

SUBDIVISION APPLICATION

**** Please read both pages of the application completely and fill in all required fields ****

For a digital copy of this form with fillable fields, please visit:

<https://www.cityofmadison.com/sites/default/files/city-of-madison/development-services-center/documents/SubdivisionApplication.pdf>

If you need an interpreter, translator, materials in alternate formats or other accommodations to access these forms, please call the Planning Division at (608) 266-4635.

Si necesita interprete, traductor, materiales en diferentes formatos, u otro tipo de ayuda para acceder a estos formularios, por favor llame al (608) 266-4635.

Yog tias koj xav tau ib tug neeg txhais lus, tus neeg txhais ntawv, los sis xav tau cov ntaub ntawv ua lwm hom ntawv los sis lwm cov kev pab kom paub txog cov lus qhia no, thov hu rau Koog Npaj (Planning Division) (608) 266-4635.

City of Madison
Planning Division
Madison Municipal Building, Suite 017
215 Martin Luther King, Jr. Blvd.
P.O. Box 2985
Madison, WI 53701-2985
(608) 266-4635



5/22/23
11:29 a.m.

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, or 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 ([M.G.O. Sec. 2.40](#)). 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.

1. Application Type

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

If a Plat, Proposed Subdivision Name: _____

2. Review Fees

- 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.

Make checks payable to "City Treasurer" and mail it to the following address: City of Madison Building Inspection; P.O. Box 2984; Madison, WI 53701-2984. Please include a cover page with the check which includes the project address, brief description of the project, and contact information.

3. Property Owner and Agent Information

Name of Property Owner: Thomas L & Mary E Mather Tr Representative, if any: John Mather
Street address: 2218 Westchester RD City/State/Zip: Madison WI 53711
Telephone: 608-206-1454 Email: matherjohn63@gmail.com
Firm Preparing Survey: Williamson Surveying Contact: chris adams
Street address: 104A W Main St City/State/Zip: Waunakee WI 53597
Telephone: 608-255-5705 Email: chris@williamsonsurveying.com

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

4. Property Information for Properties Located within Madison City Limits

Parcel Addresses: 2218 Westchester Rd
Tax Parcel Number(s): 251-0609-061-0298-8
Zoning District(s) of Proposed Lots: SR-C1 School District: madison

- Please include a detailed description of the number and use of all proposed lots and outlots in your letter of intent.

4a. Property Information for Properties Located Outside the Madison City Limits in the City's Extraterritorial Jurisdiction:

Parcel Addresses (note town if located outside City): _____
Date of Approval by Dane County: _____ Date of Approval by Town: _____

- For an extraterritorial request to be scheduled, approval letters from both the Town and Dane County must be submitted.

5. Subdivision Contents and Description. Complete table as it pertains to your request; do not complete gray areas.

Land Use	Lots	Outlots	Acres
Residential	3		0.71
Retail/Office			
Industrial			

Land Use	Lots	Outlots	Acres
Other (state use):			
Outlots Dedicated to the Public (Parks, Stormwater, etc.)			
Outlots Maintained by a Private Group or Association			
PROJECT TOTALS	3		0.71

6. Required Submittal Materials

Digital (PDF) copies of all items listed below (if applicable) are required. Applicants are to submit each of these documents as individual PDF files in an e-mail sent to PCapplications@cityofmadison.com. The transmittal shall include the name of the project and applicant. Note that an individual email cannot exceed 20MB and it is the responsibility of the applicant to present files in a manner that can be accepted. Electronic submittals via file hosting services (such as Dropbox) are not allowed. Applicants who are unable to provide the materials electronically should contact the Planning Division at Planning@cityofmadison.com or (608) 266-4635 for assistance.

