



Department of Planning & Community & Economic Development  
**Planning Division**

Website: [www.cityofmadison.com](http://www.cityofmadison.com)

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Madison, Wisconsin 53701-2985  
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FAX 608 267-8739  
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April 12, 2007

Michelle Burse  
Burse Surveying & Engineering, Inc.  
1400 E. Washington Avenue, Suite 158  
Madison, Wisconsin 53703

RE: File No. LD 0709 – Certified survey map – 5119-5125 Horned Owl Drive (Nelson Group)  
File No. LD 0710 – Certified survey map – 5133 Horned Owl Drive (Nelson Group)

Dear Ms. Burse:

The four-lot and two-lot certified surveys of the properties located at 5119-5125 Horned Owl Drive and 5133 Horned Owl Drive, respectively, in Section 27, Township 7N, Range 10E, City of Madison, Dane County, Wisconsin, are hereby **conditionally approved**. The sites are zoned R3 (Single and Two-Family Residence District) and are developed with duplexes.

The conditions of approval from the reviewing agencies for the two CSMs are:

**Please contact Janet Dailey, City Engineering, at 261-9688 if you have questions regarding the following two conditions:**

1. A separate and independent sanitary sewer lateral shall serve each unit of a duplex building. If there is only one existing lateral per building, a recorded lateral ownership agreement shall be in place prior to plan sign off.
2. Prior to Engineering final sign-off by main office for Certified Survey Maps (CSM), 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. Electronic mail submittal of the **final CSM in PDF form** is preferred. Please transmit to [epederson@cityofmadison.com](mailto:epederson@cityofmadison.com).

**Please contact Kathy Voeck, the Assistant Zoning Administrator, at 266-4551 if you have questions regarding the following two items:**

3. Approval of split duplexes shall include: a) separate water services, curb stops, lines and meters, except for dwellings constructed prior to the adoption of this ordinance (February 4, 1997), the water service may be split in the terrace, with separate curb stops, lines and meters; b) separate sanitary sewer service laterals and lines, except for dwellings constructed prior to the adoption of this ordinance, subject to including a provision in a joint access and maintenance agreement that addresses emergency access to, and the responsibility for, sanitary sewer building blockage; c) separate gas and electric meters; and d) a joint cross access and maintenance agreement that has been submitted with the land division application and which shall be recorded with the land division.

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4. Show the driveways and building addresses for all of the duplexes on both surveys.

**Please note that the City Real Estate Office is reviewing the report of title provided with these surveys and may have comments. That office will send any comments to you by fax. If you have any questions, please contact Jeff Ekola at 267-8719 for more information.**

Please contact my office prior to requesting final signoff to ensure that no late comments were received on these surveys.

As soon as the comments and conditions have been satisfied as verified with a completed affidavit form (enclosed), 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 thirty (30) days from the date of this letter. If you have any questions or if may be of any further assistance, please do not hesitate to contact my office at 261-9632.

Sincerely,

Timothy M. Parks  
Planner

cc: Doug Nelson (**Via E-Mail Transmission**)  
Janet Dailey, Engineering Division  
Kathy Voeck, Assistant Zoning Administrator  
Jeff Ekola, Real Estate Development Unit  
Norb Scribner, Dane County Land Records and Regulations