



Department of Planning & Community & Economic Development
Planning Division

Website: www.cityofmadison.com

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December 20, 2011

Thom Grenlie
400 S. Nine Mound Road
Verona, Wisconsin 53593

RE: Consideration of a two-lot Certified Survey Map (CSM) of the Keryluk-Wee property located at 3010 Shady Oak Lane, Town of Verona, in the City of Madison's Extraterritorial Jurisdiction.

Dear Mr. Grenlie;

The Plan Commission, meeting in regular session on December 19, 2011, **conditionally approved** your client's two-lot Certified Survey Map of property located at 3010 Shady Oak Lane, Town of Verona. The conditions of approval from the reviewing agencies to be satisfied before final City approval and recording of the CSM are:

Please contact Janet Dailey of the City Engineering Division at 261-9688 if you have questions regarding the following three (3) items:

1. Place a note on the CSM stating the following: "Lot 1 and Lot 2 acknowledge they are dependent on each other for cross drainage."
2. Remove the reference to 12-foot drainage easements on page 2 and remove paragraph B of the drainage notes on page 3. NOTE: City Office of Real Estate Services comments requested the inclusion of language referring to "dedication" within the Owner's Certificate relating to these easements. With City Engineering suggesting the removal of these easements, this language is not required in the owner's Certificate unless there is intent to dedicate the portion of Shady Oak Lane to the public.
3. Include the land tie to the PLSS corner at the SW Corner Sec. 4-6-8. Based on dimensions shown on this CSM, this distance omitted from this CSM computes to 947.36 feet. This matches the tie for prior CSM 12342, yet differs from the 948.14-foot dimension for the same common line on CSM 13174. Make any necessary corrections to all recorded documents.

Please contact Jennifer Frese of the City's Office of Real Estate Services at 267-8719 if you have questions regarding the following five (5) items:

4. The Owner's Certificate on the proposed plat shall be executed by all parties having an ownership interest in the property. For parties other than sole proprietorships, the signatories shall provide to the City, prior to approval, documentation, which proves that, said signatories have legal authority to sign the Owner's Certificate. The title report shows the following parties have an ownership interest of record in the property and said parties shall be signatories on the Owner's Certificate:
 - Kenneth S. Keryluk and Melissa E. Wee, husband and wife as survivorship marital property

5. All real estate taxes, stormwater management charges, and special assessments due against the properties involved in this final plat shall be paid in full (with copies of receipts for recent payments not reflected in City records) prior to final signoff of the CSM for recording. As of December 6, 2011, the 2010 real estate taxes are known and paid in full for the subject property. The 2011 tax bills are typically released in mid-December. **If the 2011 tax bill becomes available prior to CSM approval sign-off, they will also need to be paid in full.** Special assessments for trash pickup are paid in full.
6. If applicable, a certificate of consent by the mortgagee/vendor shall be included following the Owner(s)' Certificate for each of the mortgagees/vendors recorded against this property (State Bank of Cross Plains (2 mortgages)).
7. Please depict, name and identify all existing easements by document number in record title on the proposed CSM. They include, but are not limited to, the following: Doc. #3040030; Doc. #4380178.
8. Record satisfactions or releases for all mortgages, liens, judgments, or other instruments that encumber the title of the subject lands, but where the purpose for such instrument has been satisfied, fulfilled, or resolved: Judgments exist against the property owners, as docketed on March 14, 2008 in Dane County Circuit Court, Case Number 2002CV002655.

Please contact my office at 261-9632 if you have questions about the following three (3) items:

9. The applicants shall execute a restrictive covenant over Lot 2 of the CSM in a form approved by the Planning Division prior to final City approval of the CSM for recording. The restrictive covenant shall require written approval of the City of Madison Planning Division of the location of any new or expanded principal or accessory buildings located on Lot 2, and City of Madison Plan Commission approval of any further subdivision of Lot 2.
10. That the applicants receive approval of a revised two-lot land division from the Town of Verona and Dane County prior to the City of Madison signature on the final CSM. Proof of Town and County approval shall be in the form of written correspondence from both entities noting said approvals. Should the configuration of the land division approved by the Town and County differ from the land division approved by the City, the Director of the Planning Division shall approve the final CSM if the land division concept is compatible with the concept approved by the City Plan Commission.
11. The applicants shall create a joint driveway easement/ agreement to benefit both proposed lots, with the final easement/ agreement to be approved by the Planning Division and executed by the owners prior to final approval of the CSM for recording. The joint driveway/ easement shall include a provision ensuring that access to Lot 1 will be provided as part of any further subdivision of Lot 2.

Once the comments and conditions in this letter have been satisfied as verified on the (enclosed) certification form containing the required signatures and approvals from the reviewing agencies noted, the final executed Certified Survey Map 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, please 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 shall occur a minimum of two working days prior to final Engineering Division signoff. Electronic mail submittal of the final CSM in PDF form is preferred; please transmit to epederson@cityofmadison.com.

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 **two years** from the date of this approval. 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, City Engineering Division
Jennifer Frese, Office of Real Estate Services
Dan Everson, Dane County Land Records and Regulations