



Department of Planning & Community & Economic Development
Planning Division

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December 21, 2012

Sean Walsh
Mead & Hunt, Inc.
6501 Watts Road
Madison, Wisconsin 53719

RE: Consideration of a Certified Survey Map (CSM) of property owned by McKenzie 300 Corporation generally located at 1-15 and 2-8 River Birch Court and 809 Big Stone Trail creating 2 single-family residential lots following the vacation of River Birch Court.

Dear Mr. Walsh;

The Plan Commission, meeting in regular session on December 3, 2012, **conditionally approved** your client's two-lot Certified Survey Map of property located at 1-15 and 2-8 River Birch Court and 809 Big Stone Trail. The conditions of approval from the reviewing agencies for the CSM to be satisfied prior to recording are:

Please contact Janet Dailey of the City Engineering Division at 261-9688 if you have questions regarding the following eleven (11) conditions:

1. The CSM shall provide a 20-foot wide sanitary sewer easement where the City's existing sanitary sewer extends into the two-lot CSM. If the developer wishes to remove the public facilities from proposed Lot 2, modifications to the public sanitary sewer may be required at the developer's expense.
2. Madison Metropolitan Sewerage District fees shall be due for any unpaid areas including the vacated right of way converted to developable lands.
3. The developer shall be required to amend the original subdivision contract (City Contract Number 2187) to accommodate the modifications that are proposed for the public infrastructure related to the vacation of River Birch Court. Additional deposits and surety may be required. This work includes street, curb, and sidewalk modifications to Big Stone Trail and Trappers Trail, reconfiguration of the storm sewer and water main and hydrant on existing River Birch Court and potential modifications to the existing sanitary sewer. The amended subdivision contract shall be completed prior to the approval of the CSM and related site plans.
4. The pending city of Madison Resolution ID 28094 pertaining to the proposed vacation/discontinuance of River Birch Court shall be adopted by the Common Council, recorded with the Register of Deeds and referenced on the final CSM prior to final approval and recording of the CSM.
5. The developer shall enter into a City/Developer agreement for the installation of public improvements required to serve this plat. The developer shall be required to provide deposits to cover City labor and materials and surety to cover the cost of construction. The developer shall

meet with the City Engineer to schedule preparation of the plans and the agreement. The City Engineer will not sign off on this CSM without the agreement executed by the developer.

6. The following notes shall be included on the final CSM:

- a.) All lots within this CSM 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 CSM. 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.
- 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.

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.

Note: In addition to notes such as this, State Plat Review now enforces the requirement that easements or other reference lines/areas be graphically shown, dimensioned and tied when they represent fixed locations. They will accept a "typical detail" when the easement or restriction can be effectively described and retraced from the typical detail.

- 7. The following note shall be placed on the CSM: "No changes in drainage patterns associated with development on any or all lots within this CSM shall be allowed without prior approval of the City Engineer."
- 8. Prior to the issuance of building permits, the developer shall submit a master stormwater drainage plan to the City Engineering Division for review and approval which shows lot corner elevations to the nearest 0.25-foot. For the purposes of the plan, it shall be assumed that grading shall be done on a straight-line grade between points unless other information is provided. The proposed slope between points shall always be greater than or equal to .0075 ft/ft. If a break in grade is required between lot corners a shot shall be taken at that break in grade to provide the Engineer with enough information to interpret the plan. The developer shall also show proposed drainage arrows on the plan to indicate the proposed direction of drainage.

The master storm water drainage plan shall be submitted to City Engineering in digital format with elevations/grades/contours shown on the recorded plat map of the development. The digital record shall be provided using the state plane coordinate system – NAD 27. Note: It is required that this plan shall be stamped by and Registered Land Surveyor.

The following note shall accompany the master storm water drainage plan: "For purposes of this plan, it is assumed that grading shall be a straight-line grade between points unless otherwise indicated. All slopes shall be 0.75% or steeper. Grade breaks between lot corners are shown by elevation or through the use of drainage arrows." No building permits shall be issued prior to the City Engineering Division's approval of this plan.

9. Prior to recording the CSM, the applicant shall comply with Chapter 37 of the Madison General Ordinances regarding stormwater management. Specifically, this development is required to provide infiltration in accordance with NR-151. (MGO 37.09)
10. A minimum of 2 working days prior to requesting City Engineering Division signoff on the final plat, 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 subdivision (and subsequent obsolesces of the existing parcel).
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.

Please contact Dennis Cawley of the Madison Water Utility at 261-9243 if you have any questions regarding the following two (2) items:

12. The existing public water main in River Birch Court shall be abandoned in accordance with plans prepared by the Madison Water Utility. New water service laterals shall be installed with a standard City of Madison subdivision contract.
13. In accordance with MGO 13.21, all operating wells shall be identified and permitted by the Water Utility and all unused private wells shall be abandoned.

Please contact Jenny Frese Office of Real Estate Services at 267-8719 if you have questions about the following four (4) items:

14. Prior to requesting final approval prior to recording, executed signature block certifications shall be included for all parties of interest, pursuant to MGO Section 16.23(5)(g)4 and Wis. Stats. 236.21(2)(a). The title of each certificate shall be consistent with the ownership interest reported in the most recent title report. Please update the notary acknowledgement under the owner's certificate to say "persons".
15. A certificate of consent by the mortgagee/vendor shall be included following the Owner's Certificate(s) for each of the mortgagees/vendors listed in the most recent title report.
16. As of November 14, 2012, the 2011 real estate taxes are paid, there are no special assessments owed and the stormwater fees have been paid. Note: Once 2012 real estate taxes are levied, those taxes will need to be paid in full prior to requesting final approval of this CSM for recording.
17. The following CSM revisions shall be made:
 - a.) Await approval of Resolution ID 28094 prior to CSM recording, so the vacation of River Birch Court has been accomplished and consistent with the legal description on the proposed CSM.

- b.) Update the note on Sheet 3 to "Declaration of Conditions, Covenants and Restrictions", with regard to Document No. 4266849.
- c.) Add a note to Sheet 3 addressing Document No. 4232451.
- d.) Add notes to Sheet 3 that define and address Annexation Document Nos. 2622713, 2648319 and 3514998.

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 December 11, 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.

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 six (6) months 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
Dennis Cawley, Madison Water Utility
Jennifer Frese, Office of Real Estate Services
Dan Everson, Dane County Land Records and Regulations