

# 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 interpretar, 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



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 ([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 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.

## 3. Property Owner and Agent Information

Name of Property Owner: \_\_\_\_\_ Representative, if any: \_\_\_\_\_

Street address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Firm Preparing Survey: \_\_\_\_\_ Contact: \_\_\_\_\_

Street address \_\_\_\_\_ City/State/Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

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 \_\_\_\_\_

Tax Parcel Number(s): \_\_\_\_\_

Zoning District(s) of Proposed Lots: \_\_\_\_\_ School District: \_\_\_\_\_

- 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.

*Application continues on next page ("Applicant Declarations")*

**5. Required Submittals** Your application is required to include the following:

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

- For Preliminary Plats, **eighteen (18) copies** drawn to scale **and fifteen (15) copies** reduced onto 11 X 17-inch paper are required. The drawing is required to provide all information as set forth in [M.G.O. Sec. 16.23 \(7\)\(a\)](#).
- For Final Plats, **sixteen (16) copies** drawn to scale **and fifteen (15) copies** reduced onto 11 X 17-inch paper are required. The final plat shall be drawn to the specifications of [§236.20, Wis. Stats.](#).
- For Certified Survey Maps (CSM), **sixteen (16) copies** of the drawing are required. 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.
- 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.

☐ **Letter of Intent: Twelve (12) copies** 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:** All applications submitted for approval shall include **an Electronic submittal, in PDF format**, of a City of Madison standard 60-year Report of Title obtained from a title insurance company as required in MGO Sec. 16.23 and as satisfactory to the Office of Real Estate Services. 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.

☐ **For Surveys Outside the Madison City Limits:** A 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.

☐ **Electronic Application Submittals:**

- All applicants are required to submit a copy of the 1) completed application form, 2) preliminary and/or final plat or Certified Survey Map, and 3) letter of intent (if required) as **individual PDF files** compiled either on a non-returnable USB flash drive to be included with their application materials, or in an e-mail sent to [pcapplications@cityofmadison.com](mailto:pcapplications@cityofmadison.com). The transmittal shall include the name of the project and applicant. Do not include copies of the title report with your electronic submittal.
- A digital CADD file shall 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.)

**6. Applicant Declarations:**

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

Applicant's Printed Name: \_\_\_\_\_ Signature: Brett Stoffregen

Date: \_\_\_\_\_ Interest In Property On This Date: \_\_\_\_\_

November 23, 2022

City of Madison – Planning Department  
Madison Municipal Building, Suite 017  
215 Martin Luther King Jr. Blvd.  
P.O. Box 2985  
Madison, WI 53701-2985

Re: 6853 McKee Road – Certified Survey Map

To whom it may concern,

Please accept this Certified Survey Map reconfiguring Lot 2, Certified Survey Map No. 14204, which has an address of 6853 McKee Road, into 2 Lots. In previous conversations with City Staff, a portion of McKee Road will be vacated and included in the proposed Certified Survey Map. The owner is proposing a new development on proposed Lot 2 and separate Land Use Application is being submitted that will define the project details.

We look forward to working with you on this project. Please let us know if you have any questions.