☒ **A Completed Subdivision Application Form** (i.e. both sides of this form)

☒ **Map Copies** (prepared by a Registered Land Surveyor):

- For Preliminary Plats, the drawings must be drawn to scale and are required to provide all information as set forth in [M.G.O. Sec. 16.23 \(7\)\(a\)](#).
- For Final Plats, the drawings must be drawn to scale and drawn to the specifications of [§236.20, Wis. Stats.](#).
- For Certified Survey Maps (CSMs), the drawings shall include all of the information set forth in [M.G.O. Secs. 16.23 \(7\)\(a\) and \(d\)](#), 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.

For Plat & CSMs, in addition to the PDF copy, a digital CADD file shall also be submitted in a format compatible with AutoCAD. The digital CADD file(s) shall be referenced to the Dane County Coordinate System and shall contain, at minimum, the list of items stated below, each on a separate layer/level name. The line work shall be void of gaps and overlaps and match the plat, preliminary plat or CSM as submitted: a) Right-of-Way lines (public and private); b) Lot lines; c) Lot numbers; d) Lot/Plat dimensions; e) Street names; f) Easement lines (i.e. all in title and shown on the plat or CSM including wetland & floodplain boundaries.)

☒ **Letter of Intent:** One copy of a letter describing the proposed subdivision or land division in detail including, but not limited to:

- The number and type/use of the lots and outlots proposed with this subdivision or land division, including any outlots to be dedicated to the public;
- Existing conditions and uses of the property;
- Phasing schedule for the project, and;
- The names of persons involved (property owner(s), subdivider, surveyor, civil engineer, etc.).

* The letter of intent for a subdivision or land division may be the same as the letter of intent submitted with a concurrent Land Use Application for the same property.

** A letter of intent is not required for Subdivision Applications for lot combinations or split duplexes.

☒ **Report of Title and Supporting Documents:** One copy of a City of Madison standard 60-year Report of Title obtained from a title insurance company as required in [M.G.O. Sec. 16.23](#) and as satisfactory to the Office of Real Estate Services. Note:

- The Report of Title must have been completed within three (3) months of the submittal date of this application. Title insurance or a title commitment policy are NOT acceptable (i.e. a Preliminary Title Report or a Record Information Certificate).
- The electronic PDF submittal shall include images of the vesting deeds and all documents listed in the Report of Title.
- Do not email these files to the City's Office of Real Estate Services. Send them instead to the email address noted at the top of this page.

☐ **For Surveys Outside the Madison City Limits:** One copy of the approval letters from the town where the property is located and Dane County shall be submitted with your request. The Plan Commission may not consider an application within its extraterritorial jurisdiction without prior approval from the town and Dane County.

7. Applicant Declarations:

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

Applicant's Printed Name: CHRIS ADAMS Signature: 

