



Department of Planning & Community & Economic Development

## Planning Division

Katherine Cornwell, Director

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August 11, 2015

Dave Nelsen  
RDC Development, LLC  
4605 Dovetail Drive  
Madison, Wisconsin 53704

RE: File No. LD 1525 – Certified Survey Map – 502-530 Cottage Grove Road (Lots 2-5, Royster Corners)

Dear Mr. Nelsen;

Your three-lot certified survey of property located at 502-530 Cottage Grove Road, Section 9, Township 7N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The property is zoned TR-U2 (Traditional Residential–Urban 2 District) and TE (Traditional Employment District). The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

**Please contact Janet Schmidt of the City Engineering Division at 261-9688 if you have questions regarding the following six (6) items:**

1. Surveyor's Certificate contains commencing error. Description should commence at the North 1/4 corner, not the East 1/4 corner as stated.
2. Lots within this CSM will have common access, utility and drainage facilities. The easement/agreement documents addressing the common/reciprocal uses shall be drafted and provided for review and comment. The documents shall be recorded immediately after the recording of the CSM. Recording of this document shall be required prior to any building permit issuance.
3. An 8-foot wide Temporary Limited Easement for Grading and Sloping to the City of Madison shall be provided along Cottage Grove Road and Dempsey Road for the future construction of new public sidewalk. The easement shall terminate upon the completion of the construction of the sidewalk or December 31, 2016, whichever comes first.
4. Add to the label for the existing utility easements that they are per the plat of Royster Corners.
5. A minimum of 2 working days prior to requesting City Engineering Division signoff on the CSM, the applicant shall contact Janet Schmidt (261-9688) 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).

6. 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. Note: Land tie to two PLS corners required.

**Please contact Dennis Cawley of the Madison Water Utility at 261-9243 if you have any questions regarding the following item:**

7. Note: All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility per MGO Sec. 13.21.

**Please contact my office at 261-9632 if you have any questions regarding the following item:**

8. The following note shall be added to the CSM: "Lots/ buildings within this subdivision / development are subject to impact fees that are due and payable at the time building permit(s) are issued."

**Please contact Jenny Frese of the Office of Real Estate Services at 267-8719 if you have any questions regarding the following six (6) items:**

9. Prior to requesting final sign-off, executed signature block certifications shall be included for all parties of interest, pursuant to Wis. Stats. 236.21(2)(a). All signatory parties shall provide documentation that proves said signatories have legal authority to sign the Owner's Certificate. The title of each certificate shall be consistent with the ownership interest reported in the most recent title report.
10. Please revise the City's description in the Consent of Mortgagee certificate to "...a Wisconsin municipal corporation". The certificate shall be executed prior to final sign-off of the CSM. The City's Office of Real Estate Services can assist with obtaining the Mayor and Clerk signatures, if needed.
11. Change the name in the City of Madison Plan Commission Certificate to Natalie Erdman.
12. Under 236.21(3) Wis. Stats. and MGO Section 16.23(5)(g)(1), 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. As of August 7, 2015, there are special assessments reported for each parcel within the CSM boundary, which shall be paid in full prior to final sign-off of the CSM.
13. Prior to final CSM sign-off, please verify with Janet Schmidt of the City Engineering Division (261-9688) or Pam Mousley at the Water Utility (261-9132) that stormwater management fees are paid in full.
14. Prior to final approval and recording of the CSM, the following revisions shall be made:

- a.) Include the plat of Royster Corners in the label for the 5-foot public utility easement that was created by said plat.
- b.) Specify which notes carry over from the CSMs and Plat described in Note #9 on Sheet 4.
- c.) When the title update is ordered, omit Lot 1, Royster Corners from the legal description.

**Note: The Madison Fire Department does not object to this proposal provided the project complies with all applicable fire codes and ordinances.**

**Note: The proposed lots do not follow the existing TR-U2 and TE zoning district boundaries. The lots are therefore subject to the provisions in Section 28.145 of the Zoning Code, Lots with Split Zoning.**

**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 will be reviewed by the Common Council on September 1, 2015.**

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.

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).

The owner shall furnish to the Office of Real Estate Services and the survey firm preparing the CSM an updated title report covering the period between the date of the initial title report and the date when final signoff is requested. The surveyor shall update the CSM with the most recent information reported in the title update.

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.**

LD 1525  
502-530 Cottage Grove Rd.  
August 11, 2015  
Page 4

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 Schmidt, City Engineering Division  
Dennis Cawley, Madison Water Utility  
Sally Sweeney, City Assessor's Office  
Kay Rutledge, Parks Division  
Jenny Frese, Office of Real Estate Services  
Dan Everson, Dane County Land Records and Regulations