



Department of Planning & Community & Economic Development
Planning Division

Website: www.cityofmadison.com

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April 24, 2007

Dan Birrenkott
Birrenkott Surveying, Inc.
PO Box 237
1677 N. Bristol Street
Sun Prairie, Wisconsin 53590

RE: Approval of a Certified Survey Map of 1.2 acres of land located at 5756 Portage Road, Town of Burke, in the City of Madison's extraterritorial plat approval jurisdiction (Orvick property).

Dear Mr. Birrenkott;

The Plan Commission, meeting in regular session on April 23, 2007, **conditionally approved** your client's two-lot certified survey of property located at 5756 Portage Road, Town of Burke. The conditions of approval from the reviewing agencies for the CSM are:

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

1. Driveway to existing home on proposed Lot 2 appears to be partially located on proposed Lot 1. Relocate the driveway or provide private joint driveway easement language either created by this CSM or separate recorded document to resolve this. If separate recorded document option is chosen, that document must be recorded before the CSM and the recording information thereof referenced on the CSM.
2. Existing well serving existing home appears to be partially on proposed Lot 1. Provide language on CSM to resolve this or include well easement language in separately with the separately recorded joint driveway easement document.
3. Delineate location and dimension the existing No Access as created by CSM 3709.
4. Correct typographical errors of CAAP (CAP) for North ¼ Corner & West ¼ corner notes.
5. Show recorded and measured values for distances along east and west line of Lot 1, CSM 7560.
6. Include specific horizontal datum reference for which this map bearing reference is oriented to.
7. The applicant shall dedicate a 15-foot wide permanent limited easement for grading and sloping along Portage Road.
8. Arrows shall be added to the certified survey map indicating the direction of drainage for each property line not fronting on a public street. In addition, the certified survey map shall include lot corner elevations, for all lot corners, to the nearest 0.25-foot. The following notes shall be added to the certified survey map.

- a.) Arrows indicate the direction of surface drainage swale at individual property lines. Said drainage swale shall be graded with the construction of each principal structure and maintained by the lot owner unless modified with the approval of the City Engineer. Elevations given are for property corners at ground level and shall be maintained by the lot owner.
- b.) All lots within this certified survey are subject to public easements for drainage purposes which shall be a minimum of 6 feet in width measured from the property line to the interior of each lot except that the easements shall be 12 feet in width on the perimeter of the certified survey. For purposes of two (2) or more lots combined for a single development site, or where two (2) or more lots have a shared driveway agreement, the public easement for drainage purposes shall be a minimum of six (6) feet in width and shall be measured only from the exterior property lines of the combined lots that create a single development site, or have a shared driveway agreement, except that the easement shall be twelve (12) feet in width along the perimeter of the certified survey. Easements shall not be required on property lines shared with greenways or public streets. No buildings, driveways, or retaining walls shall be placed in any easement for drainage purposes. Fences may be placed in the easement only if they do not impede the anticipated flow of water.

Note: In the event of the City of Madison Plan Commission and/or Common Council approve re-division of a previously subdivided property, the underlying public easements for drainage purposes are released and replaced by those required and created by the current approved subdivision.

9. If the lots within this certified survey map are inter-dependent upon one another for storm water 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.
10. 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 Eric Pederson, 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 or CSM. Note: Land tie to two PLS corners required.
11. 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.

Please contact my office at 261-9632 if you have questions about the following Planning Division conditions:

12. That the survey be revised to show the existing driveway. Final approval of the survey shall be contingent upon the applicants providing a note on the survey indicating whether the driveway will be relocated entirely onto Lot 1 or if a cross-access agreement will be entered into between the two lots to govern the long-term maintenance of the driveway in its current alignment.
13. That the applicant revise the Certified Survey Map to dedicate an additional eight feet of right of way along the east side of Portage Road, for a total of 48 feet of right of way from the centerline.

In addition, Alliant Energy is requesting that a 12-foot wide utility easement be dedicated along the length of the Portage Road frontage of the two proposed lots.

Please note that the City Real Estate Office is reviewing the report of title provided with this survey 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.

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. The approval of this CSM shall be null and void if not recorded in six month from the date of approval. 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: Janet Dailey, Engineering Division
Jeff Ekola, Real Estate Development Unit
Norb Scribner, Dane County Land Records and Regulations