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

Date Stamp

**** 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

1a. Application Type. (Choose ONE)

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

If a Plat, Proposed Subdivision Name: The American Center Plat Hanson Addition

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

☒ For **Preliminary** and **Final Plats**, an application fee of $200, plus $35 per lot and outlot contained on the plat drawing.

☐ For **Certified Survey Maps**, an application fee of $200 plus $150 per lot and outlot contained on the certified survey map.

2. Applicant Information.

Name of Property Owner: American Family Mutual Insurance Representative, if any: Richard Wilberg

Street Address: 6000 American Parkway City/State: Madison / Wisconsin Zip: 53783

Telephone: (608) 242-4100 Fax: ( ) Email:

Firm Preparing Survey: Ayres Associates Contact: Harvey Johnson

Street Address: 1802 Pankratz Street City/State: Madison / Wisconsin Zip: 53704

Telephone: (608) 443-1238 Fax: (608) 443-1250 Email: johnsonh@AyresAssociates.com

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

3a. Project Information.

Parcel Address: A part of 5501 Portage Road in the City or Town of: City of Madison

Tax Parcel Number(s): 0810-153-0099-0 School District: De Forest

Existing Zoning District(s): O-3 Admin. Office, O-4 Office and Research Development Schedule: 8-1-05

Proposed Zoning District(s) (if any): O-4 Office and Res. Submitted 3-9-05 Provide a Legal Description of Site on Reverse Side

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

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

In order for an exterritorial request to be accepted, a copy of the approval letters from both the town and Dane County must be submitted.

Is the subject site proposed for annexation? ☐ No ☐ Yes If YES, approximate timeframe:

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

Land Use	*Lots*	*Outlots*	*Acres*	*Describe the use of the lots and outlots on the survey*
Residential				
Retail/Office	1		16.54	ZONED O-4
Industrial				
Outlots Dedicated to City				
Homeowner Assoc. Outlots				
Other (state use)	ROAD		7.82	ROADWAY
TOTAL			24.36	

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) and (d) of the Madison General Ordinances, including existing site conditions, the nature of the proposed land 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" case file. In addition, an **8-½ X 11 inch reduction of each sheet** must also be submitted.

☒ **Report of Title and Supporting Documents:** All plats and certified surveys submitted to the City of Madison for approval shall include a Report of Title satisfactory to the Real Estate Division as required in Section 16.23 of the Madison General Ordinances. A minimum of **two (2) copies** of the City of Madison standard 60/30 year Report of Title shall be obtained from a local, reputable 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 owner or applicant must deliver a **third copy** of the Report of Title to the survey firm preparing the plat or CSM. The applicant shall submit a copy of all documents listed in the Report of Title for each copy of the report submitted.

☐ **For Residential Preliminary Plats ONLY:** If the proposed project will result in **ten (10) or more dwelling units**, it is required to comply with the City's Inclusionary Zoning requirements under Section 28.04 (25) of the Zoning Ordinance. A separate *INCLUSIONARY ZONING DWELLING UNIT PLAN APPLICATION* explaining the project's conformance with these ordinance requirements shall be submitted with your application.

☐ **For Surveys Creating Residential Lots:** The applicant shall include a certified copy of the accepted option or offer, including all terms of the purchase and any other information that may be deemed necessary by the Real Estate Division to assist them in determining Fair Market Value for the purpose of establishing park fees.

☐ **For Surveys Outside the Madison City Limits:** A copy of the approval letters from both the town in which 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 it first having been approved by the **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 Real Estate Division at 267-8719, ext. 305 for a determination as soon as possible.

☒ **Completed application and required Fee (from Section 1b on front):** $ 270 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 e-mail shall include the name of the project and applicant. Applicants unable to provide the materials electronically should contact the Planning Unit at 266-4635 for assistance.

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

Applicant's Printed Name HARVEY JOHNSON ***Signature*** Harvey Johnson

Date March 22, 2005 ***Interest In Property On This Date*** SURVEYOR

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

Effective February 14, 2005