Date: MAY 18, 2023 Interest In Property On This Date: SURVEYOR FOR OWNER

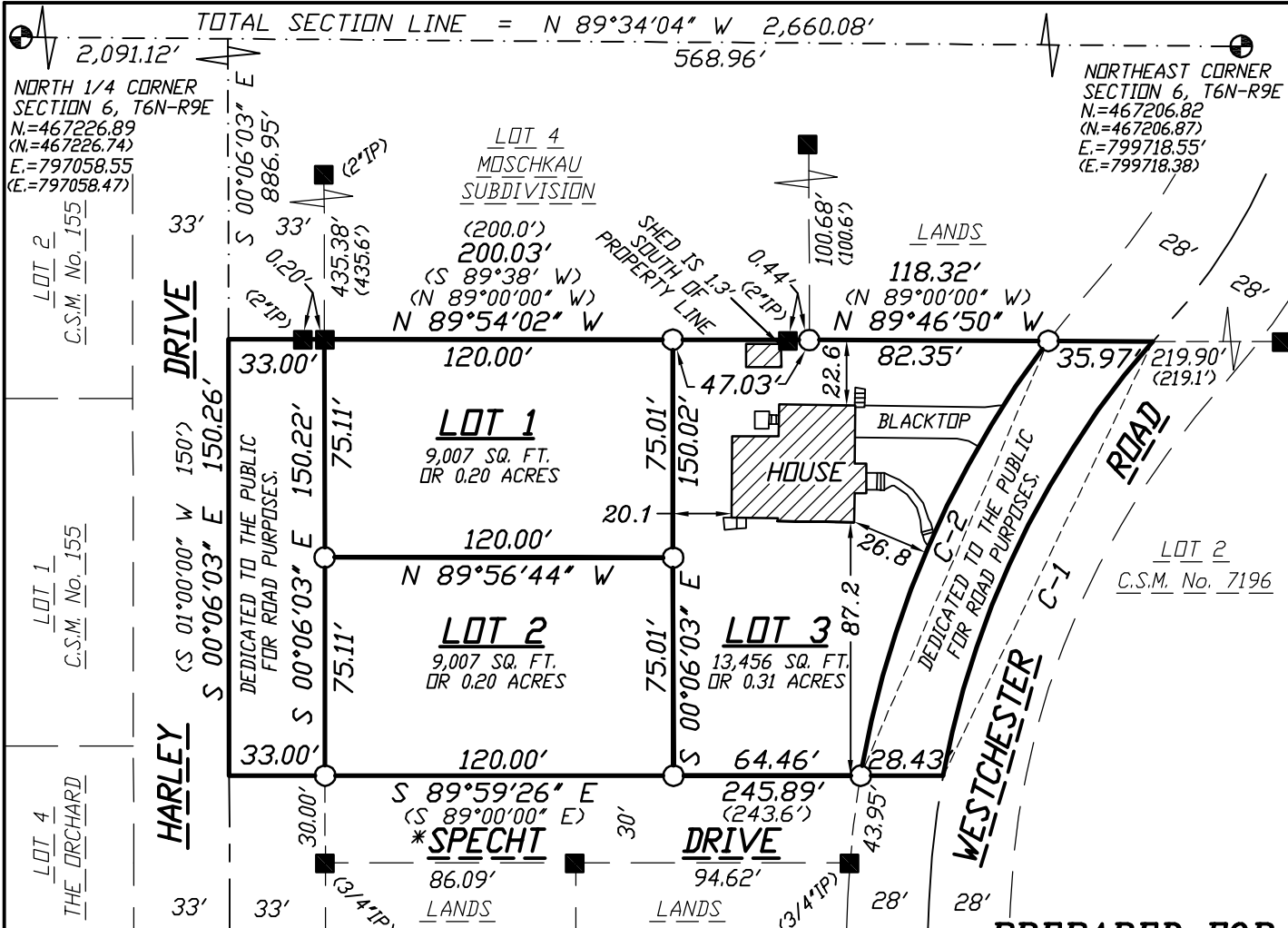


CERTIFIED SURVEY MAP

WILLIAMSON SURVEYING AND ASSOCIATES, LLC

NDA T. PRIEVE // CHRIS W. ADAMS // NEIL F. BORTZ, PROFESSIONAL LAND SURVEYORS
104 A WEST MAIN STREET, WAUNAKEE, WISCONSIN, 53597 PHONE: 608-255-5705

Located in the Northeast 1/4 of the Northeast 1/4 of Section 6,
T6N, R9E, City of Madison, Dane County, Wisconsin.



NOTE:

SEE ALL NOTES ON SHEET 2.

CURVE TABLE:

PREPARED FOR:

JOHN MATHER
1708 DOVER DRIVE
WAUNAKEE, WI 53597

C-#	RADIUS	CHORD BEARING AND DIST.	ARC	DELTA	TANGENT BEARING
C-1	313.50'	N 25°46'33" E 166.02' (163.8')	168.03'	30°42'32"	IN-N 10°16'40" E OUT-N 41°07'49" E
C-2	341.50'	N 23°22'01" E 163.01'	164.60'	27°36'55"	IN-N 09°33'33" E OUT-N 37°10'28" E

