



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, 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 (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." Note: New fees effective May 2012 (I)

- 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: Madison Development Corporation Representative, if any: Frank Staniszewski, Pres.

Street Address: 550 W Washington Avenue City/State: Madison/WI Zip: 53703

Telephone: (608) 256-2799 x212 Fax: (608) 256-1560 Email: Frank@mdcorp.org

Firm Preparing Survey: Burse Surveying and Engineering, Inc. Contact: Michelle L. Burse

Street Address: 2801 International Lane, Suite 101 City/State: Madison/WI Zip: 53704

Telephone: (608) 250-9263 x221 Fax: (608) 250-9266 Email: mburse@bse-inc.net

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

3a. Project Information.

Parcel Addresses (note town if located outside City): 427, 433, 435, and 437 W Mifflin Street

Tax Parcel Number(s): 251/0709-231-1616-9, 251/0709-231-1614-3, 251/0709-231-1615-1, 251/0709-231-1613-5

Zoning District(s) of Proposed Lots: DR-2 School District: Madison

→ Please provide a Legal Description on your CSM or plat. Note your development schedule in your Letter of Intent.

3b. For Properties 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 extraterritorial request to be scheduled, approval letters from both the Town and Dane County must be submitted.

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

Land Use	Lots	Outlots	Acres
Residential	3		0.75
Retail/Office			
Industrial			
Other (state use):			

Land Use	Lots	Outlot	Acres
Outlots Dedicated to the Public (Parks, Stormwater, etc.)			
Outlots Maintained by a Private Group or Association			
PROJECT TOTALS	3		0.75

OVER →

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

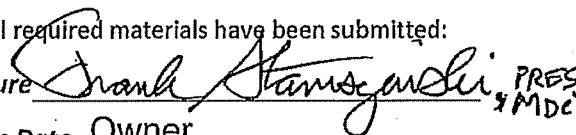
- ☒ **Map Copies** (prepared by a Registered Land Surveyor):
- For Preliminary Plats, **eighteen (18) copies** of the drawing drawn to scale are required. The drawing is required to provide all information as set forth in Section 16.23 (7)(a) of the Madison General Ordinances. The drawings shall include, 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 8-1/2 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. **A letter of intent is not required for Subdivision 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.
- ☐ **For any plat or CSM creating common areas to be maintained by private association:** Two (2) 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.
- ☒ **Electronic Application Submittal:** All applicants are required to submit a copy of this completed application form, 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.

6. **Applicant Declarations:**

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

Applicant's Printed Name Frank Staniszewski, Pres.

Signature

 PRES
MDC

Date 10/20/2015

Interest In Property On This Date Owner

CERTIFIED SURVEY MAP No. _____

ALL OF LOTS 3, 4 AND 5, BLOCK 43, ORIGINAL PLAT OF MADISON, AS RECORDED IN VOLUME A OF PLATS, ON PAGE 3, DANE COUNTY REGISTRY, LOCATED IN THE NORTHWEST AND SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 23, TOWNSHIP 07 NORTH, RANGE 09 EAST, CITY OF MADISON, DANE COUNTY, WISCONSIN.