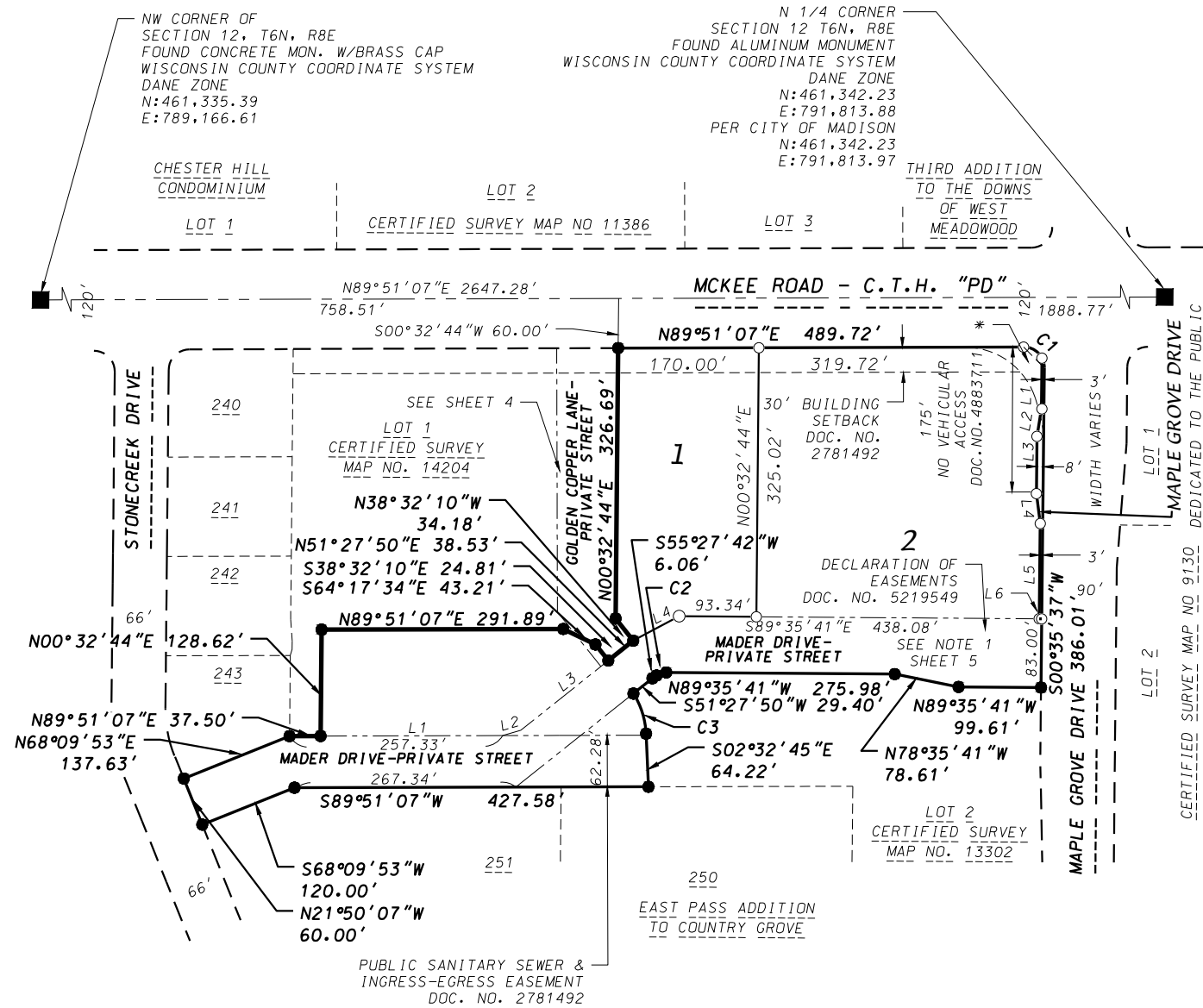
Respectfully Submitted,  
D'Onofrio, Kottke, & Assoc., Inc.



Brett T. Stoffregan, PLS

CERTIFIED SURVEY MAP

LOT 2, CERTIFIED SURVEY MAP NO. 14204, AND A PORTION OF MCKEE ROAD, VACATED BY THE CITY OF MADISON, RES-\_\_\_\_\_, DOC. NO.\_\_\_\_\_, LOCATED IN THE NW1/4 OF THE NW1/4 SECTION 12, T6N, R8E, CITY OF MADISON, DANE COUNTY, WISCONSIN



CURVE TABLE							LOT AREAS
CURVE NUMBER	RADIUS (FEET)	CHORD (FEET)	ARC (FEET)	CHORD BEARING	CENTRAL ANGLE	TANGENT BEARING	
1	25.00	35.58	39.59	S44°46'38"E	90°44'30"		LOT 1 - 52,292 SQ. FT.
LOT 2 ROW	25.00	25.90	27.22	S58°57'21"E	62°23'04"		
	25.00	12.25	12.37	S13°35'06"E	28°21'26"		
2	20.50	12.31	12.50	S72°56'00"W	35°56'38"		LOT 2 - 228,142 SQ. FT.
3	98.50	50.93	51.51	S17°31'38"E	29°57'46"	IN-S32°30'31"	

PUBLIC STREET EASEMENT & PRIVATE STORMWATER MANAGEMENT EASEMENT LINE TABLE

LINE	BEARING & LENGTH
L1	S89°51'07"W - 219.79'
L2	S73°40'01"W - 22.84'
L3	S51°27'50"W - 135.20'
L4	S61°57'45"W - 62.76'
L5	S38°32'10"E - 24.81'
L6	S64°17'34"E - 43.21'
L7	N89°51'07"E - 291.89'
L8	N00°32'44"E - 128.62'
L9	N51°27'50"E - 181.60'
L10	S89°51'07"W - 160.24'

LEGEND

- FOUND 3/4" IRON REBAR
- PLACED 3/4"x18" IRON REBAR (WT. = 1.5LBS./FT.)



