



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

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November 20, 2013

Dan Day  
D'Onofrio Kottke & Associates  
7530 Westward Way  
Madison, Wisconsin 53717

RE: Approval of a request to rezone land generally addressed as 10203 Mineral Point Road from SR-C1 (Suburban Residential-Consistent 1 District) and SR-V2 (Suburban Residential-Varied 2 District) to TR-C3 (Traditional Residential-Consistent 3 District) and TR-U1 (Traditional Residential-Urban 1 District); approval of a preliminary plat and final plat creating 230 single-family residential lots, 1 lot for future multi-family development, 10 outlots to be dedicated to the public for stormwater management, parkland and alleys, and 1 outlot to be privately maintained, and; approval of an amendment to the Pioneer Neighborhood Development Plan to change the recommended land uses for the site from low-density residential, low- to medium-density residential, and park, drainage and open space use to low-density residential, medium-density residential, and park, drainage and open space uses to the reflect the land uses and street pattern for the development proposal (MRCEV Acquisitions, LLC/ Veridian Homes).

Dear Mr. Day;

At its November 19, 2013 meeting, the Common Council **conditionally approved** your client's Birchwood Point development subject to the following conditions of approval from reviewing agencies. In order for the final plat to be approved for recording, the following conditions shall be met:

**Please contact Janet Dailey of the City Engineering Division at 261-9688 if you have questions regarding the following thirty-eight (38) items:**

1. Storm sewer shall be installed by this plat that includes off-site and out of phase sewer that connects to the discharge from the Silicon Prairie Business Park plat. This shall be required to provide this plat a suitable discharge location.
2. Revise Outlot 1 to show a "Public Sanitary Sewer" easement at a location and size to be determined by the City Engineer. Additional easements shall be required to run sewer to streets within the plat. Include the required standard plat language on the final plat for "Public Sanitary Sewer Easements" for any easement area(s) required.
3. The City does not currently have sanitary sewer capacity to serve this entire development and will not until the Lower Badger Mill Sanitary Sewer is built.
4. All proposed street names shall be approved by the City Engineer. Submit proposed street name suggestions to Lori Zenchenko ([lzenchenko@cityofmadison.com](mailto:lzenchenko@cityofmadison.com)). Street names are limited to 17 character spaces

including abbreviated suffix and shall not duplicate or closely resemble the sound of any other street in the Dane County 911 jurisdiction area.

5. The north lines of Lot 7 and Lots 8-13 are not coterminous with the corporate boundary of the City of Madison. Certified Survey Map 9957 did not include a triangular area along the north line of the lots due to discrepancies between title and possession lines. Two quit claim deeds have been recorded granting title to adjacent Town of Middleton parcels 038-0708-282-8580-3 and 038-0708-282-8570-5. There still exists a triangular area not within this plat, owned by and within the City of Madison adjacent to Town of Middleton parcels 038-0708-282-8610-6, 038-0708-282-8600-8 and 038-0708-282-8590-1. This may require coordination between the developer, City Engineering and the Office of Real Estate Services prior to final plat recording to resolve the remnant parcel issue.
6. Certified Survey Map 12480 notes a centerline alignment for a 20-foot wide Pedestrian/Bike Path that is along and/or near the rear lines of Lots 13-16 and 20-23 of the proposed plat. Coordinate with Traffic Engineering and City Engineering for any required easement area required for the Pedestrian/Bike path. If required, include the required standard plat language on the final plat for "Public Sidewalk and Bike Path Easements" for any easement area(s) required.
7. Coordinate with all of the utilities and place on the final plat all required public utility easements required to properly serve the development. Also add a note to the legend for the public utility easements to "refer to Note 3 on Sheet 5 for further details."
8. There still appears to be a 12-foot wide non-exclusive easement for drainage purposes adjacent to the north and west lines Outlot 1 of Silicon Prairie Business Park as originally set out by Certified Survey Map 9957. This would affect Lots 8-13, 23, 22, 49 and 50. If not already completed, the easement areas shall be released. If a release is required, coordinate the release with City Engineering Mapping and the Office of Real Estate Services.
9. Radii at the corners of Outlots 4, 5 and 7 (dedicated for public roadway) where they intersect with the public streets shall be provided where required by the City Engineering or Traffic Engineering divisions.
10. The outlot numbering system shall be revised to match the same progression as the lot numbering system from block to block.
11. The adjacent Lots 7 and 8 of Silicon Prairie Business Park have been re-divided as CSM 12480. The plats shall be revised accordingly.
12. The developer shall work with the City Engineering or Traffic Engineering divisions on the design of the "D" Street and Sugar Maple Lane intersection improvements. Modification to the plat prior to final sign off may be required to accommodate the design.
13. Verify that the zoning side yard setbacks coincide with the required 6-foot drainage easements.
14. The developer shall dedicate a public pedestrian/ bike path easement at the end of "A" Street to connect to the platted 20-foot landscaping and bike path easement as dedicated by the Silicon Prairie Business Park plat.