LEGEND

- = SET 3/4"x24" REBAR
WT 1.5 LB PER LIN FT
- = FOUND 1" PIPE
(UNLESS NOTED)
- ⊕ = FOUND BRASS CAP MONUMENT
- (##) = RECORDED AS
- * = SEE NOTE 5, SHEET 2

SCALE 1" = 60'



DOCUMENT NO. _____

CERTIFIED SURVEY MAP NO. _____

Sheet 1 of 4

SURVEYORS SEAL

W.C.S. - DANE ZONE
NAD83 (1991)
BEARINGS ARE REFERENCED TO THE
NORTH LINE OF THE NE 1/4 OF SECTION
6. LINE TO BEAR = N 89°34'04" W

23W-135



CERTIFIED SURVEY MAP

WILLIAMSON SURVEYING AND ASSOCIATES, LLC

NOA T. PRIEVE // CHRIS W. ADAMS // NEIL F. BORTZ, PROFESSIONAL LAND SURVEYORS
104 A WEST MAIN STREET, WAUNAKEE, WISCONSIN, 53597 PHONE: 608-255-5705

Located in the Northeast 1/4 of the Northeast 1/4 of Section 6,
T6N, R9E, City of Madison, Dane County, Wisconsin.

SURVEYOR'S CERTIFICATE

I, Noa T. Prieve, Professional Land Surveyor hereby certify that this survey is correct to the best of the professional surveyor's knowledge and belief and is in full compliance with the provisions of Chapter A-E 7 and Chapter 236.34 Wisconsin Statutes, the subdivision regulations of the City of Madison, and by the direction of the owner listed on sheet 5, I have surveyed, divided, and mapped a correct representation of the exterior boundaries of the land surveyed and the division of that land, being located in part of the Northeast 1/4 of the Northeast 1/4 of Section 6, T6N, R9E, City of Madison, Dane County, Wisconsin, being more particularly described as follows:

Commencing at the Northeast Corner of said Section 6; thence N 89°34'04" W, 568.96 feet; thence S 00°06'03" E, 886.95 feet to the centerline of Harley Drive and to the point of beginning.

Thence continue S 00°06'03" E along said centerline, 150.26 feet to the north right-of-way Specht Drive; thence S 89°59'26" E along said north right-of-way, 245.89 feet to the centerline of Westchester Road; thence along said centerline on an arc of a curve concaved southeasterly having a radius of 313.50 feet and a long chord bearing and distance of N 25°46'33" E, 166.02 feet; thence N 89°46'50" W, 118.32 feet to the Southeast Corner of Moschkau Subdivision; thence N 89°54'02" W along the south line of said Moschkau Subdivision, 200.03 feet to the point of beginning. This parcel contains 41,082 sq. ft. or 0.94 acres thereof.

Williamson Surveying and
Associates, LLC by Noa T. Prieve

Date _____

Noa T. Prieve S-2499
Professional Land Surveyor

NOTES:

- 1.) THIS SURVEY WAS PREPARED WITH A 60 YEAR TITLE REPORT FROM PREFERRED TITLE FILE No. 123040074 DATED APRIL 5TH, 2023.
- 2.) THIS PROPERTY IS SUBJECT TO RIGHT OF WAY RESERVED IN WARRANTY DEED DOCUMENT No.'S 664015 AND 1117984.
- 3.) WETLANDS AND FLOOD PLAIN, IF PRESENT, HAVE NOT BEEN DELINEATED OR SHOWN.
- 4.) SECTION CORNER TIES HAVE BEEN CHECKED AND VERIFIED PER THE LATEST TIE SHEET ON RECORD FOR THE NORTHEAST CORNER AND NORTH 1/4 CORNER OF SECTION 6, T6N, R9E.
- 5.) SPECHT DRIVE PREVIOUSLY DEDICATED TO THE PUBLIC.