GRID NORTH  
WISCONSIN COUNTY  
COORDINATE SYSTEM  
DANE ZONE THE NORTH  
LINE OF THE NW1/4  
SEC. 12, T6N, R8E  
BEARS N89°51'07"E

0 200  
Scale 1" = 200'

MAPLE GROVE RIGHT-OF-WAY LINE TABLE

L1	- S00°35'37"W 61.00'
L2	- S09°10'29"W 34.00'
L3	- S00°35'37"W 69.00'
L4	- S07°23'23"E 36.00'
L5	- S00°35'37"W 115.62'
L6	- S89°35'41"E 3.00'

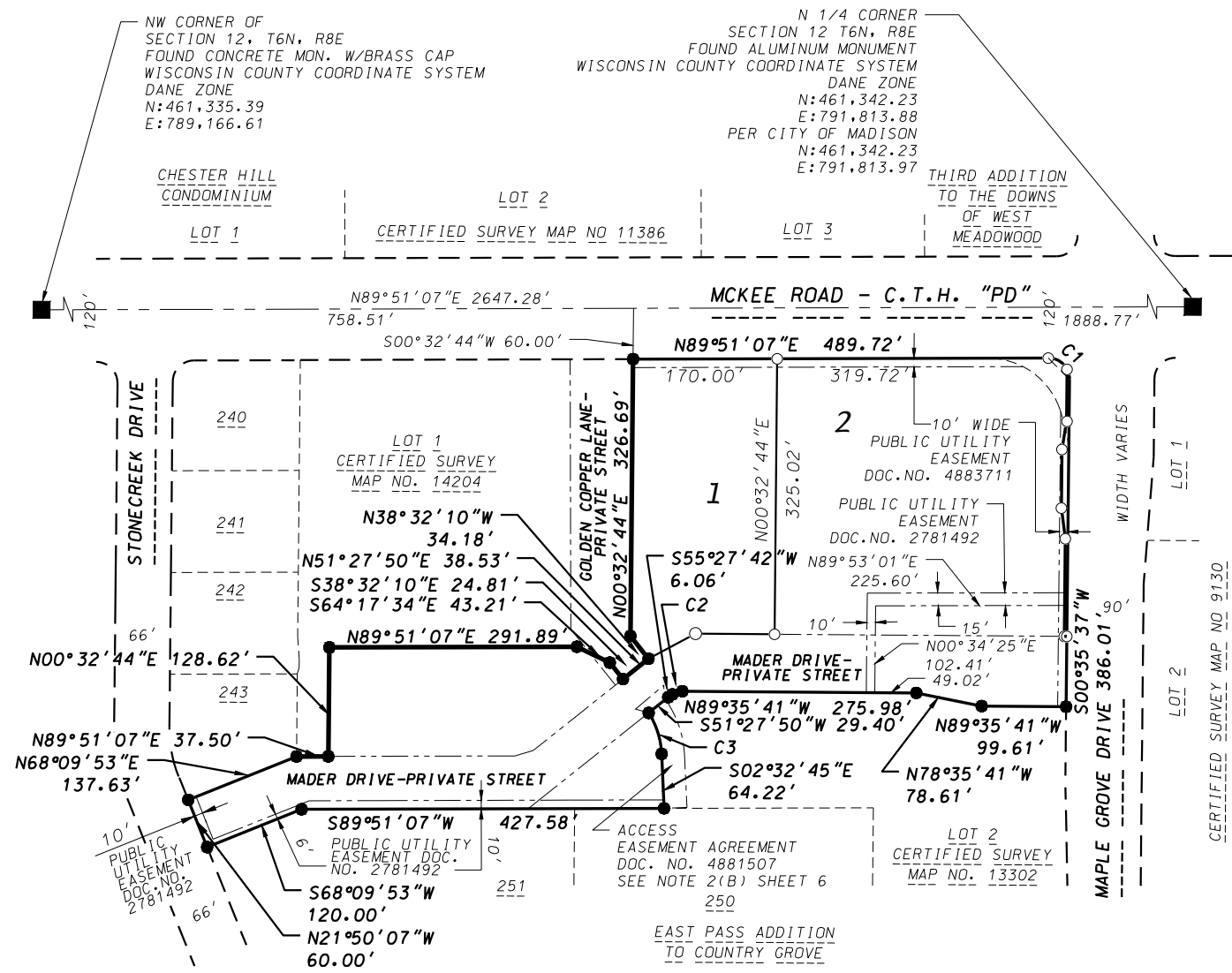
\* PUBLIC RIGHT-OF-WAY  
VACATED BY CITY OF  
MADISON RES-\_\_\_\_\_  
RECORDED AS DOC. NO. \_\_\_\_\_

