



# 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](http://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: \_\_\_\_\_ *1815 pm*

### 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 outlet contained on the plat
- For Certified Survey Maps, an application fee of \$250 plus \$200 per lot and outlet contained on the CSM

### 2. Applicant Information.

Name of Property Owner: Bethel Lutheran Church      Representative, if any: \_\_\_\_\_

Street Address: 312 Wisconsin Avenue .      City/State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: (    )      Fax: (    )      Email: \_\_\_\_\_

Firm Preparing Survey: JSD Professional Services, Inc.      Contact: Hans Justeson

Street Address: 161 Horizon Drive, Suite 101      City/State: Verona, WI      Zip: 53593

Telephone: (608) 848-5060      Fax: (608) 848-2255      Email: hans.justeson@jsdinc.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): 312 Wisconsin Avenue, Madison, WI 53703

Tax Parcel Number(s): 0709-144-1701-3

Zoning District(s) of Proposed Lots: UMX      School District: Madison Metro.

→ 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        | 2    |         | 2.010 |
| Retail/Office      |      |         |       |
| Industrial         |      |         |       |
| Other (state use): |      |         |       |

| Land Use  | Lots | Outlot | Acres |
|---|------|--------|-------|
| Outlots Dedicated to the Public (Parks, Stormwater, etc.) |      |        |       |
| Outlots Maintained by a Private Group or Association      |      |        |       |
| <b>PROJECT TOTALS</b>                                     | 2    |        | 2.010 |

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](mailto:pcapplications@cityofmadison.com). The transmittal shall include the name of the project and applicant.

6. **Applicant Declarations:**

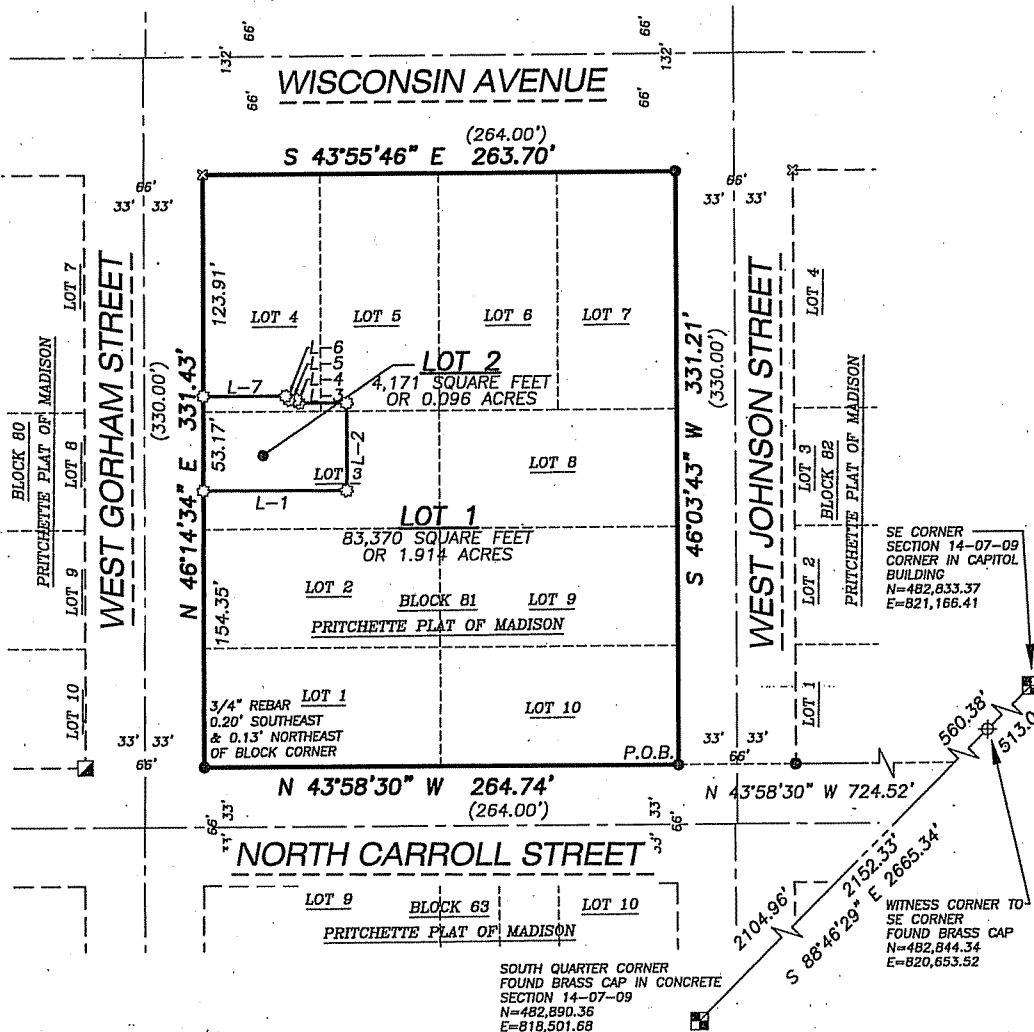
The signer attests that the application has been completed accurately and all required materials have been submitted:

