



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

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

Madison Municipal Building  
215 Martin Luther King, Jr. Boulevard  
P.O. Box 2985  
Madison, Wisconsin 53701-2985  
TDD 608 266-4747  
FAX 608 266-8739  
PH 608 266-4635

January 6, 2012

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

RE: File No. LD 1131 – Certified survey map – 2612 Arbor Drive (Wingra Shores, LLC)

Dear Ms. Burse;

The two-lot certified survey of your client's property located at 2612 Arbor Drive, Section 28, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The site is zoned PUD-SIP. The conditions of approval from the reviewing agencies to be satisfied before final 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 six (6) conditions:**

1. The Certified Survey Map (CSM) shall be reconciled to identify the existing Cross-Access Amendment per Doc 4428026 omitted from the CSM. This document amended the cross-access easement that is shown on the CSM as Doc 4412874. The configuration of these existing private cross-access easements appear to not match the driveway layouts shown on the previously approved site plan on file with City Zoning per approval project #2133. Previously approved site plans identify an additional internal private connection to the northeast that appears to connect with existing private ingress-egress Doc 1183351. Additional private cross access easements shall be required either by this CSM or separate recorded document.
2. Lot 2 shall show a private sanitary sewer easement for the private sanitary sewer main that Lot 1 is connected to. Both lots shall be party to an ownership and maintenance agreement for said sewer. Prior to approval, provide easement and agreement to the City Engineer for review.
3. The developer has previously entered into a Development Agreement for the improvement to Arbor Drive and Knickerbocker Street. It is understood that the development of Lot 1 of the proposed CSM will not be proceeding in the near future. The developer may elect to have the existing surety released if they deed restrict the property to prohibit the sale or transfer of Lot 1. The City will place a hold on the lot to further prevent any building permits from being issued until such time as the required surety is provided.
4. The lots within this certified survey map are interdependent upon one another for stormwater 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 CSM and recorded at the Dane County Register of Deeds.

5. A minimum of 2 working days prior to requesting City Engineering Division signoff on the CSM, the applicant shall contact Janet Dailey (261-9688) to obtain the final stormwater utility charges that are due and payable prior to sub-division of the properties. The stormwater utility charges (as all utility charges) are due for the previous months of service. All charges shall be cleared prior to the land division (and subsequent obsolesces of the existing parcel).
6. 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 Division. 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 my office at 261-9632 if you have any questions about the following 2 comments:**

7. The applicant shall submit cross-access and shared parking easements or agreements to govern the two proposed lots and adjacent Lot 2 of CSM 12424, all of which are part of the same Planned Unit Development zoning district. The easements or agreements to govern the existing and proposed lots shall ensure that circulation and parking within the development function as approved through the zoning process. The final agreements shall be approved by the Planning Division, executed by the applicant, and be recorded in conjunction with the recording of the CSM.
8. Note: Planning staff is in possession of an executed and approved Minor Alteration to the Approved PUD-SIP to reflect the changes to the subject site proposed by the land division, and will record the alteration following the recording of the CSM.

**Please contact Dennis Cawley of the Madison Water Utility at 261-9243 to confirm water service needs for the proposed lots.**

**Please note that the City's Office of Real Estate Services is reviewing the report of title provided with this survey and may have comments. That office will send any comments to you by fax or e-mail. If you have any questions, please Jennifer Frese of that office at 267-8719 for more information.**

**Specific questions regarding the comments or conditions contained in this letter should be directed to the commenting agency.**

**A resolution approving the CSM and authorizing the City to sign it and any other documents related to the proposed land division was approved by the Common Council on January 3, 2012.**

As soon as the comments and conditions have been satisfied as verified with a completed affidavit form (attached), 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.

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 must occur a minimum of two working days prior to final Engineering Division signoff. E-mail submittal of the final CSM in PDF form is preferred. Transmit to [epederson@cityofmadison.com](mailto: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 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 or this letter, whichever is later.** 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  
Pat Anderson, Assistant Zoning Administrator  
Dennis Cawley, Madison Water Utility  
Jennifer Frese, Office of Real Estate Services  
Dan Everson, Dane County Land Records and Regulations