SUBDIVISION APPLICATION
Madison Plan Commission

215 Martin Luther King Jr. Blvd; Room LL-100
PO Box 2985; Madison, Wisconsin 53701-2985
Phone: 608.266.4635 | Facsimile: 608.267.8739

**** Please read both pages of the application completely and fill in all required fields****
This application form may also be completed online at *www.cityofmadison.com/planning/plan.html*

NOTICE REGARDING LOBBYING ORDINANCE: If you are seeking approval of a development that has over 40,000 square feet of non-residential space, or a residential development of over 10 dwelling units, of if you are seeking assistance from the City with a value of $10,000 (including grants, loans, TIF or similar assistance), then you likely are subject to Madison's lobbying ordinance (Sec. 2.40, MGO). You are required to register and report your lobbying. Please consult the City Clerk's Office for more information. Failure to comply with the lobbying ordinance may result in fines.

1a. Application Type.

☐ Preliminary Subdivision Plat ☐ Final Subdivision Plat ☒ Land Division/Certified Survey Map (CSM)

If a Plat, Proposed Subdivision Name: _____

1b. Review Fees. Make checks payable to "City Treasurer."

- For **Preliminary** and/or **Final Plats**, an application fee of **$250**, *plus* **$50 per lot or outlot** contained on the plat.
- For **Certified Survey Maps**, an application fee of **$250** *plus* **$200 per lot and outlot** contained on the CSM.

2. Applicant Information.

Name of Property Owner: Matt Krueger; Liz Villarditta Representative, if any: Paul Spetz
Street Address: 24 N. Baldwin St. City/State: Madison WI Zip: 53703
Telephone: (608) 852-3020 Fax:( ) Email:
Firm Preparing Survey: Isthmus Surveying LLC Contact: Paul Spetz
Street Address: 450 N. Baldwin St. City/State: Madison WI Zip: 53703
Telephone: (608) 244-1090 Fax:( ) Email: isthmussurveying@sbcglobal.net

Check only ONE – **ALL** Correspondence on this application should be sent to: ☐ Property Owner ☒ Survey Firm

3a. Project Information.

Parcel Address: 24 N. Baldwin Street in the City ~~or Town~~ of: Madison
Tax Parcel Number(s): 070913107144 School District: MMSD
Existing Zoning District(s): TR-V1 Development Schedule: _____
Proposed Zoning District(s) (if any): _____ **Please provide a Legal Description on your CSM or plat.**

3b. For Surveys Located Outside the Madison City Limits in the City's Extraterritorial Jurisdiction:

Date of Approval by Dane County: _____ Date of Approval by Town: _____

→ For an exterritorial request to be processed, approval letters from both the town and Dane County must be submitted.

4. Survey Contents and Description. Complete table as it pertains to the survey; do not complete gray areas.

Land Use	*Lots*	*Outlots*	*Acres*		*Land Use*	*Lots*	*Outlot*	*Acres*
Residential	2		0.24		Outlots Dedicated to the Public (Parks, Stormwater, etc.)			
Retail/Office								
Industrial					Outlots Maintained by a Private Group or Association			
Other (state use)								
PROJECT TOTAL	2		0.24					

OVER →

5. Required Submittals. Your application is required to include the following (check all that apply):

☑ **Surveys** (prepared by a Registered Land Surveyor):

- For Preliminary Plats, **eighteen (18) copies** of the drawing drawn to scale are required. The drawing is required to provide all information as it pertains to the proposed subdivision as set forth in Section 16.23 (7)(a) of the Madison General Ordinances. The drawings shall include, but are not limited to, a description of existing site conditions and natural features, delineation of all public and private utilities that serve the site (denote field located versus record drawings), the general layout of the proposed subdivision, the dimensions of lots and outlots, widths of existing and proposed rights of way, topographic information, and any other information necessary for the review of the proposed subdivision.
- For Final Plats, **sixteen (16) copies** of the drawing are required to be submitted. The final plat shall be drawn to the specifications of Section 236.20 of the Wisconsin Statutes.
- For Certified Survey Maps (CSM), **sixteen (16) copies** of the drawing are required. The drawings shall include all of the information set forth in Sections 16.23 (7)(a) & (d) of the Madison General Ordinances, including existing site conditions, the nature of the proposed division and any other necessary data. Utility data (field located or from utility maps) may be provided on a separate map submitted with application.
- All surveys submitted with this application are required to be collated, stapled and folded so as to fit within an 8 1/2" X 14" folder. An **8-½ X 11-inch reduction of each sheet** shall also be submitted.

☐ **Letter of Intent**: **Twelve (12) copies** of a letter describing the proposed subdivision in detail including, but not limited to: the number and type/ use of lots proposed with this subdivision; existing conditions and uses of the property; development and phasing schedule for the project, and; the names of persons involved (contractor, architect, landscaper, business manager, etc.). ***The letter of intent for a subdivision can be the same document as the letter of intent required for a concurrent Land Use Application for the same property. **The requirement to include a letter of intent is not required for applications for lot combinations or split duplexes.**

☑ **Report of Title and Supporting Documents:** All plats and certified surveys submitted for approval shall include a Report of Title satisfactory to the Office of Real Estate Services as required in Section 16.23 of the Madison General Ordinances. A minimum of **two (2) copies** of a City of Madison standard 60-year Report of Title shall be obtained from a title insurance company. **Title insurance or a title commitment policy is NOT acceptable** (i.e. a Preliminary Title Report or a Record Information Certificate). The applicant shall submit a copy of all documents listed in the Report of Title for each copy of the report submitted. The survey firm and property owner should refer to the Report of Title when preparing the plat or CSM.

☐ **For any plat or CSM creating common areas to be maintained by private association:** Two copies of proposed development restrictions and covenants shall be submitted for City approval prior to recording of the survey instrument.

☐ **For Surveys Outside the Madison City Limits:** A copy of the approval letters from both the town where the property is located and Dane County must be submitted with your request. The City of Madison may not consider a survey within its extraterritorial jurisdiction without prior approval **town and Dane County**.

☐ **For Surveys Conveying Land to the Public:** A Phase I Environmental Site Assessment Report may be required if any interest in these lands are to be conveyed to the public. Please contact the City's Office of Real Estate Services at 266-4222 for a determination as soon as possible.

☒ **Completed application and required fee (from Section 1b):** Make all checks payable to "City Treasurer."

☒ **Electronic Application Submittal:** All applicants are required to submit a copy of the completed application form, legal description and preliminary and/or final plats or certified survey map as individual Adobe Acrobat PDF files compiled either on a non-returnable CD-ROM to be included with their application materials, or in an e-mail sent to *pcapplications@cityofmadison.com*. The transmittal shall include the name of the project and applicant. Applicants unable to provide the materials electronically should contact the Planning Division at 266-4635 for assistance.

The signer attests that the application has been completed accurately and all required materials have been submitted:

Applicant's Printed Name Paul A. Spete ***Signature*** [signature]

Date May 24, 2016 ***Interest In Property On This Date*** Surveyor

For Office Use Only: Date Rec'd: _____ PC Date: _____ Alder. District: _____ Amount Paid: $ _____

Effective February 1, 2012