**Applicant's Printed Name** Hans Justeson **Signature**   
**Date** 10-17-14 **Interest In Property On This Date** None

PRELIMINARY

CERTIFIED SURVEY MAP NO. \_\_\_\_\_

ALL OF LOT'S 1-10, BLOCK 81, PRITCHETTE PLAT OF MADISON, LOCATED IN THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 14, TOWN 07 NORTH, RANGE 09 EAST, CITY OF MADISON, DANE COUNTY, WISCONSIN



LEGEND

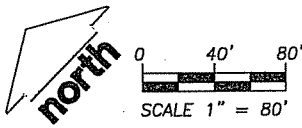
- GOVERNMENT CORNER
- WITNESS MONUMENT
- CHISELED 'X' FOUND
- 1" SQUARE IRON BAR FOUND
- 3/4" REBAR FOUND
- COTTON SPINDLE SET
- PLAT BOUNDARY
- SECTION LINE
- RIGHT-OF-WAY LINE
- CENTERLINE
- PLATTED LOT LINE
- BUILDING

NOTES

1. FIELD WORK PERFORMED BY JSD PROFESSIONAL SERVICES, INC. THE WEEKS OF JULY 22 & 29, 2013.
2. BEARINGS FOR THIS SURVEY AND MAP ARE BASED ON THE WISCONSIN COUNTY COORDINATE SYSTEM (WCCS), DANE COUNTY, THE SOUTH LINE OF THE SOUTHEAST QUARTER OF SECTION 14-07-09, BEARS S 88°46'29" E.

LINE TABLE

| LINE | BEARING       | DISTANCE |
|------|---------------|----------|
| L-1  | S 43°46'12" E | 80.65'   |
| L-2  | N 46°13'48" E | 49.35'   |
| L-3  | N 43°46'12" W | 26.82'   |
| L-4  | N 04°12'46" E | 2.39'    |
| L-5  | N 43°46'19" W | 4.05'    |
| L-6  | N 01°13'48" E | 2.93'    |
| L-7  | N 43°48'08" W | 46.10'   |



