SUBDIVISION APPLICATION

1. Application Type

** 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 interprete, 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, 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 (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.

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	_	Preliminary Sub		_	Final Subdivision	_	Land Division/Certified Survey	Map (CSM)
	та Р	lat, Proposed St	abdivision Name:					
2.	Revie	w Fees						
	• Fc	 For Preliminary and/or Final Plats, an application fee of \$2 For Certified Survey Maps, an application fee of \$250 plus 				250, plus \$50 pe	er lot or outlot contained on the	plat.
	• Fo					\$200 per lot ar	nd outlot contained on the CSM	
	Make checks payable to "City Treasurer" and mail it to the following address: City of Madison Building Inspection; P.O. Box 29 Madison, WI 53701-2984. Please include a cover page with the check which includes the project address, brief description of project, and contact information.							
3.	Prop	erty Owner and	Agent Information	n				
	Nam	Name of Property Owner: County of Dane				Representative, if any: Allison Rathsack, Dane County Waste and Renewables		
	Street address:		1919 Alliant Energy Center Way		City/State/Zip: Madison, WI 53713			
	Telep	Telephone: (608)514-2319			Email:			
	Firm	irm Preparing Survey: Ayres			Contact: Jamey Reid			
	Stree	street address: 5201 East Terrace Drive, Suite 200		City/State/Zip: Madison, WI 53718				
	Telep	ohone:	(608)212-5232			Email:		
(Check	only ONE – ALL C	orrespondence on	this a	application should b	e sent to:	Property Owner, OR 🗹 Survey	Firm
4.	Prop	erty Information	for Properties Lo	cated	within Madison C	ity Limits		
	Parce	el Addresses:	103 Millpond Road; 4402	2 Brand	t Road			
	Tax P	arcel Number(s):071025400971; 0710	254009	89			
	Zoning District(s) of Proposed Lots: IG			Schoo	l District: Madison			
	Please include a detailed description of the number and use of all proposed lots and outlots in your letter of intent.							
4a	. Prop	erty Information	n for For Propertie	s Loc	ated <i>Outside</i> the N	ladison City Lim	its in the City's Extraterritorial Ju	risdiction:
	Parce	Parcel Addresses (note town if located outside City):						
		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.							

Land Use	Lots	Outlots	Acres
Residential	0	0	0
Retail/Office	0	0	0
Industrial	0	0	0

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

Land Use	Lots	Outlots	Acres
Other (state use):	2	0	229.178
Outlots Dedicated to the Public (Parks, Stormwater, etc.)		0	0
Outlots Maintained by a Private Group or Association		0	0
PROJECT TOTALS	2	0	229.178

6. Required Submittal Materials

Digital (PDF) copies of all items listed below (if applicable) are required. Applicants are to submit each of these documents as individual PDF files in an e-mail sent to PCapplications@cityofmadison.com. The transmittal shall include the name of the project and applicant. Note that an individual email cannot exceed 20MB and it is the responsibility of the applicant to present files in a manner that can be accepted. Electronic submittals via file hosting services (such as Dropbox) are not allowed. Applicants who are unable to provide the materials electronically should contact the Planning Division at Planning@ cityofmadison.com or (608) 266-4635 for assistance.

☐ A Completed Subdivision Application Form (i.e. both sides of this form)

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

- For Preliminary Plats, the drawings must be drawn to scale and are required to provide all information as set forth in M.G.O. Sec. 16.23 (7)(a).
- For Final Plats, the drawings must be drawn to scale and drawn to the specifications of §236.20, Wis. Stats...
- For Certified Survey Maps (CSMs), 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.

For Plat & CSMs, in addition to the PDF copy, a digital CADD file shall also 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.)

☐ Letter of Intent: One copy 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;

7.

- 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: One copy of a City of Madison standard 60-year Report of Title obtained from a title insurance company as required in M.G.O. Sec. 16.23 and as satisfactory to the Office of Real Estate Services. Note:

- 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.
- Do not email these files to the City's Office of Real Estate Services. Send them instead to the email address noted at the top of this page.

For Surveys Outside the Madison City Limits: One copy of the approval letters from the town where the	property is
located <u>and</u> 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.	

located <u>and</u> Dane County shall		oproval letters from the town where the property is the Plan Commission may not consider an application the town and Dane County.
Applicant Declarations:		
The signer attests that the applic	ation has been completed accuratel	ly and all required materials have been submitted:
Applicant's Printed Name: Jamey	Reid Si	gnature:
Date:	Interest In Property On This Date:	Land Surveyor for property owner
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