



SUBDIVISION APPLICATION

Madison Plan Commission

126 S. Hamilton St.
 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.” **Note: New fees effective May 2012 (!)**

- 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: _____ Representative, if any: _____

Street Address: _____ City/State: _____ Zip: _____

Telephone: () _____ Fax: () _____ Email: _____

Firm Preparing Survey: _____ Contact: _____

Street Address: _____ City/State: _____ Zip: _____

Telephone: () _____ Fax: () _____ Email: _____

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) : _____

Tax Parcel Number(s): _____

Zoning District(s) of Proposed Lots: _____ School District: _____

→ 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 exterritorial 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			
Retail/Office			
Industrial			
Other (state use): MIXED USE			

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

OVER →

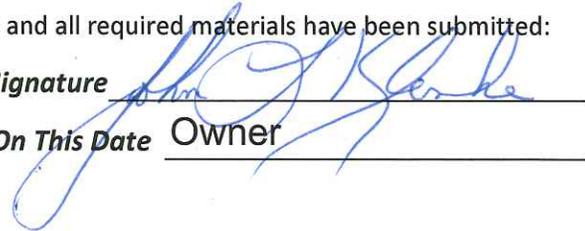
5. **Required Submittals.** Your application is required to include the following (check all that apply):

- 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 **8-½ 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. **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 John Klenke

Signature 

Date 7/25/18

Interest In Property On This Date Owner

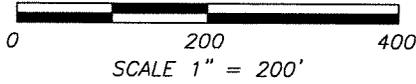


**BIRRENKOTT
SURVEYING, INC.**

P.O. Box 237
1677 N. Bristol Street
Sun Prairie, WI. 53590
Phone (608) 837-7463
Fax (608) 837-1081

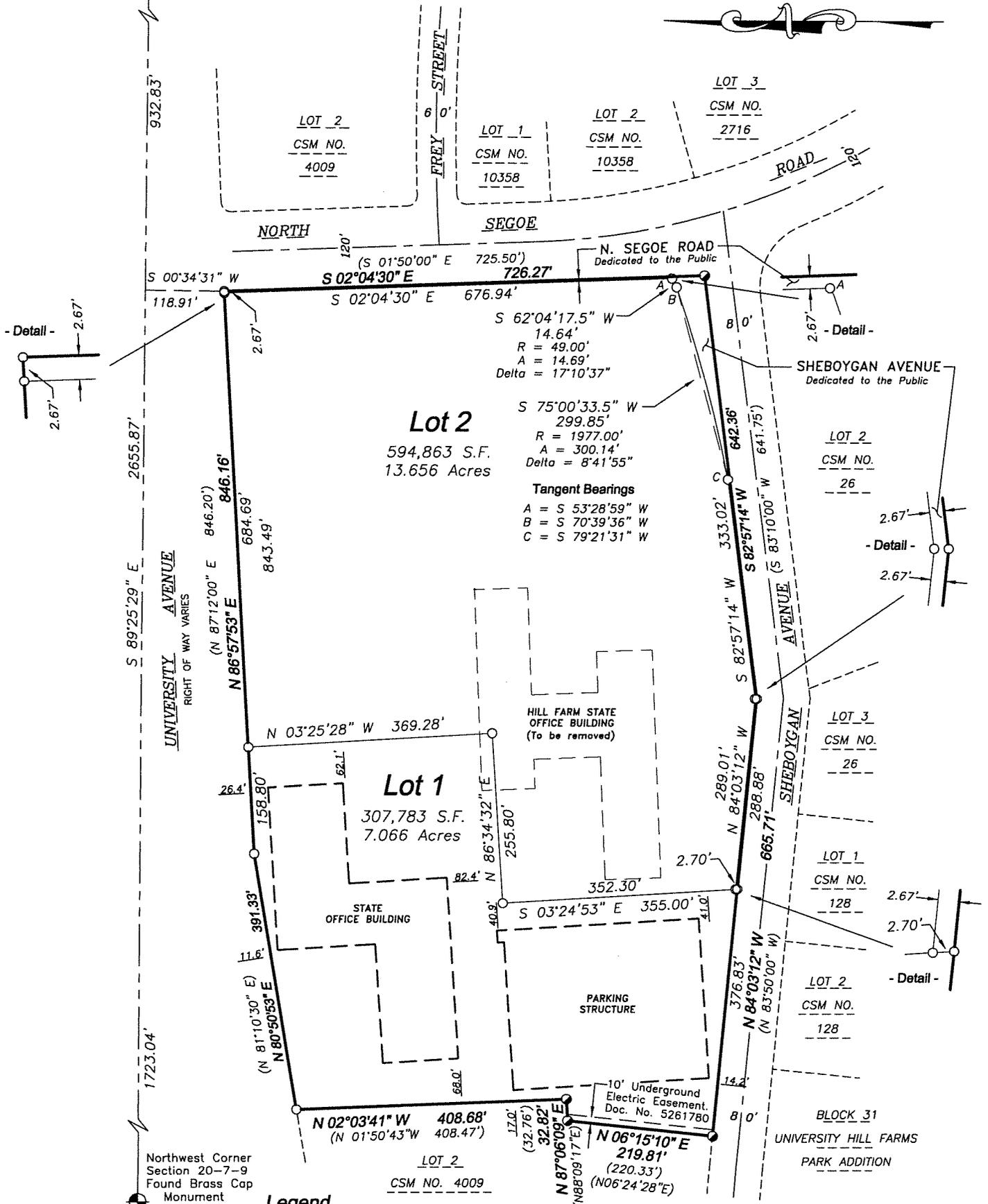
CERTIFIED SURVEY MAP

Part of the Northwest 1/4 of the Northwest 1/4 and part of the
Northeast 1/4 of the Northwest 1/4, Section 20, T7N, R9E, City of
Madison, Dane County, Wisconsin



