



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: THE WILLOWS II

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. 46 lots x 50 = \$2300 + 250 =
- For Certified Survey Maps, an application fee of \$250 plus \$200 per lot and outlot contained on the CSM. \$2550

2. Applicant Information.

Name of Property Owner: T.R. MCKENZIE, INC. Representative, if any: ALEX MCKENZIE
 Street Address: 1910 HAWKS RIDGE DRIVE City/State: VERONA, WI Zip: 53593
 Telephone: (608) 848-0111 Fax: () Email: ALEX@TRMCKENZIE.COM
 Firm Preparing Survey: MEAD & HUNT, INC. Contact: WILL KOTTLER
 Street Address: 2440 DEMINY WAY City/State: MIDDLETON/WI Zip: 53562
 Telephone: (608) 273-6380 Fax: () Email: WILLIAM.KOTTLER@MEADHUNT.COM

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 | 45 | 1 | |
| Retail/Office | — | — | |
| Industrial | — | — | |
| Other (state use): | | | |

| Land Use | Lots | Outlot | Acres |
|---|------|--------|-------|
| Outlots Dedicated to the Public (Parks, Stormwater, etc.) | | 1 | |
| 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 8-1/2" 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 _____ **Signature** _____

Date _____ **Interest In Property On This Date** _____

Effective May 21, 2012

T.R. MCKENZIE, INC.
CONSTRUCTION * DEVELOPMENT * MANAGEMENT

September 24, 2015

TRMcKenzie Inc.
1910 Hawks Ridge Dr. Suite 322
Verona, WI 53593

RE: Letter Of Intent The Willows Phase 2 Preliminary Plat

Our plan for the The Willows Phase 2 Preliminary Plat is to divide the parcel containing 17.34 acres (net of street and out lot dedications) into 45 single family lots and 1 out lot used for storm water detention. The plat is mostly an east-west piece with the western portion of the plat extending to the north. Most of the stormwater is handled by an existing pond on phase 1. There will be need for some bio-retention on the western edge of the plat.

The land currently vacant and has no improvements on it. The western edge of the plat is planted with corn.

The people involved include:

Engineer: Ron Guthrie, Mead & Hunt

Landscaper: Unknown

General Contractor for all public improvements will be chosen by a bid process with the assistance of our engineering firm. The contractor has not been selected as of this date.

TRMcKenzie Inc.

