



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 (!)

- 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: Michael Matty Representative, if any: _____
 Street Address: 2132 Fordem Ave City/State: Madison WI Zip: 53704
 Telephone: (608) 301.0000 Fax: () Email: mmatty@rpgrentals.com
 Firm Preparing Survey: Burse Surveying and Engineering Inc Contact: Michelle Burse
 Street Address: 1400 E Washington Ave #158 City/State: Madison WI Zip: 53703
 Telephone: (608) 250.9266 Fax: () 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): 740 Jenifer Street Madison WI 53703
 Tax Parcel Number(s): 070913428079
 Zoning District(s) of Proposed Lots: TR-V1 / PD 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	1		0.101
Retail/Office			
Industrial			
Other (state use):	Lot 2		.089

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 **8-1/2 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.

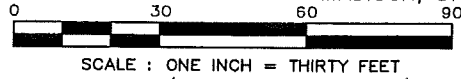
6. **Applicant Declarations:**

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

Applicant's Printed Name MICHAEL MATTY **Signature** [Handwritten Signature]
Date 7.15.14 **Interest In Property On This Date** Owner

CERTIFIED SURVEY MAP No. _____

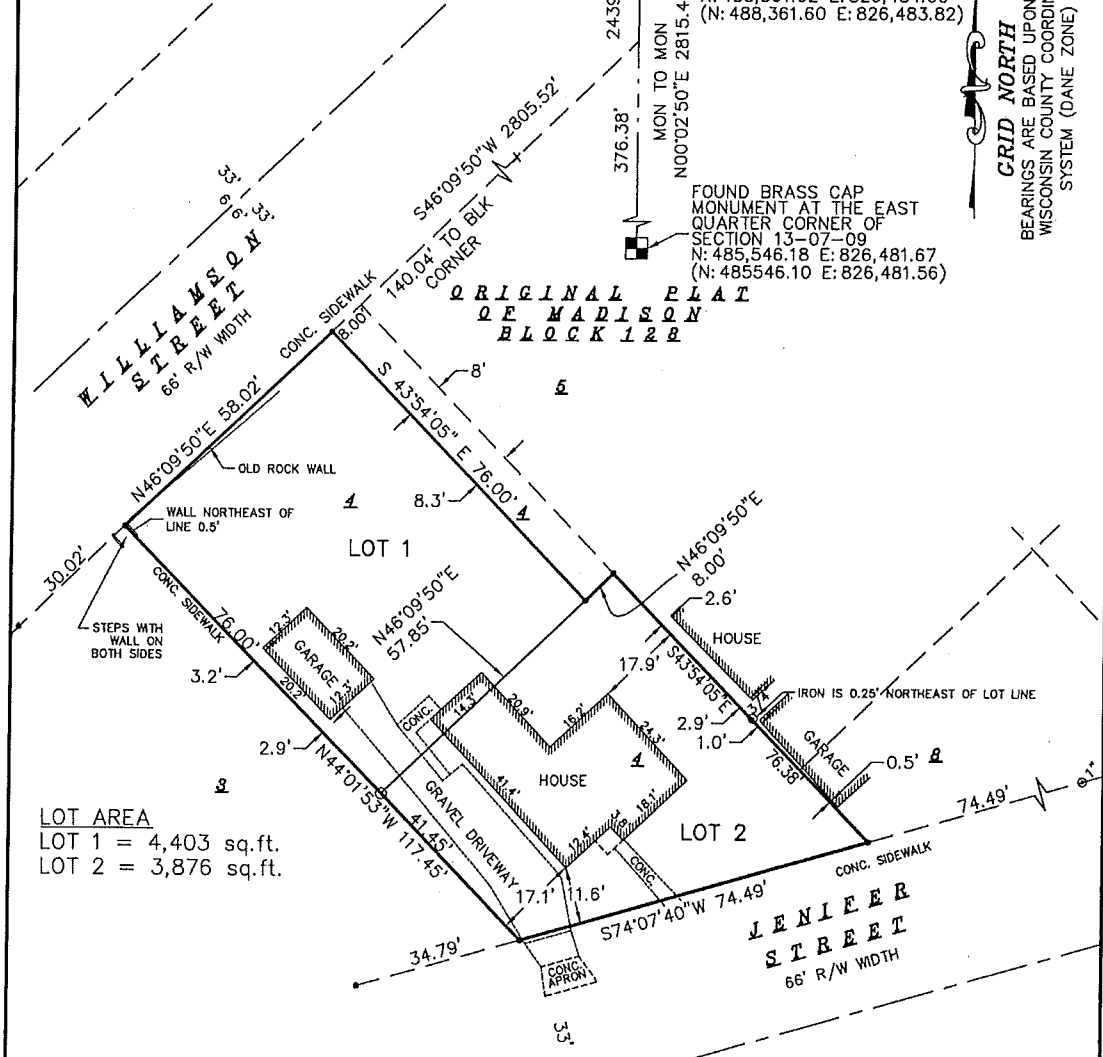
PART OF LOT 4, BLOCK 128, ORIGINAL PLAT OF MADISON, AS RECORDED IN VOLUME A OF PLATS, ON PAGE 3, DANE COUNTY REGISTRY, LOCATED IN THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 13, TOWNSHIP 07 NORTH, RANGE 09 EAST, CITY OF MADISON, DANE COUNTY, WISCONSIN.