SCALE : ONE INCH = FIFTY FEET

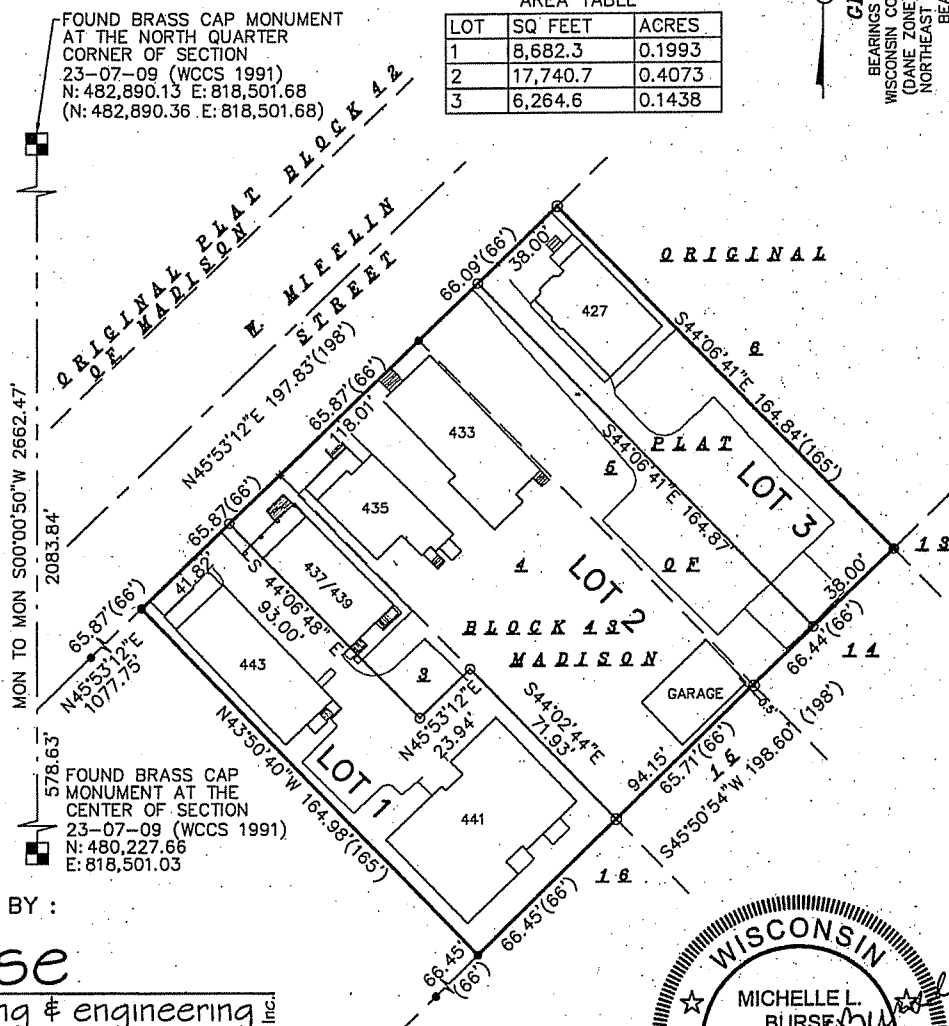
NOTES:

- 1) SEE SHEET 2 FOR BUILDING DETAILS AND SHEET 4 FOR LEGEND.
- 2) HOUSES SHOWN ON LOT 2 SHALL BE RAZED.
- 3) ALL LOTS ARE SUBJECT TO A SHARED DRIVEWAY AND STORMWATER DRAINAGE EASEMENTS.

GRID NORTH
BEARINGS ARE BASED UPON THE
WISCONSIN COUNTY COORDINATE SYSTEM
(DANE ZONE). THE WEST LINE OF THE
NORTHEAST QUARTER OF SECTION 23
BEARS S00°00'50"W

AREA TABLE

LOT	SQ FEET	ACRES
1	8,682.3	0.1993
2	17,740.7	0.4073
3	6,264.6	0.1438



SURVEYED BY :

Burse

surveying & engineering ^{LLC}

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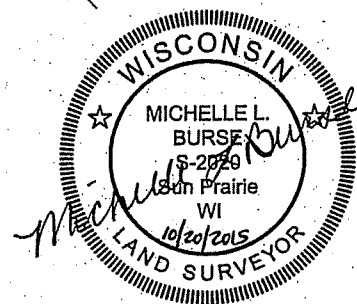
SURVEYED FOR :
Madison Development Corporation

MAP NO. _____

DOCUMENT NO. _____

VOLUME _____ PAGES _____

Date: 10/20/2015
Plot View: CSM
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SHEET 1 OF 4