By 
Alex McKenzie, Member

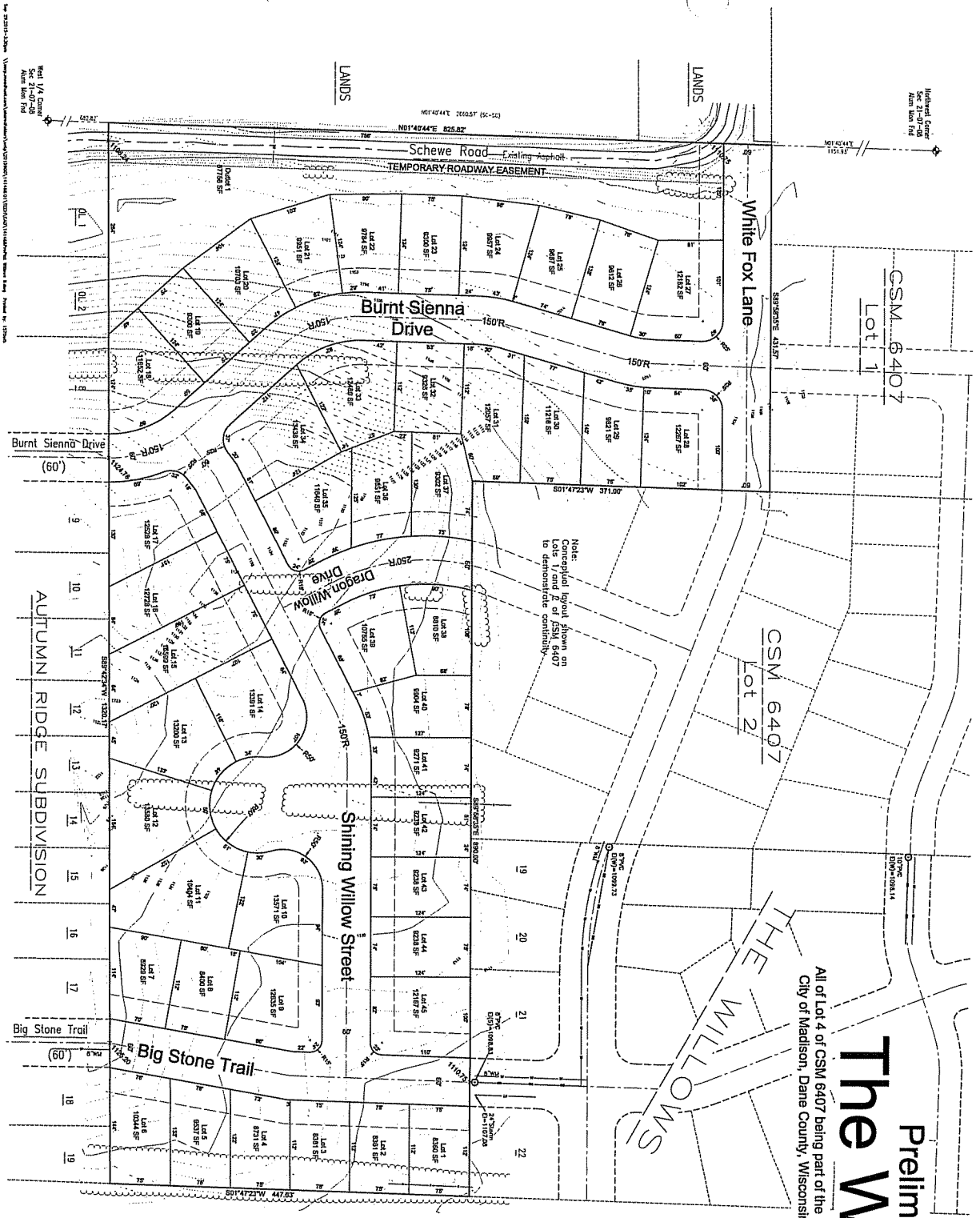
CITY OF MADISON

OCT - 5 2015

**Planning & Community
& Economic Development**

12-13

Highland Center
Sec 21-07-00
Main Map File



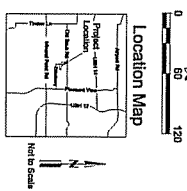
CSM 6407
Lot 1

CSM 6407
Lot 2

All of Lot 4 of CSM 6407 being part of the SW 1/4 of the NW 1/4 of Section 21, T07N, R08E, City of Madison, Dane County, Wisconsin, containing 755,439 square feet (17.342 acres)

Preliminary Plat The Willows II

Note:
Consulted about flow of
water from Lots 19, 20
to demonstrate continuity



Legend

- Section Line
- Existing Centerline
- Existing Easement
- Existing Parcel Line
- Existing Right-of-Way Line
- Existing Street
- Proposed Boundary
- Proposed Right-of-Way Line
- Proposed Easement
- Proposed Feature
- Other Center Line
- Map Center Line

LANDS

NOTES

1. Boundaries are referenced to the Wisconsin Coordinate System.
2. Vertical Datum is NAVD 83 (1988) with MADSD.
3. Total Lots in this Plat: 46 (16 Lots and 30 Units)
4. Right-of-Way Area: 181,101 SF (4.18 Acres)



September 20, 2015

DAVID J. SCHUNT
Professional Engineer
10000
Vernon, WI 53593

DANIEL R. SCHUNT
Professional Engineer
10000
Vernon, WI 53593

Mead & Hunt, Inc.
6501 White Road
Madison, WI 53719
Phone: 608-273-6500
meadandhunt.com