



Department of Planning & Development  
**Planning Unit**

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

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May 18, 2006

Scott Matthews  
Peterscott, LLC  
2921 Interlaken Pass  
Madison, Wisconsin 53717

RE: Approval of a demolition permit for a single-family residence at 5402 Whitcomb Drive and approval of a certified survey map (CSM File No. LD 0616).

Dear Mr. Matthews:

The Plan Commission, meeting in regular session on May 16, 2006 determined that the ordinance standards could be met and **approved** your request for a demolition permit to allow a single-family residence located at 5402 Whitcomb Drive to be razed and the property to be divided into **two** lots by Certified Survey Map. In order to receive final approval of the demolition permit and certified survey, the following conditions must be met:

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

1. A separate sanitary sewer lateral shall serve each lot.
2. Coordinates shown are actually NAD83 (1997). City tie sheets on the Web erroneously referenced NAD83 (1991) and will be revised soon.
3. The applicant shall dedicate a 10-foot corner radius of right of way at southeast corner Lot 1.
4. The applicant shall dedicate a permanent limited easement for grading and sloping 10- feet wide along Whitcomb Drive and Loruth Terrace.
5. The following notes shall be included on the CSM:
  - a.) All lots within this plat 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 plat. 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 plat. 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 a City Of Madison Plan Commission and/or Common Council approved 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.

- b.) The intra-block drainage easements shall be graded with the construction of each principle structure in accordance with the approved storm water drainage plan on file with the City Engineer and the Zoning Administrator, as amended in accordance with the Madison General Ordinances.
6. 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.
7. 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.
8. The applicant shall close all abandoned driveways by replacing the curb in front of the driveways and restoring the terrace with grass.
9. Prior to approval of the conditional use application, the owner shall obtain a permit to plug each existing sanitary sewer lateral that serves a building that is proposed for demolition. For each lateral to be plugged the owner shall deposit \$1,000 with the City Engineer in two separate checks in the following amounts: (1) \$100 non-refundable deposit for the cost of inspection of the plugging by City staff; and (2) \$900 for the cost of City crews to perform the plugging. If the owner elects to complete the plugging of a lateral by private contractor and the plugging is inspected and approved by the City Engineer, the \$900 fee shall be refunded to the owner.
10. The site plan shall be revised to show all existing public sanitary sewer facilities in the project area as well as the size and alignment of the proposed service.

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

11. Site plans will be reviewed when the future lots will be developed. Remove the existing driveways until future development occurs (noting the closure or removal of the driveways on the final CSM).

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

12. Park dedication required for the additional single-family lot is 1100 square feet. 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.

→ Land Fee Value: \$1,914 + Park Development Fee: \$815.36 = Total Park Fees: **\$2,729.36**

The park fees shall be paid prior to the final approval of the CSM. Approval of the CSM does not include approval of pruning, removal or planting of trees in the public right of way. Permission for such activities must be obtained from the City Forester, 266-4816.

**In addition, the Plan Commission added the following conditions to the approval of this project:**

13. The applicant shall revise the proposed certified survey map to include only **two** single-family lots that are as equal or reasonably similar in size as possible.
14. The applicant shall submit a tree preservation plan to the Planning Unit for approval. The plan shall include the relative species and size of remaining trees on the property and shall be used to establish building envelopes on each of the two lots prior to approval of the CSM.
15. Any residential buildings constructed on both lots created by this CSM shall first be subject to the review and approval of the Plan Commission after a public hearing. A note shall be placed on the CSM to this affect. Plans for new residences submitted to the Plan Commission shall include a landscape buffer along the westerly property line.

The new residential unit may require a separate water service lateral. Please contact Dennis Cawley in the Madison Water Utility for additional information at 266-4651.

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

**Please now follow the procedures listed below for obtaining final approval of your demolition permit and Certified Survey Map:**

1. A resolution authorizing the City to sign the CSM and any other documents related to the proposed land division will be forwarded to the Common Council for approval once conditions 13-15 above have been satisfied.
2. 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. Also be sure to include any additional materials requested by these departments for their approval prior to sign off. 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. At the time you proceed for final sign off of the Certified Survey Map, you should also be prepared to address any reviewing agency comment regarding the demolition approval.
3. This letter shall be signed by the applicant to acknowledge the conditions of approval and returned to the Zoning Administrator when requesting final approval of the CSM.

4. A reuse and recycling plan approved by the Recycling Coordinator is required by ordinance prior to the issuance of a wrecking permit. The Planning Unit will not sign the certified survey map without the prior approval of the Recycling Coordinator regarding the reuse and recycling plan.
5. No alteration of this proposal shall be permitted unless approved by the Plan Commission, provided, however, the Zoning Administrator may issue permits for minor alterations. The demolition approval shall become null and void one year after the date of the Plan Commission unless the use is commenced, construction is under way, or a valid building permit is issued and construction commenced within six months of the issuance of said building permit. The Plan Commission shall retain jurisdiction over this matter for the purpose of resolving complaints against the approved demolition permit.

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 the approval of the Certified Survey Map, 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 two years from the date of the approving resolution. If you have any questions or if you may be of any further assistance, please do not hesitate to contact my office at 261-9632.

Sincerely,

Timothy M. Parks  
Planner

I hereby acknowledge that I understand and will comply with the above conditions of approval for this demolition permit and certified survey map.

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*Signature of Applicant*

cc: Janet Gebert, Engineering Division  
Si Widstrand, Parks Division  
George Dreckmann, Recycling Coordinator  
Kathy Voeck, Assistant Zoning Administrator  
Jeff Ekola, Real Estate Development Unit  
Norb Scribner, Dane County Land Records and Regulations