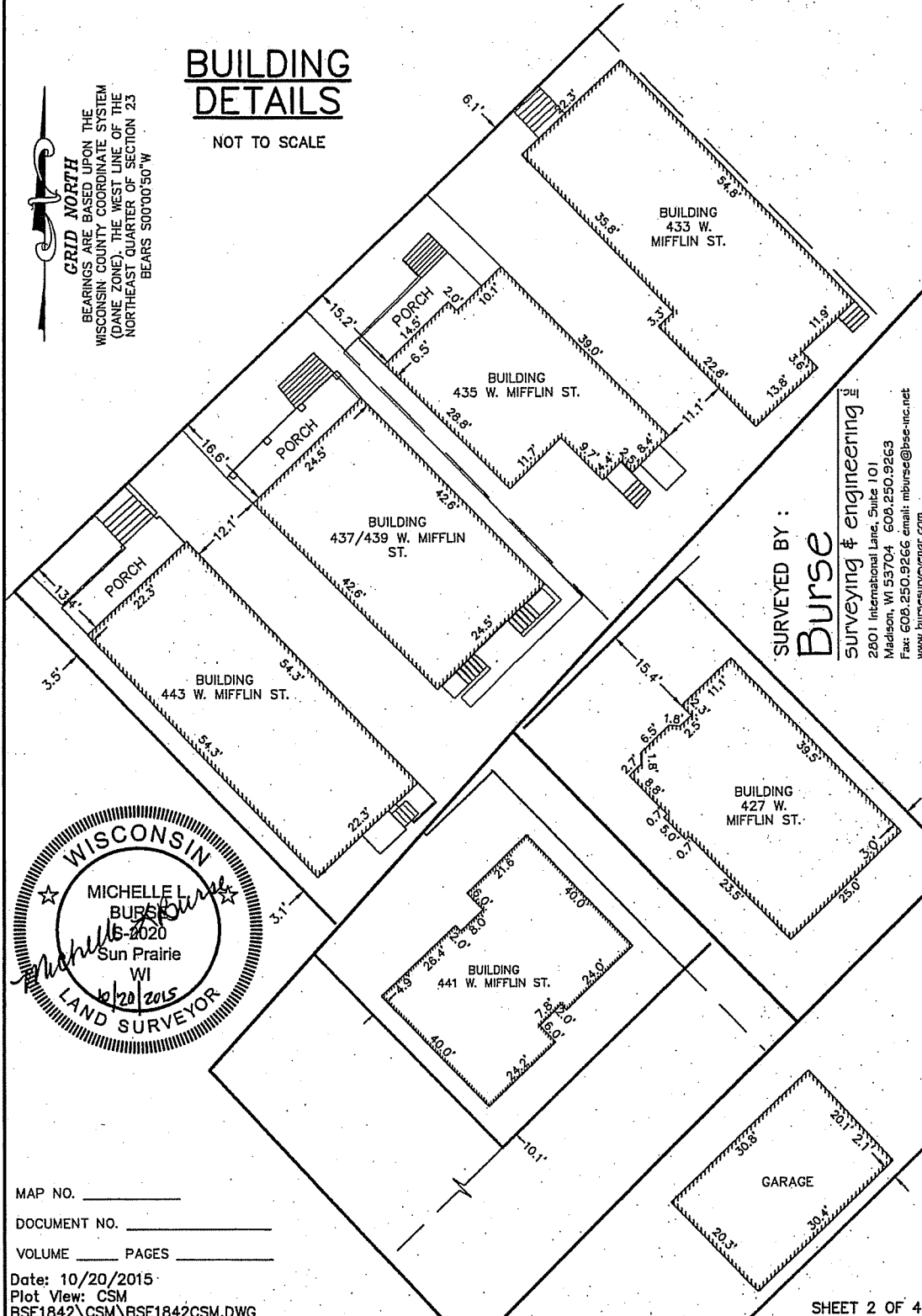
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BUILDING DETAILS

NOT TO SCALE

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(DANE ZONE). THE WEST LINE OF THE
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BEARS S00°00'50"W



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www.bursesurveying.com

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NOTES:

1) Date of field work: July 27, 2015 and September 23, 2015.

2) In the event of the City of Madison Plan Commission and/or Common Council approve 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.

3) No changes in drainage patterns associated with the development on any or all lots within this CSM shall be allowed without prior approval of the City Engineer.

4) Surveyor has made no investigation or independent search for easements of record, encumbrances, restrictive covenants, ownership title evidence, or any other facts that an accurate and current title search may disclose.

Surveyor was provided with a Title Commitment Number B-15080652 dated October 15, 2015 from Dane County Title Company, which references the following [Surveyor's notes are in brackets]:

-Right of Way grant and conditions as set forth in Instrument recorded July 22, 1980, as Document No. 183433.

-Joint Driveway Agreement recorded July 11, 1985, Volume 7000 of Records, page 90, as Document No. 1888586.

[To be released]

- P.U.D. (S.I.P.) Plans recorded June 19, 2006, as Document No. 4204034.

-Declaration of Conditions, Covenants and Restrictions for Stormwater Management Measures recorded July 27, 2006, as Document No. 4218368.