North 1/4 Corner
Section 20-7-9
Found Brass Cap
Monument

Bearings referenced to the North
line of the Northwest 1/4, Section 20,
bearing S89°25'29"E





CERTIFIED SURVEY MAP DATED: July 31, 2018

Birrenkott Surveying, Inc.

P.O. Box 237
1677 N. Bristol Street
Sun Prairie, Wisconsin 53590
Phone (608) 837-7463
Fax (608) 837-1081

Owner Certificate:

As owner, State of Wisconsin Building Commission Payables does hereby certify that it has caused the land described hereon to be surveyed, divided, mapped and dedicated as represented on this plat. It also certifies that this Certified Survey Map is required by the City of Madison as an approving authority.

XXXXXXXXXXXXXXXXXXXX
Authorized Representative

Notes:

1. Utility Easement: No poles or buried cables are to be placed on any lot line or corner. The disturbance of a survey stake by anyone is in violation of Section 236.32 of Wisconsin Statutes.
2. This survey is subject to any and all easements and agreements both recorded and unrecorded.
3. Wetlands, if present, have not been delineated.
4. This survey shows above-ground improvements. No guarantee is made for below-ground structures.
5. All lots created by this certified survey map are individually responsible for compliance with Chapter 37 of the Madison General Ordinances in regard to storm water detention at the time they develop.



CERTIFIED SURVEY MAP DATED: July 31, 2018

Birrenkott Surveying, Inc.

P.O. Box 237
1677 N. Bristol Street
Sun Prairie, Wisconsin 53590
Phone (608) 837-7463
Fax (608) 837-1081

Surveyor's Certificate:

I, Daniel V. Birrenkott, herby certify that this survey is in full compliance with Chapter 236.34 of Wisconsin Statutes. I also certify that by the direction of the owners listed hereon, I have surveyed and mapped the lands described hereon and that the map is a correct representation of all the exterior boundaries of the land surveyed and the division of that land, in accordance with the information provided.

Daniel V. Birrenkott, Professional Land Surveyor No. S-1531

Description:

Part of the Northwest ¼ of the Northwest ¼ and part of the Northeast ¼ of the Northwest ¼, Section 20, T7N, R9E, City of Madison, Dane County, Wisconsin, described as follows:

Commencing at the North ¼ Corner of said Section 20; thence S89°25'29"E, 932.83 feet along the North line of said Northwest ¼; thence S00°34'31"W, 118.91 feet to the intersection of the Southerly right of way line of University Avenue and the Westerly right of way line of North Segoe Road and the point of beginning; thence S02°04'30"E, 726.27 feet (recorded as S01°50'00"E, 725.50 feet) along said Westerly right of way line to the Northerly right of way line of Sheboygan Avenue; thence S82°57'14"W, 642.36 feet (recorded as S83°10'00"W, 641.75 feet) along said Northerly right of way line; thence continuing along said Northerly right of way line N84°03'12"W (recorded as N83°50'00"W) , 665.71 feet to the Easterly line of Lot 2, Certified Survey Map No. 4009; thence N06°15'10"E, 219.81 feet (recorded as N06°24'28"E, 220.33 feet) along said Easterly line; thence continuing along said Easterly line N87°06'09"E, 32.82 feet (recorded as N88°09'17"E, 32.76 feet); thence continuing along said Easterly line N02°03'41"W, 408.68 feet (recorded as N01°50'43"W, 408.47 feet) to said Southerly right of way line; thence N80°50'53"E (recorded as N81°10'30"E) , 391.33 feet along said Southerly right of way line; thence continuing along said Southerly right of way line N86°57'53"E, 846.16 feet (recorded as N87°12'00"E, 846.20 feet) to the point of beginning; Containing 912,576 square feet, or 20.949 acres.

City of Madison Plan Commission Certificate:

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

Natalie Erdman, Secretary
City of Madison Plan Commission

Dated

City of Madison Common Council Certificate:

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 _____, 2018 and that sad 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 _____, 2018

Maribeth L. Witzel-Behl, Clerk
City of Madison

Surveyed For:

SG Hill Farms LLC
889 E. Johnson Street
Fond du Lac, WI 54935
414-453-0110

Register of Deeds Certificate:

Received for recording this _____ day of _____, 2018

Surveyed: C.K.C.
Drawn: M.A.P.
Checked: M.A.P./D.V.B.
Approved: D.V.B.
Field book: 349/53
Tape/File: J:\2015\Carlson\150216

at _____ o'clock ____ m and recorded in Volume _____ of Certified Survey

Maps of Dane County on Pages _____.

Kristi Chlebowski, Register of Deeds

Document No. _____

Certified Survey Map No. _____, Volume _____, Page _____