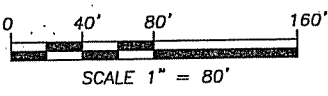
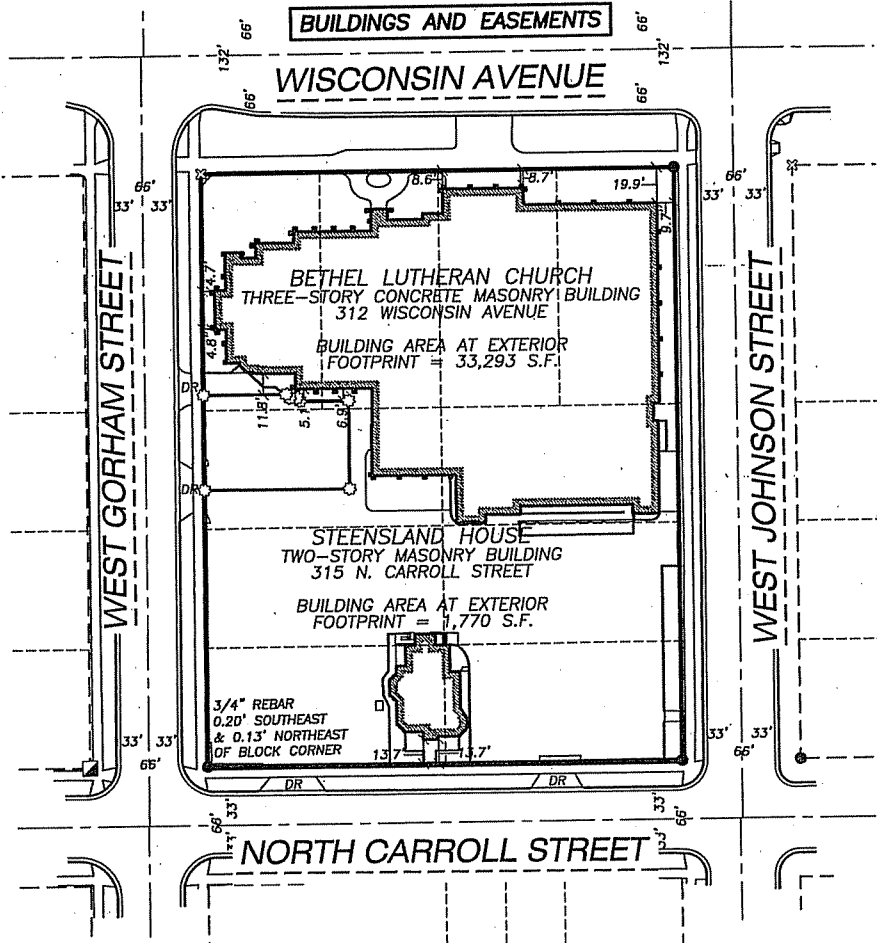
|   |   |  |   |   |
|---|---|--|---|---|
| PREPARED BY:<br><b>JSD</b> Professional Services, Inc.<br>Engineers • Surveyors • Planners<br>181 HORIZON DRIVE, SUITE 101<br>VERONA, WISCONSIN 53593<br>PHONE: (608)848-5060 | PREPARED FOR:<br>BETHEL LUTHERAN CHURCH<br>312 WISCONSIN AVENUE<br>MADISON WI 53703 | PROJECT NO: 12-5105<br>FILE NO: B-280<br>FIELDBOOK/PG: -<br>SHEET NO: 1 OF 4 | SURVEYED BY: -<br>DRAWN BY: JK<br>CHECKED BY: TJB<br>APPROVED BY: HPJ | VOL. _____ PAGE _____<br>DOC. NO. _____<br>C.S.M. NO. _____ |
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# PRELIMINARY

## CERTIFIED SURVEY MAP NO. \_\_\_\_\_

ALL OF LOT'S 1-10, BLOCK 81, PRITCHETTE PLAT OF MADISON, LOCATED IN THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 14, TOWN 07 NORTH, RANGE 09 EAST, CITY OF MADISON, DANE COUNTY, WISCONSIN



### LEGEND

- GOVERNMENT CORNER
- WITNESS MONUMENT
- CHISELED 'X' FOUND
- 1" SQUARE IRON BAR FOUND
- 3/4" REBAR FOUND
- PLAT BOUNDARY
- SECTION LINE
- RIGHT-OF-WAY LINE
- CENTERLINE
- PLATTED LOT LINE
- BUILDING
- DR EXISTING DRIVE OPENINGS

### NOTES

1. FIELD WORK PERFORMED BY JSD PROFESSIONAL SERVICES, INC. THE WEEKS OF JULY 22 & 29, 2013.
2. BEARINGS FOR THIS SURVEY AND MAP ARE BASED ON THE WISCONSIN COUNTY COORDINATE SYSTEM (WCCS), DANE COUNTY, THE SOUTH LINE OF THE SOUTHEAST QUARTER OF THE SECTION 14-07-09, BEARS S 88°46'29" E.
3. NO EASEMENTS OF RECORD WERE LISTED IN THE TITLE REPORT.
4. STEENSLAND HOUSE TO BE MOVED TO LOT 2.

|  |   |   |   |   |
|--|---|---|---|---|
| PREPARED BY:<br><b>JSD</b> Professional Services, Inc.<br>Engineers • Surveyors • Planners | PREPARED FOR:<br>BETHEL LUTHERAN CHURCH<br>312 WISCONSIN AVENUE<br>MADISON WI 53703 | PROJECT NO.: 12-5105<br>FILE NO.: B-260<br>FIELDBOOK/PG: -<br>SHEET NO.: 2 OF 4 | SURVEYED BY: -<br>DRAWN BY: JK<br>CHECKED BY: TJB<br>APPROVED BY: HPI | VOL. _____ PAGE _____<br>DOC. NO. _____<br>C.S.M. NO. _____ |
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# PRELIMINARY