**D'ONOFRIO KOTKE AND ASSOCIATES, INC.**  
7530 Westward Way, Madison, WI 53717  
Phone: 608.833.7530 • Fax: 608.833.1089  
YOUR NATURAL RESOURCE FOR LAND DEVELOPMENT

DATE: November 22, 2022  
F.N.: 22-07-105  
C.S.M. NO.:  
DOC. NO.:  
VOL.: SHEET

CERTIFIED SURVEY MAP

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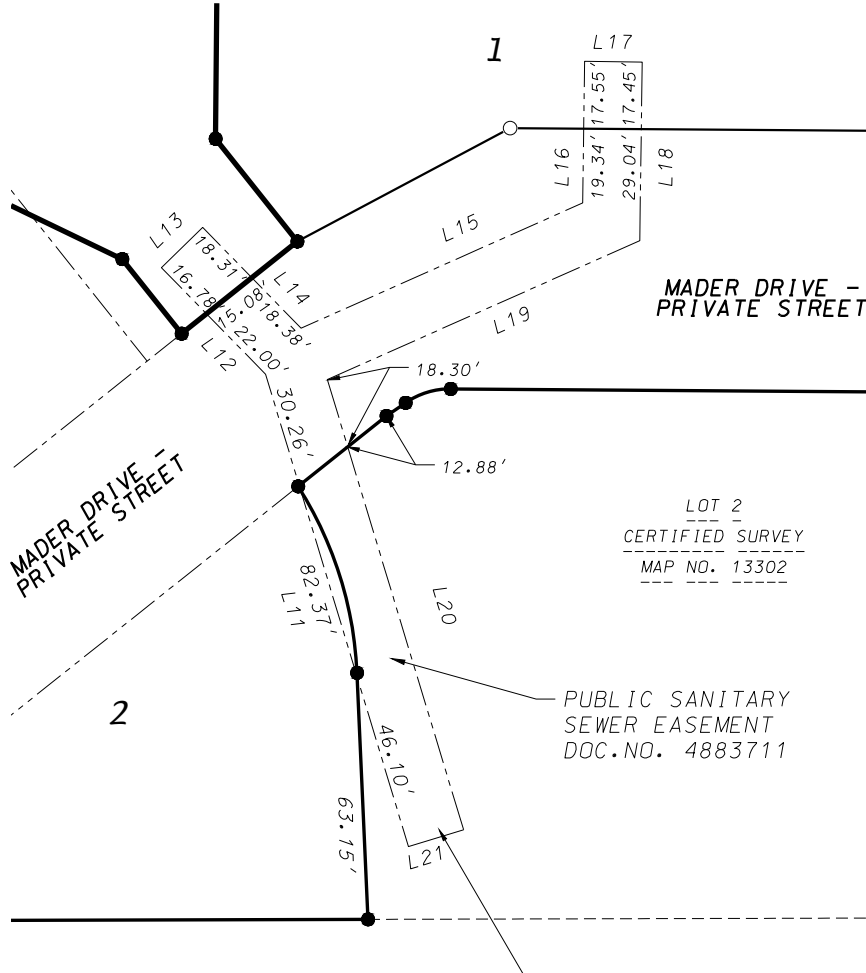
GRID NORTH  
WISCONSIN COUNTY  
COORDINATE SYSTEM  
DANE ZONE THE NORTH  
LINE OF THE NW1/4  
SEC. 12, T6N, R8E  
BEARS N89°51'07"E  
0 200  
Scale 1" = 200'

