

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			
PROJECT TOTALS			

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;
- 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 Stoffregen

Date: _____ Interest In Property On This Date: _____

PARCEL NUMBERS

251-0810-264-1518-4 (Lot 932)
251-0810-264-1517-6 (Lot 933)
251-0810-264-1516-8 (Lot 934)
251-0810-264-1515-0 (Lot 935)
251-0810-264-1514-2 (Lot 936)
251-0810-264-1513-4 (Lot 937)
251-0810-264-1512-6 (Lot 938)
251-0810-264-1511-8 (Lot 939)
251-0810-264-1510-0 (Lot 940)
251-0810-264-1508-5 (Lot 941)
251-0810-264-1507-7 (Lot 942)
251-0810-264-1506-9 (Lot 943)
251-0810-264-1505-1 (Lot 944)
251-0810-264-1504-3 (Lot 945)
251-0810-264-1503-5 (Lot 946)
251-0810-264-1502-7 (Lot 947)
251-0810-264-1501-9 (Lot 948)
251-0810-264-2009-2 (Lot 949)
251-0810-264-2010-9 (Lot 950)
251-0810-264-2011-7 (Lot 951)
251-0810-264-2001-8 (Lot 952)
251-0810-264-2002-6 (Lot 953)
251-0810-264-2003-4 (Lot 954)
251-0810-264-2004-2 (Lot 955)
251-0810-264-2005-0 (Lot 956)
251-0810-264-20064 (Lot 957)
251-0810-264-2007-6 (Lot 958)
251-0810-264-2008-4 (Lot 959)
251-0810-264-1910-2 (Lot 960)
251-0810-264-1901-1 (Lot 961)
251-0810-264-1902-9 (Lot 962)
251-0810-264-1903-7 (Lot 963)
251-0810-264-1904-5 (Lot 964)
251-0810-264-1905-3 (Lot 965)
251-0810-264-1906-1 (Lot 966)
251-0810-264-1907-9 (Lot 967)
251-0810-264-1908-7 (Lot 968)
251-0810-264-1909-5 (Lot 969)
251-0810-264-1812-0 (Lot 970)
251-0810-264-1801-3 (Lot 971)
251-0810-264-1802-1 (Lot 972)
251-0810-264-1803-9 (Lot 973)
251-0810-264-1804-7 (Lot 974)
251-0810-264-1805-5 (Lot 975)
251-0810-264-1806-3 (Lot 976)
251-0810-264-1807-1 (Lot 977)
251-0810-264-1808-9 (Lot 978)
251-0810-264-1809-7 (Lot 979)
251-0810-264-1810-4 (Lot 980)
251-0810-264-1811-2 (Lot 981)
251-0810-264-1601-7 (Lot 982)
251-0810-264-1602-5 (Lot 983)
251-0810-264-1603-3 (Lot 984)
251-0810-264-1604-1 (Lot 985)
251-0810-264-1605-9 (Lot 986)

251-0810-264-1606-7 (Lot 987)
251-0810-264-1607-5 (Lot 988)
251-0810-264-1608-3 (Lot 989)
251-0810-264-1609-1 (Lot 990)
251-0810-264-1610-8 (Lot 991)
251-0810-264-1611-6 (Lot 992)
251-0810-264-1612-4 (Lot 993)
251-0810-264-1613-2 (Lot 994)
251-0810-264-1614-0 (Lot 995)
251-0810-264-1615-8 (Lot 996)
251-0810-264-1616-6 (Lot 997)
251-0810-264-2104-0 (Lot 998)
251-0810-264-2105-8 (Lot 999)
251-0810-264-2106-6 (Lot 1000)
251-0810-264-2107-4 (Lot 1001)
251-0810-264-2108-2 (Lot 1002)
251-0810-264-2109-0 (Lot 1003)
251-0810-264-2101-6 (Lot 1004)
251-0810-264-2102-4 (Lot 1005)
251-0810-264-2103-2 (Lot 1006)
251-0810-264-2610-7 (Lot 1007)
251-0810-264-2609-0 (Lot 1008)
251-0810-264-2608-2 (Lot 1009)
251-0810-264-2607-4 (Lot 1010)
251-0810-264-2606-6 (Lot 1011)
251-0810-264-2605-8 (Lot 1012)
251-0810-264-2604-0 (Lot 1013)
251-0810-264-2603-2 (Lot 1014)
251-0810-264-2602-4 (Lot 1015)
251-0810-264-2601-6 (Lot 1016)
251-0810-264-2508-4 (Lot 1017)
251-0810-264-2509-2 (Lot 1018)
251-0810-264-2510-9 (Lot 1019)
251-0810-264-2511-7 (Lot 1020)
251-0810-264-2512-5 (Lot 1021)
251-0810-264-2513-3 (Lot 1022)
251-0810-264-2501-8 (Lot 1023)
251-0810-264-2502-6 (Lot 1024)
251-0810-264-2503-4 (Lot 1025)
251-0810-264-2504-2 (Lot 1026)
251-0810-264-2505-0 (Lot 1027)
251-0810-264-2506-8 (Lot 1028)
251-0810-264-2507-6 (Lot 1029)
251-0810-264-2203-0 (Lot 1030)
251-0810-264-2204-8 (Lot 1031)
251-0810-264-2205-6 (Lot 1032)
251-0810-264-2206-4 (Lot 1033)
251-0810-264-2207-2 (Lot 1034)
251-0810-264-2208-0 (Lot 1035)
251-0810-264-2209-8 (Lot 1036)
251-0810-264-2210-5 (Lot 1037)
251-0810-264-2412-7 (Lot 1061)
251-0810-264-2413-5 (Lot 1062)
251-0810-264-2414-3 (Lot 1063)
251-0810-264-2415-1 (Lot 1064)
251-0810-264-2416-9 (Lot 1065)
251-0810-264-2417-7 (Lot 1066)

251-0810-264-2401-0 (Lot 1067)
251-0810-264-2402-8 (Lot 1068)
251-0810-264-2403-6 (Lot 1069)
251-0810-264-2404-4 (Lot 1070)
251-0810-264-2405-2 (Lot 1071)
251-0810-264-2406-0 (Lot 1072)
251-0810-264-2407-8 (Lot 1073)
251-0810-264-2408-6 (Lot 1074)
251-0810-264-2409-4 (Lot 1075)
251-0810-264-2410-1 (Lot 1076)
251-0810-264-2411-9 (Lot 1077)
251-0810-264-2705-6 (Lot 1078)
251-0810-264-2704-8 (Lot 1079)
251-0810-264-2703-0 (Lot 1080)
251-0810-264-2702-2 (Lot 1081)
251-0810-264-2701-4 (Lot 1082)
251-0810-264-2805-4 (Lot 1083)
251-0810-264-2804-6 (Lot 1084)
251-0810-264-2803-8 (Lot 1085)
251-0810-264-2802-0 (Lot 1086)
251-0810-264-1509-3 (Outlot 60)
251-0810-264-1701-5 (Outlot 61)
251-0810-264-2801-2 (Outlot 65)