



Department of Planning & Development  
**Planning Unit**

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

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December 20, 2006

Paul Spetz  
Isthmus Surveying, LLC  
2146 Oakridge Avenue  
Madison, Wisconsin 53704

RE: File No. LD 0651 – Certified survey map – 3318-3322 E. Washington Avenue (Nancy Kelbel).

Dear Mr. Spetz:

The four-lot certified survey of property located at 3318-3322 E. Washington Avenue, Section 32, Township 8N, Range 10E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The site is zoned R2 (Single-Family Residence District) along Ridgeway Avenue and R4 (General Residence District) along E. Washington Avenue. 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 twelve conditions:**

1. Coordinates shown for existing PLSS section corners need to identify what specific horizontal datum orientation they are referenced to.
2. Surveyor's Certificate legal description needs to be revised to correct calls made to original platted lot and right of way lines, which is not the case due to right-of-way acquisitions along E. Washington Avenue.
3. Recorded and measured distances along side lot lines between E. Washington Avenue and Ridgeway Avenue shall be removed.
4. Title work must be updated to include current complete Kelbel ownership, including November 14, 2006 sale. Badger Abstract and Title shall email a full report to both of the following:  
[epederson@cityofmadison.com](mailto:epederson@cityofmadison.com) and [jekola@cityofmadison.com](mailto:jekola@cityofmadison.com)
5. Public sanitary sewer is not readily available to serve proposed lots. If interim service measures are proposed, they must be reviewed and approved by the City Engineer, prior to approval of this CSM.
6. Interim sewer service measures, if approved, will not negate the need for these proposed lots to participate in prorated share of costs to extend sewer along the rear lot line of proposed Lots 3 and 4.
7. Applicant shall dedicate a 12-foot public sanitary sewer easement between existing lots and proposed lots. City Engineer encourages applicant to obtain downstream easements to allow for permanent sewer extension, negating the cost and need for interim sewer service measures.
8. Prior to approval, owner to pay outstanding prorated share of costs incurred by the City to extend sewer services up Carpenter Street.

9. 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 survey are subject to a public easement 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 easement shall be 12-feet in width on the perimeter of the certified survey map. Easements shall not be required on property lines shared with green ways or public streets. No structures may be constructed within said easement and no other obstructions to drainage, including landscaping are permitted without the prior written approval of the City Engineer.

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.

10. All outstanding Madison Metropolitan Sewerage District (MMSD) and City of Madison sanitary sewer connection charges are due and payable prior to connection to the public sewerage system.
11. 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.
12. 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:**

13. The attached declaration of conditions and covenants shall be executed and returned.

**Please contact Dennis Cawley, Madison Water Utility, at 266-4651 if you have any questions regarding the following item:**

14. The owner shall sign a waiver of notice and hearing for public water main assessments on Ridgeway Avenue. Lots 3 and 4 will require new water service laterals.

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

15. Provide a grading plan of the lots to show that usable open space requirements can be met on the R2 lots in the amount of 1,300 square feet per lot and on the R4 Lots in the amount of 500 square feet per lot. Usable open space shall be in a compact area of not less than 200 square feet, having no dimensions less than 10 feet **and having a slope no greater than 10 percent.** The required front yard does not count toward usable open space. There may need to be some terracing to meet the usable open space requirements.
16. The Zoning Ordinance does not allow an accessory building on a lot without a principal building. The shed on Lot 3 shall be noted as "To be removed within one year of recording of CSM."

**Please contact Si Widstrand, Parks Division, at 266-4711 if you have questions about the following item:**

17. Park dedication required for the additional two single-family lots is 1,100 square feet per lot. The required dedication shall be paid as a fee in lieu of land, based on the actual value of the acreage up to a maximum of \$1.74 per square foot. The park development fee is \$815.36 per additional lot.  
→ Land Fee Value: \$3,828 + Park Development Fee: \$1,630.72 = **Total Park Fees: \$5,458.72**

Park fee payment checks shall be payable to the City of Madison Treasurer, and all questions, payments and deliveries shall be made to the office of the Madison Parks Division. Prior to City signoff on this project, the developer shall select one of the following options for paying these fees:

- Payment of all fees in a lump sum prior to City signoff on the project, or;
- The fee payment may be paid within fourteen days of issuance of any zoning, conditional use or building permit. No certificate of occupancy may be issued for buildings on any parcel for which there are unpaid impact fees. Under this option, the fees shall be calculated and prorated to each lot on the development, and the developer shall record a notice of the outstanding impact fees for each lot prior to receiving City signoff for the project. All fees shall be paid at the rate in effect at the time of payment.

**Please contact my office at 261-9632 if you have questions about the following two items:**

18. Remove the building envelopes from Lots 3 and 4.
19. In addition, Madison Gas and Electric has requested that a 10-foot utility easement be dedicated/ maintained along the rear lot lines of the four lots consistent with the existing overhead utilities on site.

**Please note that the City Real Estate Office has reviewed the report of title provided with this survey and has provided comments to you separately. If you have any questions about those comments, 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 will be approved by the Common Council on January 2, 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

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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 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  
Kathy Voeck, Assistant Zoning Administrator  
John Leach, Traffic Engineering  
Jeff Ekola, Real Estate Development Unit  
Norb Scribner, Dane County Land Records and Regulations