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PUBLIC SANITARY SEWER EASEMENT LINE TABLE

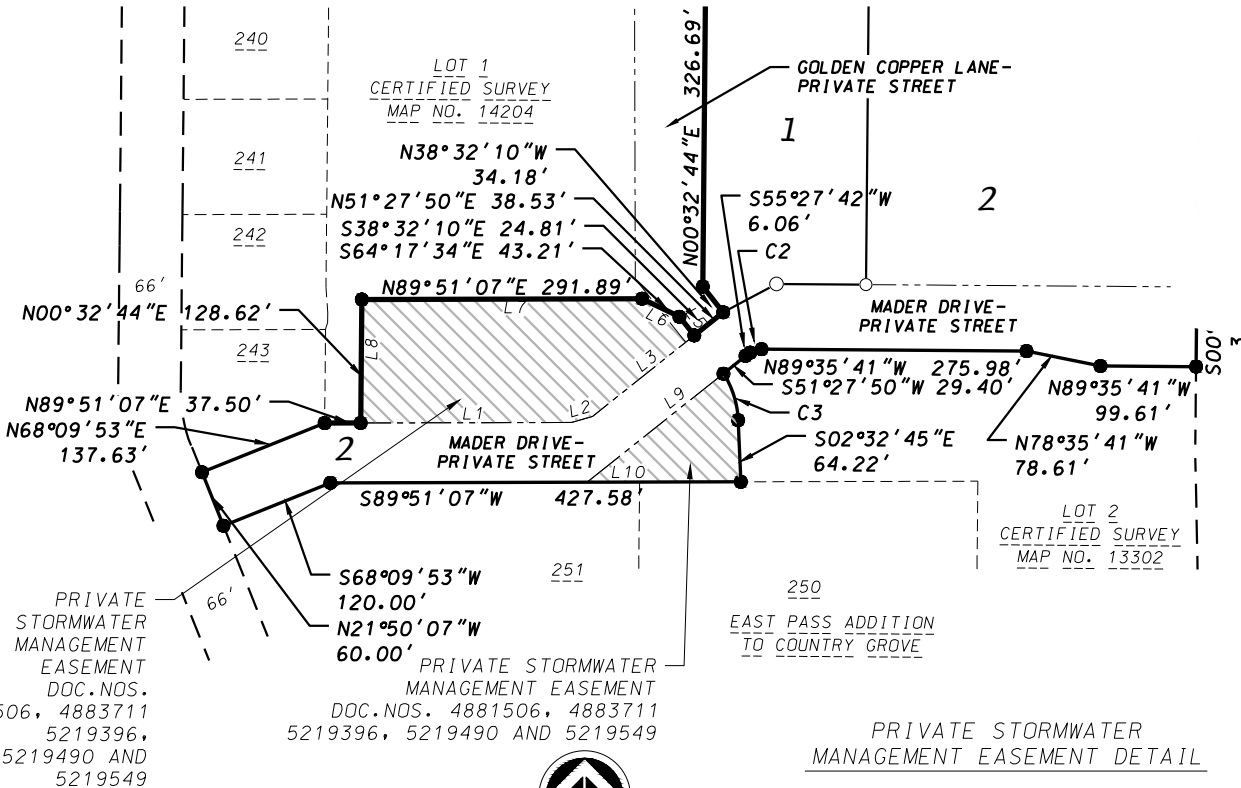
LINE	BEARING	DISTANCE
L11	N16°50'10"W	128.47'
L12	N44°20'40"W	38.78'
L13	N45°39'20"E	15.00'
L14	S44°20'40"E	36.69'
L15	N66°01'32"E	80.24'
L16	N00°47'00"E	36.89'
L17	S89°13'00"E	15.00'
L18	S00°47'00"W	46.49'
L19	S66°01'32"W	89.04'
L20	S16°50'10"E	122.47'
L21	S73°09'50"W	15.00'

LOT 2  
CERTIFIED SURVEY  
MAP NO. 13302

PUBLIC STREET EASEMENT &  
PRIVATE STORMWATER MANAGEMENT  
EASEMENT LINE TABLE

LINE	BEARING & LENGTH
L1	S89°51'07"W - 219.79'
L2	S73°40'01"W - 22.84'
L3	S51°27'50"W - 135.20'
L4	S61°57'45"W - 62.76'
L5	S38°32'10"E - 24.81'
L6	S64°17'34"E - 43.21'
L7	N89°51'07"E - 291.89'
L8	N00°32'44"E - 128.62'
L9	N51°27'50"E - 181.60'
L10	S89°51'07"W - 160.24'

PUBLIC SANITARY SEWER EASEMENT DETAIL  
1" = 50'



