



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

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

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May 29, 2013

Patrick Terry & Jerry Kalyniuk  
493 Hilltop Drive  
Madison, Wisconsin 53711

RE: File No. LD 1316 – Certified Survey Map – 493 Hilltop Drive

Gentlemen;

The two-lot certified survey subdividing the property located at 493 Hilltop Drive, Section 29, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The site is zoned SR-C1 (Suburban Residential–Consistent 1 District). 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 nine (9) conditions:**

1. The following note shall be added to the CSM: “Prior or development of Lot 1, the applicant is required to construct a rain garden at the northeast corner of Lot 1. This rain garden shall be designed to limit the discharge of water off-site to the north, to the amount that exists prior to construction of a home on Lot 1.”
2. The owner may need to install a new sanitary sewer lateral to serve the proposed lot.
3. The applicant shall install 7-inch thick sidewalk at the standard location at the new driveway entrances.
4. The applicant shall dedicate a 5-foot wide Permanent Limited Easement for grading and sloping along Hilltop Drive on the face of this CSM.
5. The applicant shall execute a waiver of their right to notice and hearings on the assessments for the installation of sidewalk along Hilltop Drive in accordance with Section 66.0703(7)(b) Wisconsin Statutes and MGO Section 4.09.
6. Remove drainage arrows, notes (unless otherwise provided by the City Engineering Division) and elevations from the face of the CSM.
7. 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).

8. All outstanding Madison Metropolitan Sewerage District (MMSD) and City of Madison sanitary sewer connection charges are due and payable prior to City Engineering Division sign-off, unless otherwise collected with a Developer's/ Subdivision Contract. Contact Janet Dailey (261-9688) to obtain the final MMSD billing a minimum of 2 working days prior to requesting City Engineering Division signoff on the CSM.
9. 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 Kay Rutledge of the Parks Division at 261-9688 if you have questions regarding the following two (2) conditions:**

10. The developer shall pay approximately \$3,687.96 for park dedication and development fees for the additional single-family lot created by the CSM. [Fee in lieu of dedication=\$2,684 per unit); Park development fees=\$1,003.96 per unit).] The developer must select a method for payment of park fees before signoff on the CSM. This development is within the Garner Park impact fee district (SI29). Please reference ID# 13130 when contacting Parks Division staff about this project.
11. Approval of plans for this project does not include any approval to prune, remove or plant trees in the public right of way. Permission for such activities must be obtained from the City Forester, 266-4816.

**Please contact Dennis Cawley of the Madison Water Utility at 261-9243 if you have questions regarding the following item:**

12. Note: All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility.

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

13. Per MGO Section 16.23(8)(d)4, which generally states that side lot lines shall be as nearly as possible at right angles to straight street lines, please revise the proposed common lot line to remove the jog adjacent to Hilltop Drive to create a lot line that extends at an approximately 90-degree angle from the street straight back to the eastern, rear lot line. The revised Lot 1 shall maintain the 8,000 square feet of lot area and 60 feet of lot width required in the SR-C1 zoning district.

**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 contact Jenny Frese 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 is scheduled for review by the Common Council on June 4, 2013.**

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 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  
Maureen Richards, City Assessor's Office  
Kay Rutledge, Parks Division  
Dennis Cawley, Madison Water Utility  
Jennifer Frese, Office of Real Estate Services  
Dan Everson, Dane County Land Records and Regulations