



**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)***

**1a. Application Type.** (Choose ONE)

- 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."

- For Preliminary and Final Plats, an application fee of \$200, plus \$35 per lot and outlot contained on the plat drawing.  
 For Certified Survey Maps, an application fee of \$200 plus \$150 per lot and outlot contained on the certified survey map.

**2. Applicant Information.**

Name of Property Owner: James Bakke, Applicant    Representative, if any: Harvey Temkin  
 Street Address: 6001 N. Highlands Avenue    City/State: Madison, WI    Zip: 53705  
 Telephone: ( 608 ) 271-5469    Fax: ( 608 ) 271-4044    Email: jbakke@subzero.com

Firm Preparing Survey: Moore Surveying, LLC    Contact: Tim Moore  
 Street Address: 2918 Marketplace Dr., #108    City/State: Madison, WI    Zip: 53719  
 Telephone: ( 608 ) 288-1860    Fax: ( 608 ) 288-1877    Email: mooresurveying@charterinternet.com

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

**3a. Project Information.**

Parcel Address: 1015 Hillside Avenue    in the City or Town of: Madison  
 Tax Parcel Number(s): 251-0709-183-1308-5    School District: Madison  
 Existing Zoning District(s): R1-R    Development Schedule: Demolish house after demolition permit issued  
 Proposed Zoning District(s) (if any): \_\_\_\_\_    Provide a Legal Description of Site on Reverse Side

**3b. For Surveys Located Outside the Madison City Limits and in the City's Extraterritorial Jurisdiction:**

Date of Approval by Dane County: \_\_\_\_\_    Date of Approval by Town: \_\_\_\_\_

In order for an extraterritorial request to be accepted, a copy of the approval letters from both the town and Dane County must be submitted.

Is the subject site proposed for annexation?     No     Yes    If YES, approximate timeframe: \_\_\_\_\_

**4. Survey Contents and Description.** Complete table as it pertains to the survey; do not complete gray areas.

Land Use	Lots	Outlots	Acres
Residential	2		
Retail/Office			
Industrial			
Outlots Dedicated to City			
Homeowner Assoc. Outlots			
Other (state use)			
<b>TOTAL</b>	2		

Describe the use of the lots and outlots on the survey
single-family residential

OVER →

**5. Required Submittals.** Your application is required to include the following (check all that apply):

- Surveys** (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 it pertains to the proposed subdivision 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) and (d) of the Madison General Ordinances, including existing site conditions, the nature of the proposed land 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" case file. In addition, an **8-1/2 X 11 inch reduction of each sheet** must also be submitted.

**Report of Title and Supporting Documents:** All plats and certified surveys submitted to the City of Madison for approval shall include a Report of Title satisfactory to the Real Estate Division as required in Section 16.23 of the Madison General Ordinances. A minimum of **two (2) copies** of the City of Madison standard 60/30 year Report of Title shall be obtained from a local, reputable 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 owner or applicant must deliver a **third copy** of the Report of Title to the survey firm preparing the plat or CSM. The applicant shall submit a copy of all documents listed in the Report of Title for each copy of the report submitted.

**For Residential Preliminary Plats ONLY:** If the proposed project will result in **ten (10) or more dwelling units**, it is required to comply with the City's Inclusionary Zoning requirements under Section 28.04 (25) of the Zoning Ordinance. A separate *INCLUSIONARY ZONING DWELLING UNIT PLAN APPLICATION* explaining the project's conformance with these ordinance requirements shall be submitted with your application.

**For Surveys Creating Residential Lots:** The applicant shall include a certified copy of the accepted option or offer, including all terms of the purchase and any other information that may be deemed necessary by the Real Estate Division to assist them in determining Fair Market Value for the purpose of establishing park fees.

**For Surveys Outside the Madison City Limits:** A copy of the approval letters from both the town in which 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 it first having been approved by the **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 Real Estate Division at 267-8719, ext. 305 for a determination as soon as possible.

**Completed application and required Fee (from Section 1b on front):** \$ 500 Make all checks payable to "City Treasurer."

