



Department of Planning & Development  
**Planning Unit**

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

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March 29, 2006

Tony Alt  
Geo-Metra Surveying  
2706 Myrtle Street  
Madison, Wisconsin 53704

RE: File No. LD 0610 – Certified survey map – 3703 Portage Road (Evert)

Dear Mr. Alt:

The two-lot certified survey of the property located at 3703 Portage Road in Section 21, Township 8N, Range 10E, City of Madison, Dane County, Wisconsin, are hereby **conditionally approved**. The site is zoned R3 (Single and Two-Family Residence District) and is developed with a duplex.

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

**Please contact Janet Gebert, City Engineering, at 266-4751 if you have questions regarding the following seven items:**

1. If property intends to serve duplex with only one lateral, property owner shall provide an ownership and maintenance agreement for the lateral.
2. A separate and independent sanitary sewer lateral shall serve each unit of a duplex building.
3. Sheet 2 bearing error 114 seconds? Document 1485018 is a 17-foot public sidewalk and all public and private utility easement, not a sanitary sewer.
4. Identify horizontal datum bearings are referenced to.
5. Is this CSM creating the 16-foot maintenance easement? What maintenance purposes and rights and responsibilities are being created?
6. In accordance with Section s.236.34(1) (c) which says a CSM shall be prepared in accordance with s.236.20(2)(c) & (f), Wisconsin Statutes, the Applicant must show type, location and width of any and all easements. Clearly identify the difference between existing easements (site Register of Deeds recording data) and easements that are being conveyed by the Plat/CSM. Identify the owner and/or benefiting interest of all easements.

7. 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.

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

8. 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.

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

9. Revise the utility easement along the southeasterly, rear property line from six feet to twelve feet as requested by Alliant Energy.

**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.**

**Lot 2 will require a separate water service lateral. Please contact Dennis Cawley in the Madison Water Utility for additional information at 266-4651.**

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.

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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: Janet Gebert, Engineering Division  
Kathy Voeck, Assistant Zoning Administrator  
Jeff Ekola, Real Estate Development Unit  
Norb Scribner, Dane County Land Records and Regulations.