FOUND X CUT AT THE NORTHEAST CORNER OF SECTION 13-07-09
 N: 488,361.62 E: 826,484.00
 (N: 488,361.60 E: 826,483.82)

FOUND BRASS CAP MONUMENT AT THE EAST QUARTER CORNER OF SECTION 13-07-09
 N: 485,546.18 E: 826,481.67
 (N: 485,546.10 E: 826,481.56)

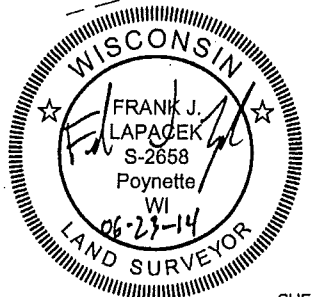
GRID NORTH
 BEARINGS ARE BASED UPON THE WISCONSIN COUNTY COORDINATE SYSTEM (DANE ZONE)



LOT AREA
 LOT 1 = 4,403 sq.ft.
 LOT 2 = 3,876 sq.ft.

SURVEYED BY :
Burse
 surveying & engineering inc
 1400 E. Washington Ave, Suite 158
 Madison, WI 53703 608.250.9263
 Fax: 608.250.9266
 email: Mburse@BSE-INC.net
 www.bursesurveyengr.com
 MAP NO. _____

DOCUMENT NO. _____ SURVEYED FOR :
 Renaissance Property Group, LLC
 2132 Fordem Ave, Suite 100
 Madison, WI 53704
 VOLUME _____ PAGES _____
 Date: 06-23-2014
 Plot View: GSM
 \PROJECTS\BSE1582\2014\DWG\CSBSE1582.dwg



CERTIFIED SURVEY MAP No. _____

PART OF LOT 4, BLOCK 128, ORIGINAL PLAT OF MADISON, AS RECORDED IN VOLUME A OF PLATS, ON PAGE 3, DANE COUNTY REGISTRY, LOCATED IN THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 13, TOWNSHIP 07 NORTH, RANGE 09 EAST, CITY OF MADISON, DANE COUNTY, WISCONSIN.

CITY OF MADISON PLAN COMMISSION CERTIFICATE

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

Dated this _____ day of _____, 2014.

Steven R. Cover, Secretary of Planning Commission.

LEGEND

- SOLID IRON ROD FOUND SIZE NOTED
- ⊙ IRON PIPE FOUND OUTSIDE DIAMETER NOTED
- X FOUND CHISELED "X" IN CONCRETE
- ⊙ SET MAG NAIL
- FOUND MAG NAIL
- 3/4" X 18" SOLID IRON RE-ROD SET, WT. 1.50 lbs./ft.

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

NOTES:

1. Date of Survey: 05-28-2014

2. 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 2544046 dated May 8, 2014 from First American Title Insurance Company, which references the following:

(1) Reservations for easements, building setback lines and other matters shown on the recorded plat or certified survey map of the subject property referred to in Schedule A herein.

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 _____, 200____, 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 _____, 2014.