**Electronic Application Submittal:** All applicants are required to submit a copy of the completed application form, legal description 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 e-mail shall include the name of the project and applicant. Applicants unable to provide the materials electronically should contact the Planning Unit at 266-4635 for assistance.

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

**Applicant's Printed Name** James Bakke **Signature** *James J. Bakke*  
**Date** 10/09/07 **Interest In Property On This Date** Purchaser under accepted Offer to Purchase

<b>For Office Use Only</b>	<b>Date Rec'd:</b> _____	<b>PC Date</b> _____	<b>Alder District:</b> _____	<b>Amount Paid:</b> \$ _____
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# PRELIMINARY CERTIFIED SURVEY MAP

PART OF THE NORTHEAST 1/4 OF THE SOUTHEAST 1/4  
 AND THE SOUTHEAST 1/4 OF THE SOUTHEAST 1/4  
 SECTION 13, TOWN 7 NORTH, RANGE 8 EAST  
 AND PART OF THE NORTHWEST 1/4 OF THE SOUTHWEST 1/4  
 AND THE SOUTHWEST 1/4 OF THE SOUTHWEST 1/4  
 SECTION 18, TOWN 7 NORTH, RANGE 9 EAST  
 CITY OF MADISON, DANE COUNTY, WISCONSIN

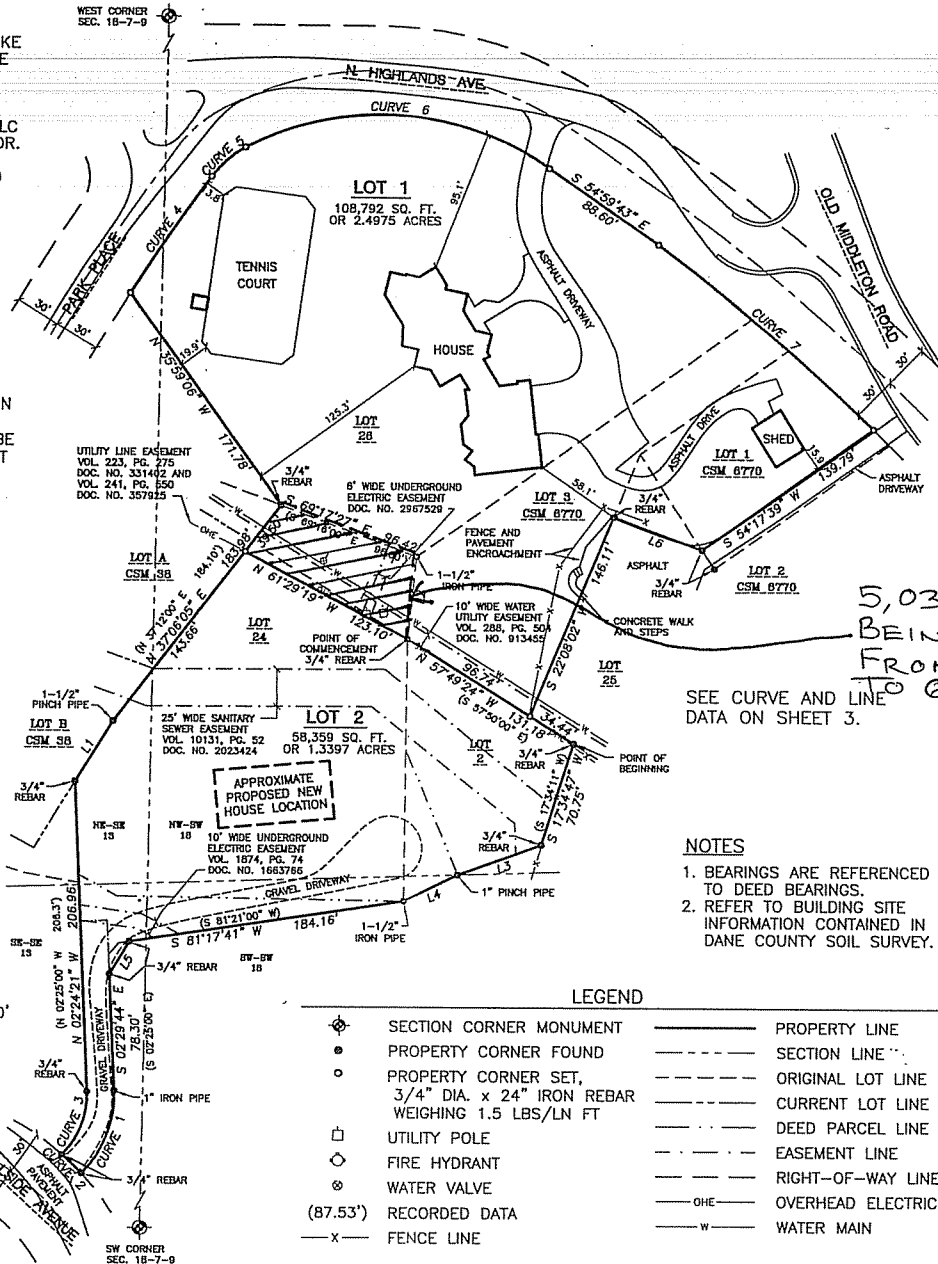
SURVEYED FOR:  
 JAMES & SUSAN BAKKE  
 N. HIGHLANDS AVENUE  
 MADISON, WI 53705

