

# SUBDIVISION APPLICATION

**\*\* 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.

## 1. Application Type

Preliminary Subdivision Plat

Final Subdivision Plat

Land Division/Certified Survey Map (CSM)

If a Plat, Proposed Subdivision Name: \_\_\_\_\_

## 2. Review Fees

- 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.

Make checks payable to "City Treasurer" and mail it to the following address: City of Madison Building Inspection; P.O. Box 2984; Madison, WI 53701-2984. Please include a cover page with the check which includes the project address, brief description of the project, and contact information.

## 3. Property Owner and Agent Information

**Name of Property Owner:** \_\_\_\_\_ Representative, if any: \_\_\_\_\_

Street address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

**Firm Preparing Survey:** \_\_\_\_\_ Contact: \_\_\_\_\_

Street address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Email: \_\_\_\_\_

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

## 4. Property Information for Properties Located within Madison City Limits

Parcel Addresses: \_\_\_\_\_

Tax Parcel Number(s): \_\_\_\_\_

Zoning District(s) of Proposed Lots: \_\_\_\_\_ School District: \_\_\_\_\_

- Please include a detailed description of the number and use of all proposed lots and outlots in your letter of intent.

## 4a. Property Information for Properties Located *Outside* the Madison City Limits in the City's Extraterritorial Jurisdiction:

Parcel Addresses (note town if located outside City): \_\_\_\_\_

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.

## 5. 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			

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

## 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](mailto: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](mailto: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;
- 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 *and* 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.

## 7. Applicant Declarations:

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

Applicant's Printed Name: \_\_\_\_\_ Signature: Brett Stoffregan

Date: \_\_\_\_\_ Interest In Property On This Date: \_\_\_\_\_

Acacia Ridge Replat No. 4 – Parcel Numbers

251-0708-284-5015-9 (Lot 514)  
251-0708-284-5014-1 (Lot 515)  
251-0708-284-5013-3 (Lot 516)  
251-0708-284-5012-5 (Lot 517)  
251-0708-284-5011-7 (Lot 518)  
251-0708-284-5010-9 (Lot 519)

251-0708-284-5009-2 (Lot 520)  
251-0708-284-5008-4 (Lot 521)  
251-0708-284-5007-6 (Lot 522)  
251-0708-284-5006-8 (Lot 523)  
251-0708-284-5005-0 (Lot 524)  
251-0708-284-5004-2 (Lot 525)  
251-0708-284-5003-4 (Lot 526)  
251-0708-284-5002-6 (Lot 527)  
251-0708-284-5001-8 (Lot 528)  
251-0708-284-5101-6 (Lot 529)  
251-0708-284-5102-4 (Lot 530)  
251-0708-284-5103-2 (Lot 531)  
251-0708-284-5104-0 (Lot 532)  
251-0708-284-5105-8 (Lot 533)  
251-0708-284-5106-6 (Lot 534)  
251-0708-284-5107-4 (Lot 535)  
251-0708-284-5108-2 (Lot 536)  
251-0708-284-5109-0 (Lot 537)  
251-0708-284-5110-7 (Lot 538)  
251-0708-284-5111-5 (Lot 539)  
251-0708-284-5112-3 (Lot 540)  
251-0708-284-5113-1 (Lot 541)  
251-0708-284-5114-9 (Lot 542)  
251-0708-284-5115-7 (Lot 543)  
251-0708-284-5215-5 (Lot 544)  
251-0708-284-5214-7 (Lot 545)  
251-0708-284-5213-9 (Lot 546)  
251-0708-284-5212-1 (Lot 547)  
251-0708-284-5211-3 (Lot 548)  
251-0708-284-5210-5 (Lot 549)  
251-0708-284-5209-8 (Lot 550)  
251-0708-284-5208-0 (Lot 551)  
251-0708-284-5207-2 (Lot 552)  
251-0708-284-5206-4 (Lot 553)  
251-0708-284-5205-6 (Lot 554)  
251-0708-284-5204-8 (Lot 555)  
251-0708-284-5203-0 (Lot 556)  
251-0708-284-5202-2 (Lot 557)  
251-0708-284-5201-4 (Lot 558)  
251-0708-284-5301-2 (Lot 559)  
251-0708-284-5302-0 (Lot 560)  
251-0708-284-5303-8 (Lot 561)  
251-0708-284-5304-6 (Lot 562)  
251-0708-284-5305-4 (Lot 563)  
251-0708-284-5306-2 (Lot 564)  
251-0708-284-5307-0 (Lot 565)  
251-0708-284-5308-8 (Lot 566)  
251-0708-284-5309-6 (Lot 567)  
251-0708-284-5310-3 (Lot 568)

Outlot 25 currently has no Parcel number