15. The developer shall provide for a private sidewalk easement and construct a private sidewalk adjacent to Lots 54-65 and Outlot 6. The easement shall not be within the proposed public park. This sidewalk shall be designated as a Type V sidewalk that is privately owned and maintained.
16. Modify "D" Street to provide for a 60-foot wide right of way west of Sugar Maple Lane.
17. The developer shall enter into an agreement with the City for the long-term maintenance of the islands and neighborhood roundabout within the plat if required by the City Engineer.
18. The developer shall enter into a City/Developer agreement for the installation of public improvements required to serve this plat/ CSM. 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 plat without the agreement executed by the developer.
19. Two weeks prior to recording the final plat, a soil boring report prepared by a Professional Engineer, shall be submitted to the City Engineering Division indicating a ground water table and rock conditions in the area. If the report indicates a ground water table or rock condition less than 9 feet below proposed street grades, a restriction shall be added to the final plat, as determined necessary by the City Engineer.
20. This development is subject to impact fees for the Lower Badger Mill Creek Sanitary Sewer and Stormwater Impact Fee District. All impact fees are due and payable at the time building permits are issued. The following note shall be put the face of the plat: "Lots/ buildings within this subdivision are subject to impact fees that are due and payable at the time building permit(s) are issued."
21. The applicant shall dedicate 10 feet of right of way along Mineral Point Road.
22. It is anticipated that the improvements on Mineral Point Road required to facilitate ingress and egress to the plat will require additional right of way and/or grading easements located outside the plat boundary. The developer shall acquire the right of way and/or sloping easements as required by the City at the developer's expense. In the event that the developer is unable to acquire the right of way and/or sloping easements required, the City shall assist the developer in acquiring the property and the developer shall pay the City for all costs associated with the acquisition.
23. The developer shall construct Madison standard street and sidewalk improvements for all streets within the plat.
24. The developer shall construct sidewalk and complete ditching along Mineral Point Road per a plan approved by the City Engineer.
25. The developer shall make improvements to Mineral Point Road considered temporary to facilitate ingress and egress to the plat until such time as the ultimate improvement of the roadway is undertaken by the City.
26. An erosion control plan and land disturbing activity permit shall be submitted to the City Engineering Division for review and approval prior to grading or any other construction activities. The Preconstruction Meeting for Public Improvements shall not be scheduled prior to issuance of this permit. The applicant shall demonstrate compliance with Section 37.07 and 37.08 of the Madison General Ordinances regarding permissible soil loss rates. The erosion control plan shall include Universal Soil Loss Equation (USLE)

computations for the construction period. Measures shall be implemented in order to maintain a soil loss rate below 7.5-tons per acre per year.

27. The following notes shall be included on the final plat:

- a.) All lots within this plat 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 plat. For purposes of two (2) or more lots combined for a single development site, or where two (2) or more lots have a shared driveway agreement, the public easement for drainage purposes shall be a minimum of six (6) feet in width and shall be measured only from the exterior property lines of the combined lots that create a single development site, or have a shared driveway agreement, except that the easement shall be twelve (12) feet in width along the perimeter of the plat. 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.

Information to Surveyor's: In addition to notes such as this, WI 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.

28. 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 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 stormwater 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."