## CERTIFIED SURVEY MAP NO. \_\_\_\_\_

**ALL OF LOT'S 1-10, BLOCK 81, PRITCHETTE PLAT OF MADISON, LOCATED IN THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 14, TOWN 07 NORTH, RANGE 09 EAST, CITY OF MADISON, DANE COUNTY, WISCONSIN**

LEGAL DESCRIPTION

ALL OF LOT'S 1-10, BLOCK 81, PRITCHETTE PLAT OF MADISON, LOCATED IN THE SOUTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 14, TOWN 07 NORTH, RANGE 09 EAST, CITY OF MADISON, DANE COUNTY, WISCONSIN, DESCRIBED MORE PARTICULARLY AS FOLLOWS:

COMMENCING AT THE SOUTH QUARTER CORNER OF SECTION 14, AFORESAID; THENCE SOUTH 88 DEGREES 46 MINUTES 29 SECONDS EAST ALONG THE SOUTH LINE OF THE SOUTHEAST QUARTER OF SAID SECTION A DISTANCE OF 2,104.96 FEET; THENCE NORTH 43 DEGREES 58 MINUTES 30 SECONDS WEST, 724.52 FEET TO THE SOUTHERLY CORNER OF BLOCK 81, AFORESAID, BEING THE POINT OF BEGINNING; THENCE NORTH 43 DEGREES 58 MINUTES 30 SECONDS WEST ALONG THE SOUTHWESTERLY LINE OF SAID BLOCK 81 A DISTANCE OF 264.74 FEET TO THE WESTERLY CORNER OF SAID BLOCK; THENCE NORTH 46 DEGREES 14 MINUTES 34 SECONDS EAST ALONG THE NORTHWESTERLY LINE OF SAID BLOCK 81 A DISTANCE OF 331.43 FEET TO THE NORTHERLY CORNER OF SAID BLOCK; THENCE SOUTH 43 DEGREES 55 MINUTES 46 SECONDS EAST ALONG THE NORTHEASTERLY LINE OF BLOCK 81 A DISTANCE OF 263.70 FEET TO THE EASTERLY CORNER OF SAID BLOCK; THENCE SOUTH 46 DEGREES 03 MINUTES 43 SECONDS WEST ALONG THE SOUTHEASTERLY LINE OF BLOCK 81 A DISTANCE OF 331.21 FEET TO THE POINT OF BEGINNING.

SAID PARCEL CONTAINS 87,541 SQUARE FEET OR 2.010 ACRES.

SURVEYOR'S CERTIFICATE

I, HANS P. JUSTESON, PROFESSIONAL LAND SURVEYOR S-2363, DO HEREBY CERTIFY THAT BY DIRECTION OF BETHEL LUTHERAN CHURCH, I HAVE SURVEYED, DIVIDED, AND MAPPED THE LANDS DESCRIBED HEREON AND THAT THE MAP IS A CORRECT REPRESENTATION IN ACCORDANCE WITH THE INFORMATION PROVIDED. I FURTHER CERTIFY THAT THIS CERTIFIED SURVEY MAP IS IN FULL COMPLIANCE WITH CHAPTER 236.34 OF THE WISCONSIN STATUTES AND THE SUBDIVISION REGULATIONS OF THE CITY OF MADISON, DANE COUNTY, WISCONSIN.



\_\_\_\_\_  
HANS P. JUSTESON, S-2363  
PROFESSIONAL LAND SURVEYOR

\_\_\_\_\_  
DATE

CORPORATE OWNER'S CERTIFICATE

BETHEL LUTHERAN CHURCH, A RELIGIOUS CORPORATION, DULY ORGANIZED AND EXISTING UNDER AND BY VIRTUE OF THE LAWS OF THE STATE OF WISCONSIN, AS OWNER, DOES HEREBY CERTIFY THAT SAID CORPORATION HAS CAUSED THE LAND DESCRIBED ON THIS CERTIFIED SURVEY MAP TO BE SURVEYED, DIVIDED, MAPPED AND DEDICATED AS REPRESENTED HEREON. SAID CORPORATION FURTHER CERTIFIES THAT THIS CERTIFIED SURVEY MAP IS REQUIRED BY S.236.34, WISCONSIN STATUTES TO BE SUBMITTED TO THE CITY OF MADISON FOR APPROVAL.