SURVEYORS SEAL



CERTIFIED SURVEY MAP

WILLIAMSON SURVEYING AND ASSOCIATES, LLC

NDA T. PRIEVE // CHRIS W. ADAMS // NEIL F. BORTZ, PROFESSIONAL LAND SURVEYORS
104 A WEST MAIN STREET, WAUNAKEE, WISCONSIN, 53597 PHONE: 608-255-5705

Located in the Northeast 1/4 of the Northeast 1/4 of Section 6,
T6N, R9E, City of Madison, Dane County, Wisconsin.

OWNERS' CERTIFICATE:

As owner, I hereby certify that I caused the land described on this certified survey map to be surveyed, divided, dedicated and mapped as represented on the certified survey map. I also certify that this certified survey map is required to be submitted to the City of Madison for approval.

WITNESS the hand seal of said owners this _____day of _____,20____.

Thomas L. Mather and Mary E. Mather Revocable Trust

Authorized Representative
Print Name & Title

Signature

STATE OF WISCONSIN)
DANE COUNTY)

Personally came before me this _____ day of _____, 20____ the above named
_____ to me known to be the persons who executed the
foregoing instrument and acknowledge the same.

_____County, Wisconsin.

My commission expires _____

Notary Public

Print Name

SURVEYORS SEAL



CERTIFIED SURVEY MAP

WILLIAMSON SURVEYING AND ASSOCIATES, LLC

NDA T. PRIEVE // CHRIS W. ADAMS // NEIL F. BORTZ, PROFESSIONAL LAND SURVEYORS
104 A WEST MAIN STREET, WAUNAKEE, WISCONSIN, 53597 PHONE: 608-255-5705

Located in the Northeast 1/4 of the Northeast 1/4 of Section 6,
T6N, R9E, City of Madison, Dane County, Wisconsin.

CITY OF MADISON COMMON COUNCIL:

Resolved that this Certified Survey Map located in the City of Madison was hereby approved by Enactment number _____, File ID Number _____, adopted on the _____ day of _____, 20____, and that said enactment further provided for the acceptance of those lands dedicated and rights conveyed by said Certified Survey Map to the City of Madison for public use.

Dated this _____ day of _____, 20____

Maribeth Witzel-Behl
City of Madison, Dane County

CITY OF MADISON PLAN COMMISSION:

Approved for recording per the Secretary of the City of Madison Plan Commission action of _____ day of _____, 20____

Matt Wachter
Secretary Plan Commission

REGISTER OF DEEDS:

Received for recording this ____ day of _____, 20____ at ____ o'clock ____M. and recorded in Volume _____ of Dane County Certified Surveys on pages _____ through _____.

Kristi Chlebowski
Register of Deeds

DOCUMENT NO. _____

CERTIFIED SURVEY MAP NO. _____

SURVEYORS SEAL



WILLIAMSON SURVEYING & ASSOCIATES, LLC

104A WEST MAIN STREET, WAUNAKEE, WI 53597

NOA T. PRIEVE and CHRIS W. ADAMS

PHONE: 1-608-255-5705 WEB: WILLIAMSONSURVEYING.COM

Letter of Intent

Dear Planning Commission:

May 18, 2023

John Mather is submitting this application to you on behalf of his mother Mary Mather. Mary is estate planning and they would like to divide the existing parcel into 3 residential lots. One for Mary's existing house and 2 vacant lots for building on. The new lots will be marketed for sale once this process is complete.

Per application guidelines, I am providing the following information:

1. Number and Type/use of proposed lots:

Proposed Lots 1 and 2 will be 9,007 sq.ft. each and will be for new residential single family homes.

Proposed Lot 3 is Mary's existing house and conditions would not change.

2. Existing conditions and uses of property:

The property is currently residential and surrounded by residential.

3. Development and phase schedule:

Once the CSM is approved and recorded the lots will be marketed for sale. After those sales are complete, individual new owners will apply for building permits to construct new homes on each lot.

4. Names of persons involved:

Williamson Surveying & Associates LLC – Surveyors

Property owner: Mary Mather
2218 Westchester Rd
Madison, WI 53711

Agent: Chris Adams or Noa Prieve
Williamson Surveying and Associates LLC