



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

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

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May 3, 2007

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

RE: File No. LD 0711 – Certified survey map – 2607 Monroe Street/ 2612 Arbor Drive (Corcoran).

Dear Ms. Burse:

The three-lot certified survey of property located at 2607 Monroe Street/ 2612 Arbor Drive, Section 28, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The site was zoned PUD-GDP-SIP at the Common Council meeting of May 1, 2007.

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 nine conditions:**

1. Each lot shall have a separate sanitary sewer lateral.
2. Revise Note #5 on Sheet 4 of 6 by removing “stormwater management” and inserting “Inter-Lot Drainage”.
3. City Engineering requires the review and approval of the proposed Inter-Lot Drainage Agreement prior to recording of said agreement. Reference the agreement recording information on the Certified Survey Map prior to CSM recording.
4. The proposed CSM apparently identifies some existing underlying “platted” lot lines within proposed Lot 1 that do not exist according to available land records documents.
5. The developer shall enter into a City/ Developer agreement for the installation of public improvements required to serve this CSM. The developer shall be required to provide deposits to cover City labor and materials and surety to cover the cost of construction. The developer shall meet with the City Engineer to schedule preparation of the plans and the agreement. The City Engineer will not sign off on this CSM without the agreement executed by the developer.
6. The applicant shall construct sidewalk along Arbor Drive to a plan approved by the City Engineer.
7. 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.

8. 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.
9. 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 John Leach, Traffic Engineering, at 267-8755 if you have questions about the following item:**

10. The attached streetlight and traffic signal declaration of conditions and covenants shall be executed and returned.

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

11. Meet applicable building codes to have buildings with zero lot line between lots in this CSM. Provide cross access and use agreements for the driveway, loading, parking and access to the residential building from the commercial site and visa versa. NOTE: The existing building on Lot 3 cannot remain over the lot line per building code. The CSM shall have a note "to be removed." Show the new lot lines in the PUD sign off submittal.

**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.**

A resolution authorizing the City to sign the CSM and any other documents related to the proposed land division was approved by the Common Council on May 1, 2007.

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**

LD 0711  
Corcoran CSM  
May 3, 2007  
Page 3

**(6) months** from the date of the approving resolution. 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  
John Leach, Traffic Engineering  
Kathy Voeck, Assistant Zoning Administrator  
Jeff Ekola, Real Estate Development Unit  
Norb Scribner, Dane County Land Records and Regulations