recorded prior to CSM approval sign-off, with the recording information for the release included as a note on the proposed CSM.

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

**A resolution approving the Certified Survey Map and authorizing the City to sign it and any other documents related to the CSM will be reviewed by the Common Council at its November 25, 2025 meeting.**

In order to commence the process for obtaining the necessary City signatures on the Certified Survey Map, the applicant shall e-mail the revised CSM, updated title report, and any other materials required by reviewing agencies to the reviewing planner. The reviewing planner will share the updated materials with the relevant commenting City agencies for them to verify that their conditions have been satisfied and that the secretary or designee may sign the Plan Commission approval certificate. Once the Plan Commission certificate is executed, the Planning Division will make the City Clerk’s Office aware that the Common Council certificate may be executed.

Once all of the necessary City signatures have been affixed to the Certified Survey Map, the instrument may be recording at the Dane County Register of Deeds Office. For information on recording procedures and fees, please contact the Register of Deeds at (608) 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 (608) 261-9632 or [tparks@cityofmadison.com](mailto:tparks@cityofmadison.com).

Sincerely,

A handwritten signature in cursive script that reads "Timothy M. Parks".

Timothy M. Parks  
Planner