PRIVATE STORMWATER  
MANAGEMENT EASEMENT DETAIL

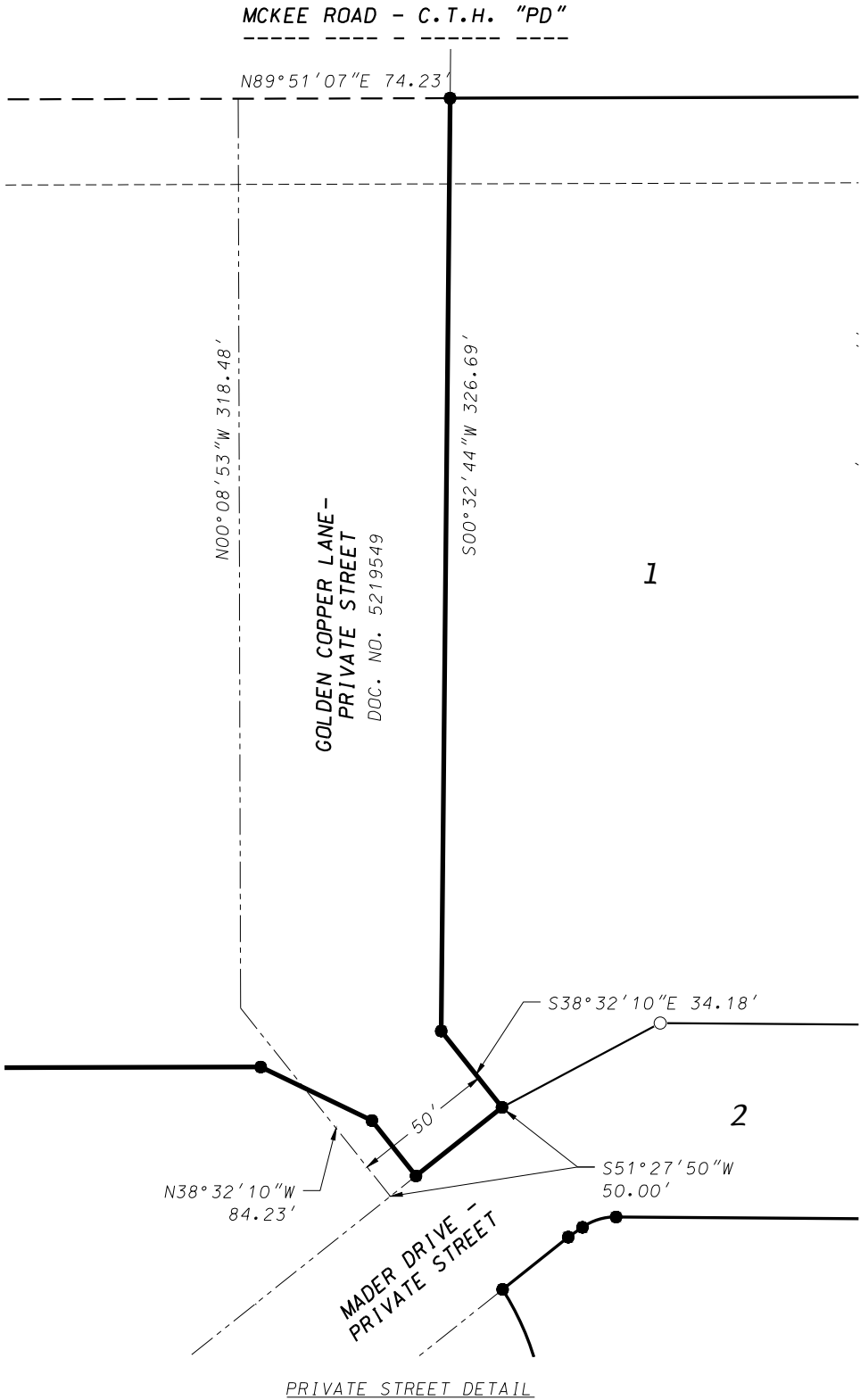
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GRID NORTH  
WISCONSIN COUNTY COORDINATE SYSTEM  
DANE ZONE THE NORTH LINE OF THE  
NW1/4  
SEC. 12, T6N, R8E  
BEARS N89°51'07"E  
0 200  
Scale 1" = 200'  
SHEET 3 OF 7

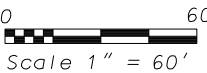
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CERTIFIED SURVEY MAP

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GRID NORTH  
WISCONSIN COUNTY  
COORDINATE SYSTEM  
DANE ZONE THE NORTH  
LINE OF THE NW1/4  
SEC. 12, T6N, R8E  
BEARS  $N89^{\circ}51'07''E$



SHEET 4 OF 7

**D'ONOFRIO KOTTKE AND ASSOCIATES, INC.**  
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# CERTIFIED SURVEY MAP

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SURVEYORS CERTIFICATE

I, Brett T. Stoffregan, Professional Land Surveyor S-2742, do hereby certify that this Certified Survey Map is in full compliance with Chapter 236.34 of the Wisconsin Statutes and the Subdivision Regulations of the City of Madison, Dane County, Wisconsin, and under the direction of the Owners listed below, I have surveyed, divided and mapped the land described herein and that the map is a correctly dimensioned representation of the exterior boundaries and division of the land surveyed. Said land is described as follows:


Lot 2, Certified Survey Map No. 14204, recorded in Volume 96 of Certified Survey Maps on pages 149-155 as Document Number 5221948 in the Dane County Register of Deeds Office and a portion of McKee Road vacated by the City of Madison, RES-\_\_\_\_\_, Document Number \_\_\_\_\_, located in the NW1/4 of the NW1/4 of Section 12, T6N, R8E, City of Madison, Dane County, Wisconsin to-wit:

Commencing at the Northwest corner of said Section 12; thence N89°51'07"E, 758.51 feet along the North line of said NW1/4; thence S00°32'44"W, 60.00 feet to the point of the beginning being on the South right-of-way line of McKee Road - County Highway "PD"; thence N89°51'07"E, 489.72 feet along said South right-of-way line to a point of curve; thence Southeasterly along a curve to the right which has a radius of 25.00 feet and a chord which bears S44°46'38"E, 35.58 feet to a point on the West right-of-way line of Maple Grove Drive; thence S00°35'37"W, 386.01 feet along said West right-of-way line to the Northwest corner of Lot 2, Certified Survey Map No. 13302; thence N89°35'41"W, 99.61 feet along the North line of said Lot 2; thence N78°35'41"W, 78.61 feet along said North line; thence N89°35'41"W, 275.98 feet along said North line to a point of curve; thence Southwesterly along said North line along a curve to the right which has a radius of 20.50 feet and a chord which bears S72°56'00"W, 12.31 feet; thence S55°27'42"W, 6.06 feet along said North line; thence S51°27'50"W, 29.40 feet along said North line to a point of curve at the Northwest corner of said Lot 2; thence Southerly along the West line of said Lot 2 along a curve to the right which has a radius of 98.50 feet and a chord which bears S17°31'38"E, 50.93 feet; thence S02°32'45"E, 64.22 feet along the West line of said Lot 2 to a point on the North line of Lot 250, East Pass Addition to Country Grove; thence S89°51'07"W, 427.58 feet along the North line of Lots 250 and 251, East Pass Addition to Country Grove; thence S68°09'53"W, 120.00 feet along the North line of said Lot 251 to a point on the Northeasterly right-of-way line of Stonecreek Drive; thence N21°50'07"W, 60.00 feet along said Northeasterly right-of-way line to the Southwest corner of Lot 243, East Pass Addition to Country Grove; thence N68°09'53"E, 137.63 feet to the Southeast corner of said Lot 243, also being the Southwest corner of Lot 1, Certified Survey Map No. 14204; thence N89°51'07"E, 37.50 feet along the Southerly line of said Lot 1; thence N00°32'44"E, 128.62 feet along said Southerly line; thence N89°51'07"E, 291.89 feet along said Southerly line; thence S64°17'34"E, 43.21 feet along said Southerly line; thence S38°32'10"E, 24.81 feet along said Southerly line; thence N51°27'50"E, 38.53 feet along said Southerly line to the Southeast corner of said Lot 1; thence N38°32'10"W, 34.18 feet along the East line of said Lot 1; thence N00°32'44"E, 326.69 feet along said East line to the point of beginning.

Containing 285,886 square feet (6.563 acres).

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Brett T. Stoffregan, Professional Land Surveyor, S-2742



**D'ONOFRIO KOTTKE AND ASSOCIATES, INC.**

7530 Westward Way, Madison, WI 53717  
Phone: 608.833.7530 • Fax: 608.833.1089

**YOUR NATURAL RESOURCE FOR LAND DEVELOPMENT**

DATE: November 22, 2022

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C.S.M. NO. \_\_\_\_\_

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# CERTIFIED SURVEY MAP

LOT 2, CERTIFIED SURVEY MAP NO. 14204, AND A PORTION OF MCKEE ROAD, VACATED BY THE CITY OF MADISON, RES-\_\_\_\_\_, DOC. NO.\_\_\_\_\_, LOCATED IN THE NW1/4 OF THE NW1/4 SECTION 12, T6N, R8E, CITY OF MADISON, DANE COUNTY, WISCONSIN