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

SURVEYOR'S CERTIFICATE:

I, Frank J. Lapacek, Registered Land Surveyor No. 2658, hereby certify that I have surveyed, divided, and mapped Part of Lot 4, Block 128, Original Plat of Madison, as recorded in Volume A of Plats, on page 3, Dane County Registry, located in the Southwest Quarter of the Southeast Quarter of Section 13, Township 07 North, Range 09 East, City of Madison, Dane County, Wisconsin, more fully described as follows: Commencing at the East Quarter corner of said Section 13; thence North 00 degrees 02 minutes 50 seconds East along the east line of the Northeast Quarter of said Section 13, 376.38 feet; thence South 46 degrees 09 minutes 50 seconds West, 2805.52 feet to the point of beginning; thence South 43 degrees 54 minutes 05 seconds East, 76.00 feet; thence North 46 degrees 09 minutes 50 seconds East, 8.00 feet; thence South 43 degrees 54 minutes 05 seconds East, 76.38 feet to the north right of way line of Jenifer Street; thence South 74 degrees 07 minutes 40 seconds West along said north right of way line, 74.49 feet; thence North 44 degrees 01 minute 53 seconds West, 117.45 feet to the south right of way line of Williamson Street; thence North 46 degrees 09 minutes 50 seconds East along said south right of way line, 58.02 feet to the Point of Beginning, under the direction of Michael Matty, owner of said land. I further certify that the map on sheet one (1) is a correct representation of the exterior boundaries of the land surveyed and the division of that land, 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 23rd day of JUNE, 2014.

Signed: Frank J. Lapacek
Frank J. Lapacek, R.L.S. No. 2658

SURVEYED BY :

Burse

surveying & engineering llc

1400 E. Washington Ave, Suite 158
Madison, WI 53703 608.250.9263

Fax: 608.250.9266
email: Mburse@BSE-INC.net

www.burse-surveyengr.com

MAP NO. _____

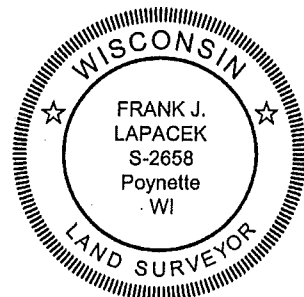
DOCUMENT NO. _____

VOLUME _____ PAGES _____

Date: 06-23-2014

Plot View: CSM

PROJECTS\BSE1582\2014\DWG\CSBSE1582.dwg



SHEET 2 OF 3

CERTIFIED SURVEY MAP No. _____

PART OF LOT 4, BLOCK 128, ORIGINAL PLAT OF MADISON, AS RECORDED IN VOLUME A OF PLATS, ON PAGE 3, DANE COUNTY REGISTRY, LOCATED IN THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 13, TOWNSHIP 07 NORTH, RANGE 09 EAST, CITY OF MADISON, DANE COUNTY, WISCONSIN.

OWNER'S CERTIFICATE

I, Michael Matty, as owner, do hereby certify that I caused the land described on this Certified Survey Map to be surveyed, divided, mapped, and dedicated as represented on sheet 1. I also certify that this Certified Survey Map is required by s.236.34 to be submitted to the following for approval or objection.

City of Madison

WITNESS the hand and seal of said owner, this ____ day of _____, 2014.

Michael Matty

State of Wisconsin)
)ss.
County of Dane)

Personally came before me this ___ day of _____, 2014, the above named Michael Matty, to me known to be the person who executed the foregoing instrument and acknowledged the same.

Notary Public: _____

My commission expires/is permanent: _____

CONSENT OF MORTGAGEE

The Park Bank, a banking association duly organized and existing under and by virtue of the State of Wisconsin, mortgagee of the above described land, does hereby consent to the surveying, dividing, mapping, and dedication of the land described on this Certified Survey Map, and does hereby consent to the above owner's certificate.

IN WITNESS WHEREOF, the said The Park Bank, has caused these presents to be signed by _____ its _____, at _____, Wisconsin, this _____ day of 2014.

Authorized Representative

State of Wisconsin)
)ss.
County of Dane)

Personally came before me this ____ day of _____, 20____, _____, its _____ of the above named banking association, and acknowledged that they executed the foregoing instrument as such officers as the deed of said banking association, by its authority.

Notary Public: _____

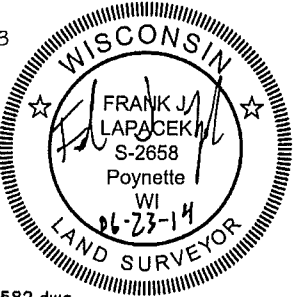
My commission expires/is permanent: _____

SURVEYED BY :
Burse

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MAP NO. _____
DOCUMENT NO. _____
VOLUME _____ PAGES _____

Date: 06-23-2014
Plot View: CSM
PROJECTS\BSE1582\2014\DWG\CSBSE1582.dwg



Office of the Register of Deeds
_____ County, Wisconsin
Received for Record
_____, 20__ at _____
_____ o'clock __M as
Document No. _____
in _____

Register of Deeds