SURVEYED BY:  
 MOORE SURVEYING, LLC  
 2918 MARKETPLACE DR.  
 SUITE 108  
 FITCHBURG, WI 53719  
 (608) 288-1860

DATE OF SURVEY:  
 NOVEMBER 1, 2007

PROJECT # 1566

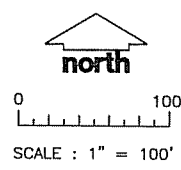
THE PLAN COMMISSION  
 MUST APPROVE ANY  
 NEW RESIDENCE TO BE  
 CONSTRUCTED ON LOT  
 2 BASED ON  
 STANDARDS THAT  
 WOULD HAVE BEEN  
 CONSIDERED IF SUCH  
 IMPROVEMENTS HAD  
 BEEN CONTEMPLATED  
 AT THE TIME OF  
 ISSUANCE OF THE  
 DEMOLITION PERMIT  
 FOR THE HOUSE  
 EXISTING ON THE  
 PROPERTY IN 2007.



5,038 S<sup>2</sup>F AREA  
 BEING TRANSFERRED  
 FROM 1015 HILLSIDE  
 TO 6001 N. HIGHLANDS

SEE CURVE AND LINE  
 DATA ON SHEET 3.

- NOTES**
1. BEARINGS ARE REFERENCED TO DEED BEARINGS.
  2. REFER TO BUILDING SITE INFORMATION CONTAINED IN DANE COUNTY SOIL SURVEY.



**SURVEYOR'S CERTIFICATE**

I, JOSEPH A. GRUBER REGISTERED LAND SURVEYOR, HEREBY CERTIFY THAT THIS SURVEY IS IN COMPLIANCE WITH CHAPTER 236.34, WISCONSIN STATUTES, AND THE SUBDIVISION REGULATIONS OF THE CITY OF MADISON. I ALSO CERTIFY THAT I HAVE MAPPED THE LANDS DESCRIBED AND THAT THIS MAP IS A CORRECT REPRESENTATION THEREOF.

*Joseph A. Gruber 11-7-07*  
 JOSEPH A. GRUBER  
 REGISTERED LAND SURVEYOR, S-1934



**REGISTER OF DEEDS CERTIFICATE**

RECEIVED FOR RECORDING THIS \_\_\_\_\_ DAY  
 OF \_\_\_\_\_, 200\_\_, AT \_\_\_\_\_  
 AND RECORDED IN VOLUME \_\_\_\_\_ OF  
 CERTIFIED SURVEYS, PAGES \_\_\_\_\_  
 AS DOCUMENT NO. \_\_\_\_\_  
 CERTIFIED SURVEY MAP NO. \_\_\_\_\_

REGISTER OF DEEDS