CITY OF MADISON PLAN COMMISSION CERTIFICATE

Approved for recording by the Secretary of the City of Madison Planning Commission.

Dated this ____ day of _____, 201__.

Natalie Erdman, Secretary of Planning Commission.

CITY OF MADISON COMMON COUNCIL APPROVAL

Resolved that this Certified Survey Map located in the City of Madison was hereby approved by Enactment Number _____, File I.D. Number _____, adopted on the ____ day of _____, 201__, 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 _____, 201__.

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

LEGAL DESCRIPTION:

ALL OF LOTS 3, 4 AND 5, BLOCK 43, ORIGINAL PLAT OF MADISON, AS RECORDED IN VOLUME A OF PLATS, ON PAGE 3, DANE COUNTY REGISTRY, LOCATED IN THE NORTHWEST AND SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SECTION 23, TOWNSHIP 07 NORTH, RANGE 09 EAST, CITY OF MADISON, DANE COUNTY, WISCONSIN.

SURVEYOR'S CERTIFICATE:

I, Michelle L. Burse, Professional Land Surveyor No. 2020, hereby certify that I have surveyed, divided, and mapped the above described lands under the direction of Madison Development Corporation, owner of said land. I further certify that the map on sheet one (1) is a correct representation of the exterior boundaries of the lands surveyed, and that I have fully complied with the provisions of Chapter 236.34 of the State Statutes, and the Land Division Ordinance of the City of Madison in surveying, dividing, and mapping the same.

Dated this 20TH day of OCTOBER, 2015

Signed: Michelle L. Burse
Michelle L. Burse, P.L.S. No. 2020

MAP NO. _____

DOCUMENT NO. _____

VOLUME _____ PAGES _____


Date: 10/20/2015

Plot View: CSM

BSE1842\CSM\BSE1842CSM.DWG

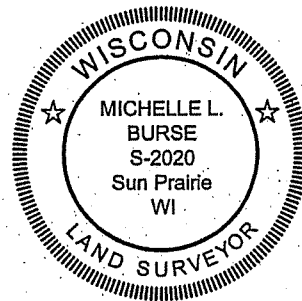
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SHEET 3 OF 4



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OWNER'S CERTIFICATE

Madison Development Corporation, a corporation duly organized and existing under and by virtue of the laws of the State of Wisconsin, as owner, does hereby certify that said Wisconsin Corporation caused the land described on this Certified Survey Map to be surveyed, divided, mapped and dedicated as represented on this Certified Survey Map.

Madison Development Corporation, does further certify that this Certified Survey Map is required by S.236.34, Wisconsin Statutes and City of Madison Code of Ordinances to be submitted to the following for approval or objection:

City of Madison
IN WITNESS WHEREOF, the said Madison Development Corporation has caused these presents to be signed on this _____ day of _____, 20____.

Madison Development Corporation

By: _____

Name: Frank Staniszewski

Title: President

STATE OF Wisconsin)
County of Dane)ss

Personally came before me this _____ day of _____, 20____, Frank Staniszewski, President of the above named Wisconsin Corporation to me known to be the person who executed the foregoing instrument, and to me known to be such president of said Wisconsin Corporation, and acknowledged that he executed the foregoing instrument as such manager and the deed of said corporation, by its authority.

Notary Public, State of _____

My commission expires _____

LEGEND

- 3/4" SOLID IRON ROD FOUND
- ⊙ PIPE FOUND (SIZE DENOTED)
- 3/4" X 18" SOLID IRON RE-ROD SET, WT. 1.50 lbs./ft.
- () INDICATES RECORDED AS

DISTANCES ARE MEASURED TO THE NEAREST HUNDREDTH OF A FOOT.
BUILDINGS ARE MEASURED TO THE NEAREST TENTH OF A FOOT.

SURVEYED BY :

Burse

surveying & engineering INC.

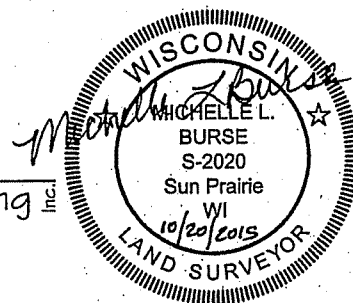
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MAP NO. _____

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SHEET 4 OF 4