29. Prior to approval, this project shall comply with Chapter 37 of Madison General Ordinances regarding stormwater management. Specifically, this development is required to: detain the 2-, 10-, and 100-year storm events; control 80% TSS (5 micron particle) off of new paved surfaces; provide infiltration in accordance with Chapter 37 of Madison General Ordinances; provide substantial thermal control, and; complete an erosion control plan and complete weekly self-inspection of the erosion control practices and post these inspections to the City of Madison website as required by Chapter 37 MGO.
30. Effective January 1, 2010, the Wisconsin Department of Commerce's authority to permit commercial sites for stormwater and erosion control has been transferred to the Wisconsin Department of Natural Resources (WDNR). As this site is greater than one acre, the applicant is required by State Statute to obtain a Water Resources Application for Project Permits (WRAPP) from the WDNR prior to beginning construction. This permit was previously known as a Notice of Intent Permit (NOI). Contact Eric Rortvedt of the WDNR at 273-5612 to discuss this requirement. The City of Madison cannot issue an erosion control and stormwater management permit until concurrence is obtained from the WDNR.
31. Future phases of this project shall comply with Section NR 151 of the Wisconsin Administrative Code in effect when work commences. Specifically, any phases not covered by a Notice of Intent (NOI) received from the WDNR under NR-216 prior to October 1, 2004 shall be responsible for compliance with all requirements of NR-151 Subchapter III. As most of the requirements of NR-151 are currently implemented in Chapter 37 of the Madison General Ordinances, the most significant additional requirement shall be that of infiltration. NR-151 requires infiltration in accord with the following criteria. For the type of development, the site shall comply with one of the three (3) options: Residential developments shall infiltrate 90% of the predevelopment infiltration amount, 25% of the runoff from the 2-year post development storm or dedicated a maximum of 1% of the site area to active infiltration practices. Commercial development shall infiltrate 60% of the predevelopment infiltration amount, 10% of the runoff from the 2-year post development storm or dedicate a maximum of 2% of the site area to active infiltration practices.
32. A minimum of 2 working days prior to requesting City Engineering signoff on the plat, the applicant shall contact Janet Dailey (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).
33. The developer shall construct public sanitary sewer, storm sewer, and drainage improvements as necessary to serve the lots within the plat.
34. 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 signoff.
35. 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.

36. In accordance with Section s. 236.18(8), Wisconsin Statutes, the applicant shall reference City of Madison WCCS Dane Zone 1997 Coordinates on all PLS corners on the plat in areas where this control exists. The surveyor shall identify any deviation from City Master Control with recorded and measured designations. The City has established WCCS, Dane Zone Coordinates on all PLS corners within its corporate boundary. Visit the City Engineering Division website for current tie sheets and control data ([http://gis.ci.madison.wi.us/Madison\\_PLSS/PLSS\\_TieSheets.html](http://gis.ci.madison.wi.us/Madison_PLSS/PLSS_TieSheets.html)). If a surveyor encounters an area without a published WCCS Dane Zone 1997 value, contact the City Engineering Division for this information.

37. The applicant shall submit to Eric Pederson, prior to Engineering sign-off of the subject plat, two (2) digital and one (1) hard copy of the final plat to the Mapping/GIS Section of the Engineering Division. The digital copies shall be submitted in both NAD27 & WIDOT County Coordinate System, Dane County Zone datums in either Auto CAD Version 2001 or older, MicroStation Version J or older or Universal DXF Formats and contain the minimum of the following, each on a separate layer name/level number: right of way lines (public and private); lot lines; lot numbers; lot/plat dimensions; street names, and; easement lines (i.e. street, sanitary, storm (including wetland & floodplain boundaries) water, pedestrian/bike/walkway, or any public and/or private interest easement except local service for Cable TV, gas, electric and fiber optics).

\*This transmittal is a separate requirement than the required submittals to Engineering Streets Section for design purposes.

\*New electronic final plat transmittals and notification of changes which occur to the final plat during the time the Engineering Division signs off and receives the digital copies of said plat and the recording thereof, are the responsibility of the Developer/Surveyor.

38. In accordance with Section s.236.20(2)(c)&(f), Wisconsin Statutes, the applicant must show type, location and width of any and all easements. Clearly identify the difference between existing easements (cite Register of Deeds recording data) and easements which are being conveyed by the plat. Identify the owner and/or benefiting interest of all easements.

**Please contact Eric Halvorson of the Traffic Engineering Division at 266-6527 if you have questions about the following six (6) items:**

39. The applicant shall revise the plat to show a 66-foot right of way for Street G per MGO Section 16.23(8), as the street is adjacent to a proposed park.

40. The applicant shall dedicate sufficient right of way for installation of a neighborhood roundabout to be designed by the Traffic Engineering Division at the intersection of Sugar Maple Lane and Street D. Sugar Maple Lane is expected to convey substantial collector traffic, and the neighborhood roundabout will help to slow traffic on the roadway. The current right of way as shown on the plat does not appear adequate.

41. Sugar Maple Lane is expected to convey substantial traffic through a single-family residential development. The applicant shall enter into a developer's agreement with the City Engineering Division to include the installation of speed humps on Sugar Maple Lane.

42. Utility easements shall be provided on the final plat between the lots in the following table. The applicant shall show a detail drawing of the 12-foot utility easement dimensions and lot lines on the face of the final plat.

