



Department of Planning & Community & Economic Development

## Planning Division

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August 28, 2014

Paul Spetz  
Isthmus Surveying, LLC  
450 N. Baldwin Street  
Madison, Wisconsin 53703

RE: File No. LD 1423 – Certified Survey Map – 1022-1030 Vilas Avenue (Matson-Robinson/ Stevenson)

Dear Mr. Spetz;

The two-lot certified survey of property located at 1022-1030 Vilas Avenue, Section 23, Township 7N, Range 9E, City of Madison, Dane County, Wisconsin, is hereby **conditionally approved**. The properties are zoned TR-C3 (Traditional Residential–Consistent 3 District). The conditions of approval from the reviewing agencies to be satisfied prior to final approval and recording of the CSM are:

**Please contact Janet Schmidt of the City Engineering Division at 261-9688 if you have questions regarding the following nine (9) items:**

1. The Sanitary Sewer and Water Lateral Easement per Document No. 1708723 ends at 121 feet from the north line of Vilas Avenue. It does not extend to the alley as shown. This easement appears to serve the home that is being demolished at 315 S. Mills Street. The proposed plan for the addition to the home at 1030 Vilas Avenue shows sewer and water laterals to connect to facilities in S. Mills Street. If so, it is recommended that the applicant release the easement by recorded document at the Register of Deeds Office.
2. The bearing of the Lot line between Lots 1 and 2 shall be revised to S 00°16'00" E.
3. Revise the width of Vilas Avenue: It is 80 feet wide, not 66 feet wide.
4. Correct the description of the Southwest Corner of Section 23 on the map.
5. Correct the distance in the first course of the description under the Surveyor's Certificate to 1474.77 feet. On the next to the last course, change the call to the Westerly 30 feet of Lot 9.
6. Note 4 on Sheet 2 shall include Lot 1 and Lot 2 in the requirement.
7. A minimum of 2 working days prior to requesting City Engineering signoff on the plat, the applicant shall contact Janet Schmidt (261-9688) to obtain the final stormwater utility charges that are due and payable prior to subdivision 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 Schmidt (261-9688) to obtain the final MMSD billing a minimum of 2 working days prior to requesting City Engineering signoff.
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. 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. 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 item:**

10. Note: All wells located on this property shall be abandoned if no valid well operation permit has been obtained from the Madison Water Utility per MGO Sec. 13.21.

**Please contact Jenny Frese of the Office of Real Estate Services at 267-8719 if you have any questions regarding the following five (5) items:**

11. Prior to requesting final sign-off, executed signature block certifications shall be included for all parties of interest, pursuant to 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.
12. A certificate of consent for all mortgagees/vendors shall be included following the Owner's Certificate(s) and executed prior to final CSM sign-off: A certificate of consent executed by the University of Wisconsin Credit Union shall be included following the Owner's Certificate's, or provide a recorded Satisfaction of Mortgage for said mortgage recorded as Document No. 3350916 prior to sign-off.
13. Under 236.21(3) Wis. Stats. and MGO Section 16.23(5)(g)(1), the property owner shall pay all real estate taxes and special assessments that are accrued or delinquent for the subject property prior to CSM recording. As of August 12, 2014, the 2013 real estate taxes are paid for the subject properties and there are no special assessments reported.
14. Prior to final CSM sign-off, please verify with Janet Schmidt of the City Engineering Division (261-9688) or Sharon Pounders at the Water Utility (266-4641) that stormwater management fees are paid in full.
15. Revise the CSM prior to final sign-off as follows:

- a.) Research Warranty Deed Document No. 392302 to determine if setbacks can be depicted. If not, include the restrictions under notes.
- b.) Include Document No. 1708723 in the label for the 10-foot sanitary sewer and water easement.

**Please contact my office at 261-9632 if you have any questions about the following item:**

- 16. The residence at 315 S. Mills Street on proposed Lot 1 was granted a demolition permit by the Plan Commission on August 25, 2014. This CSM cannot be recorded until the conditions of approval for the demolition of 315 S. Mills Street and related conditional use for 1030 Vilas Avenue have been met, and wrecking/ razing permits have been issued for 315 S. Mills, as the Zoning Code does not permit 2 principal residences to occupy the same lot in TR-C3 zoning.

**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 September 2, 2014.**

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 [jrquamme@cityofmadison.com](mailto:jrquamme@cityofmadison.com).

The owner shall furnish to the Office of Real Estate Services and the survey firm preparing the CSM an updated title report covering the period between the date of the initial title report and the date when final signoff is requested. The surveyor shall update the CSM with the most recent information reported in the title update.

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 twelve (12) months from the date of the approving resolution or this letter, whichever is later.**

LD 1423  
1022-1030 Vilas Ave.  
August 28, 2014  
Page 4

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 Schmidt, City Engineering Division  
Dennis Cawley, Madison Water Utility  
Pat Anderson, Assistant Zoning Administrator  
Jennifer Frese, Office of Real Estate Services  
Dan Everson, Dane County Land Records and Regulations