## NOTES

1. Ingress-Egress Easement over Lot 1, CSM 13302 for the benefit of Lot 2, CSM 13302 and Lots 250 & 251, East Pass Addition to Country Grove subject to Easement Agreement recorded as Document No. 2792220 amended by Document No. 5156035.
2. This Certified Survey is subject to the following recorded instruments:
  - a. Declaration of Reciprocal Stormwater Easements recorded as Document No. 4881506.
  - b. Access Easement Agreement recorded as Document No. 4881507; amended by Doc. No. 5156035.
  - c. Stormwater Drainage Easement recorded as Document No. 4881508
  - d. The Terms and Conditions contained in the Planned Unit Development 13-32 General Development Plan, Cross Country Neighborhood Southwest Corner of County Highway PD and Maple Grove Drive recorded on May 21, 1997 as Document No. 2855373.
  - e. Planned Development - Specific Implementation Plan recorded as Doc. No. 4768114.
  - f. Planned Development - General Development Plan recorded as Doc. No. 4845727.
  - g. Note set forth on the recorded plat of East Pass Addition to Country Grove, stating: vehicular and pedestrian access shall be provided between Lots 244, 245, 246 and 247 of this plat so that direct access to all driveways and walkways serving any of these lots is available for use by vehicular and pedestrian traffic generated in any of the other lots.
  - h. Note set forth on the recorded plat of East Pass Addition to Country Grove, stating: Lot 247 allowed one driveway access point to Maple Grove Drive. One access point along McKee Road between Lot 240 and Maple Grove Drive shall be granted at such time as there is a physical median provided on McKee Road which restricts turns at this access point to only right turns in and right turns out. The location of this access point shall be roughly 700 feet plus or minus from Maple Grove Drive and ultimately determined by the City Traffic Engineer.
  - i. Declaration of Reciprocal Easements recorded as Document No. 4890745; amended by Doc. No. 5156035.
  - j. Declaration of Conditions, Covenants and Restrictions for Maintenance of Stormwater Management Measured recorded as Document No. 4919917.
  - k. Declaration of Conditions and Covenants recorded as Document No. 5094548.
  - l. Declaration of Reciprocal Stormwater Easements recorded as Document No. 5219396, corrected by Affidavit of Correction recorded as Document No. 5219490.
  - m. Declaration of Easements recorded as Document No. 5219549.
3. Lots/buildings within this subdivision/development are subject to impact fees that are due and payable at the time building permit(s) are issued.
4. All lots within this Certified Survey Map 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, EXCEPT where shown otherwise on the face 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 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) 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.

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.



**D'ONOFRIO KOTTKE AND ASSOCIATES, INC.**

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Phone: 608.833.7530 • Fax: 608.833.1089

**YOUR NATURAL RESOURCE FOR LAND DEVELOPMENT**

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CERTIFIED SURVEY MAP

LOT 2, CERTIFIED SURVEY MAP NO. 14204, LOCATED IN THE NW1/4 OF THE NW1/4  
SECTION 12, T6N, R8E, CITY OF MADISON, DANE COUNTY, WISCONSIN

OWNERS CERTIFICATE

Mad Grove, LLC, a Wisconsin limited liability company, as owner, hereby certify that we caused the land described on this Certified Survey Map to be surveyed, divided, mapped and dedicated as represented on this Certified Survey Map. We also certify that this Certified Survey Map is required by S.236.34 to be submitted to the City of Madison for approval.

Witness the hand and seal of said owner(s) this \_\_\_\_\_ day of \_\_\_\_\_, 2023.

Mad Grove, LLC

\_\_\_\_\_  
John K. Livesey, Authorized Member

STATE OF WISCONSIN)  
COUNTY OF DANE ) S.S.

Personally came before me this \_\_\_\_\_ day of \_\_\_\_\_, 2023, the above named Limited Liability Company member(s) to me known to be the person(s) who executed the foregoing instrument and acknowledged the same.

My Commission Expires \_\_\_\_\_  
Notary Public, Dane County, Wisconsin

MADISON PLAN COMMISSION CERTIFICATE

Approved for recording per the Secretary of the City of Madison Plan Commission.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
Matt Wachter, Secretary of Plan Commission

MADISON COMMON COUNCIL CERTIFICATE

Resolved that this Certified Survey Map located in the City of Madison, was hereby approved by Enactment Number \_\_\_\_\_, File I.D. Number \_\_\_\_\_, adopted this \_\_\_\_\_ day of \_\_\_\_\_, 2023, 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 \_\_\_\_\_, 2023.

\_\_\_\_\_  
Maribeth Witzel-Behl, City Clerk, City of Madison, Dane County, Wisconsin

REGISTER OF DEEDS CERTIFICATE

Received for recording this \_\_\_\_\_ day of \_\_\_\_\_, 2023, at \_\_\_\_ o'clock \_\_\_\_ M. and recorded in Volume \_\_\_\_\_ of Certified Survey Maps on Pages \_\_\_\_\_ as Document Number \_\_\_\_\_.

\_\_\_\_\_  
Kristi Chlebowski, Dane County Register of Deeds

  
**D'ONOFRIO KOTTKE AND ASSOCIATES, INC.**  
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