Between Lots	Between Lots	Between Lots	Between Lots	Between Lots	Between Lots
2-3	East 12' of Lot 38	86-87	132-133	166-167	191-192
3-4	39-40	102-103	134-135	169-170	195-196
16-17	44-45	106-107	138-139	171-172	199-200
25-26	49-50	110-111	142-143	174-175	203-204
27-28	54-Outlot 6	114-115	153-154	177-178	207-208
30-31	78- Outlot 4	118-119	162-179	179-162	221- Outlot 10
34-35	80-81	121-122	163-164	181-182	

43. The developer will need to demonstrate/provide how private streetlights will be installed and maintained in the public alleys. The plat shall provide the following note on the face of the plat: "The City will not install lighting in the alleys, but the developer or property owners may request the City to approve a private light(s) in the alley right of way. Such private light(s) to be operated and maintained by private interests."

44. Public signing and marking related to the development may be required by the City Traffic Engineer for which the developer shall be financially responsible.

**Please contact Pat Anderson, Assistant Zoning Administrator, at 266-5978 if you have any questions regarding the following item:**

45. Provide building envelopes on lots with widths of less than 50 feet to assure that building side yard setbacks match proposed easements.

**Please contact Bill Sullivan of the Madison Fire Department at 261-9658 if you have any questions regarding the following item:**

46. Provide the following information to the buyer of each individual lot: "The Madison Fire Department recommends the installation of a residential fire sprinkler system in accordance with NFPA 13D and SPS 382.40(3)(e).

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

47. All public water mains and water service laterals shall be installed by a standard City of Madison Subdivision Contract. The Water Utility will not need to sign off the final plans, but will need a copy of the approved plans.

48. All operating private wells shall be identified and permitted by the Madison Water Utility and all unused private wells shall be abandoned in accordance with MGO Sec. 13.21.

**Please contact Kay Rutledge of the Parks Division at 266-4714 if you have any questions regarding the following five (5) items:**

49. Parkland dedication requirement has been met with the dedication of Outlots 6 and 9 to the public.

50. The developer shall pay \$295,450.80 for park development fees for the 230 new single-family lots and 100 future multi-family units proposed, based on \$1,003.96 per single-family unit and \$645.40 per multi-family

unit. The developer must select a method for payment of park fees before signoff on the final plat. This development is within the Elver Park impact fee district (SI31). Please reference ID# 13161 when contacting the Parks Division about this project. Note: Park impact fees are adjusted on January 1 of each calendar year, and the park impact fees due at the time of building permit issuance may be higher than the amounts stated above to reflect these annual adjustments.

51. The tree inventory and survey shall be updated to confirm the condition of the trees identified on the plat and serve as the basis for a tree preservation plan and a preliminary grading plan that identifies how these trees will be preserved. Staff from the Parks Division, City Engineering Division and Planning Division shall review and approve this tree preservation and grading plan prior to final staff approval and recording of the plat.
52. That the fence(s) along the boundary of Outlot 9 be installed by the developer at his expense on private property in a form that is mutually agreeable to the developer and Parks Division staff. The fence shall be maintained by the property owners. The cost of the fence shall not be eligible for park development fee credits.
53. 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 my office at 261-9632 if you have questions about the following seven (7) items:**

54. That the applicant execute a Land Use Restriction Agreement (LURA) benefitting the City, which prohibits the further subdivision of the 230 single-family lots. The LURA shall be executed against Lots 2-231 of the plat, with the form approved by the City and executed by the applicant prior to final approval and recording of the Birchwood Point plat, and recorded with the Dane County Register of Deeds immediately following recording of the final plat.
55. That the following street and path revisions be made to the subdivision prior to approval of the final plat by the Planning Division for recording:
  - a.) That the right of way width of C Street be 60 feet;
  - b.) That the right of way width of D Street between Sugar Maple Lane and the western plat boundary be 60 feet, except adjacent to Outlot 6, where a 66-foot wide right of way shall be provided adjacent to Outlot 6; the width of D Street between A Street and Sugar Maple may be 56 feet;
  - c.) That the right of way width of G Street be 66 feet wide adjacent to Outlot 9;
  - d.) That Outlot 8 be relocated to the eastern end of Street A.
56. That the final plat be revised to include a note restricting the future development of Lot 1 to no more than 100 dwelling units consistent with the application materials. This density is also consistent with the density range of 16-25 units an acre recommended for medium-density residential development in the proposed amended Pioneer Neighborhood Development Plan.
57. The final plat shall be revised to include a note approved by the Planning Division in consultation with the Traffic Engineering Division that notifies future property owners and residents of the Birchwood Point subdivision of the planned future extension of Sugar Maple Lane south of the plat per the adopted Pioneer Neighborhood Development Plan.