IN WITNESS WHEREOF, THE SAID BETHEL LUTHERAN CHURCH, HAS CAUSED THESE PRESENTS TO BE SIGNED BY ITS REPRESENTATIVES THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014.

BETHEL LUTHERAN CHURCH,

BY: \_\_\_\_\_  
ALICE MOWBRAY, DEVELOPMENT MANAGER

STATE OF WISCONSIN) SS  
DANE COUNTY ) SS

PERSONALLY CAME BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014,  
THE ABOVE NAMED REPRESENTATIVES OF THE ABOVE NAMED BETHEL LUTHERAN CHURCH, TO ME KNOWN TO BE THE PERSONS WHO EXECUTED THE FOREGOING INSTRUMENT, AND ACKNOWLEDGED THE SAME.

\_\_\_\_\_  
NOTARY PUBLIC, DANE COUNTY, WISCONSIN

\_\_\_\_\_  
MY COMMISSION EXPIRES

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|---|---|--|---|---|
| PREPARED BY:<br>161 HORIZON DRIVE, SUITE 101<br>VERONA, WISCONSIN 53593<br>PHONE: (608)848-5060 | PREPARED FOR:<br>BETHEL LUTHERAN CHURCH<br>312 WISCONSIN AVENUE<br>MADISON WI 53703 | PROJECT NO: 12-5105<br>FILE NO: B-260<br>FIELDBOOK/PG: -<br>SHEET NO: 3 OF 4 | SURVEYED BY: -<br>DRAWN BY: JK<br>CHECKED BY: TJB<br>APPROVED BY: HPU | VOL. _____ PAGE _____<br>DOC. NO. _____<br>C.S.M. NO. _____ |
|---|---|--|---|---|

PRELIMINARY

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CITY OF MADISON COMMON COUNCIL CERTIFICATE

RESOLVED THAT THIS CERTIFIED SURVEY MAP LOCATED IN THE CITY OF MADISON WAS HEREBY APPROVED BY ENACTMENT NUMBER RES-13-\_\_\_\_\_ FILE ID NUMBER 32126, ADOPTED ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014, AND THAT SAID ENACTMENT FURTHER PROVIDED FOR THE ACCEPTANCE OF THOSE LANDS DEDICATED AND/OR RIGHTS CONVEYED BY SAID CERTIFIED SURVEY MAP TO THE CITY OF MADISON FOR PUBLIC USE.

DATED THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 2014.

MARIBETH L. WITZEL-BEHL, CITY CLERK  
CITY OF MADISON, DANE COUNTY, WISCONSIN

CITY OF MADISON PLAN COMMISSION CERTIFICATE

APPROVED FOR RECORDING PER THE SECRETARY OF THE CITY OF MADISON PLAN COMMISSION.

BY: STEVEN R. COVER,  
SECRETARY PLAN COMMISSION

DATE \_\_\_\_\_

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OFFICE OF THE REGISTER OF DEEDS

\_\_\_\_\_ COUNTY, WISCONSIN

RECEIVED FOR RECORD \_\_\_\_\_

20 \_\_\_\_ AT \_\_\_\_\_ O'CLOCK \_\_\_\_ M AS

DOCUMENT # \_\_\_\_\_

IN VOL. \_\_\_\_\_ OF CERTIFIED SURVEY

MAPS ON PAGE(S) \_\_\_\_\_

REGISTER OF DEEDS

|  |   |  |  |
|--|---|--|--|
| PREPARED BY:<br><b>JSD</b> Professional Services, Inc.<br>Engineers • Surveyors • Planners | PREPARED FOR:<br>BETHEL LUTHERAN CHURCH<br>312 WISCONSIN AVENUE<br>MADISON WI 53703 | PROJECT NO: 12-5105<br>FILE NO: B-260<br>FB/PG: --<br>SHEET NO: 4 OF 4 | SURVEYED BY: --<br>DRAWN BY: JK<br>CHECKED BY: TJB<br>APPROVED BY: HPJ |
|--|---|--|--|