- 58. That the final plat be revised to include a vehicular access restriction along the southern right of way line of Mineral Point Road. The restriction shall be shown graphically on the face of the plat and as a note acknowledging that no vehicular access shall be granted.
- 59. Prior to recording of the final plat, that a final tree preservation plan and grading plan be approved by staff. The final plan will be reviewed by the Planning Division, Parks Division and City Engineering Division to identify areas where existing vegetation may be preserved as part of the implementation of the subdivision. The tree preservation plan shall contain an inventory noting the general size and species of existing trees so that opportunities for tree preservation, tree replanting and any protective measures related thereto (including tree preservation easements) can be noted the final plat.
- 60. The applicant shall submit to the Planning Division two copies of the private subdivision covenants, conditions and restrictions that govern the organizational structure, use, maintenance and continued protection of the development and any common services, open areas or other facilities to serve the proposed subdivision. These documents shall be approved by the Planning Division in consultation with the City Attorney's Office prior to final approval of the plat for recording.

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

- 61. Prior to final sign-off, the Owner's Certificate(s) on the final plat shall be executed by all parties having an interest in the property, pursuant to MGO Section 16.23(5)(g)4 and Wis. Stats. 236.21(2)(a). Certificates shall be prepared with the ownership interests consistent with the most recent title report. Signatories shall provide documentation that proves legal authority to sign the Owner's Certificate. If the property is not conveyed from Mineral Point Road Holdings, LLC to MRECV Acquisitions, LLC prior to final plat sign-off, please update the Owner's Certificate to reflect the owner as of the day of final sign-off. Certificates shall be prepared with the ownership interests consistent with the most recent title report.
- 62. Certificates of consent from all mortgagees/vendors shall be included following the Owner's Certificate(s). Per title and public record search, the subject parcels appear to be encumbered by mortgages for the following mortgagees: AnchorBank, FSB.
- 63. An Environmental Site Assessment is required because of the public dedications.
- 64. As of September 30, 2013, the 2012 real estate taxes are delinquent. The amounts reported below include penalty and interest. Please be aware that these amounts are accruing and final totals shall be verified prior to payment. Special assessments for street improvements are also due. Per Chapter 236.21(3) of 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 properties prior to final approval of the plat for recording as follows:

Parcel Address	Tax Parcel No.	2012 Taxes Owed	Special Assmnts.
9826 Silicon Prairie Parkway	0708-282-0307-9	\$26.41	\$903.03
10203 Mineral Point Road	0708-291-0099-3	\$12,461.63	\$10,226.95
<b>Total</b>		<b>\$12,488.04</b>	<b>\$11,129.98</b>

65. Stormwater management fees, if any, shall be paid in full prior to final sign-off.
66. The following revisions shall be made to the final plat prior to final approval and recording:
- a.) Accurately reflect the contents of the updated title report in the proposed plat, including the depiction and labeling of any easements by document number, and the inclusion of notes referencing other documents that encumber the land within the plat boundary.
  - b.) 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.
  - c.) Coordinate with City staff regarding unresolved ownership issues for certain parcels along the northern boundary of Outlot 1 Silicon Prairie Plat. Reference Real Estate Project 3682.

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

As soon as the comments and conditions have been satisfied for the final plat as verified with a completed affidavit form (attached), the original along with the revised final plat, 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 final plat at the Dane County Register of Deeds. For information on recording procedures and fees, contact the Register of Deeds at 266-4141.

Any appeal regarding the plat, including the conditions of approval related thereto, must be filed with the Circuit Court within thirty (30) days from the date of this letter. The approval of this final plat shall be null and void if not recorded in twelve (12) months from the date of this letter. If I may be of any further assistance, please do not hesitate to contact me at 261-9632.

Sincerely,

Timothy M. Parks  
Planner

cc: Janet Dailey, City Engineering Division  
Eric Halvorson, Traffic Engineering Division  
Kay Rutledge, Parks Division  
Pat Anderson, Assistant Zoning Administrator  
Bill Sullivan, Madison Fire Department  
Dennis Cawley, Madison Water Utility  
Jennifer Frese, Office of Real Estate Services  
Dan Everson, Dane County Planning & Development