## 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.

1. Application Type

City of Madison 10/6/25 12:59 p.m. 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.

_	nary Subdivision Plat posed Subdivision Name	_	bdivision Plat	_	Land Division/Certified Survey Map	(CSM)
2. Review Fees						
<ul> <li>For Certif</li> <li>Make checks</li> <li>Madison, WI</li> </ul>	ied Survey Maps, an app payable to "City Treasure	lication fee of ser" and mail it to	\$250 plus \$200 pe o the following ad	er lot and dress: City	lot or outlot contained on the plat. outlot contained on the CSM. of Madison Building Inspection; P.O. des the project address, brief descrip	
3. Property Ow	ner and Agent Informatio	on				
Street addre Telephone:			City/Sta	ate/Zip: _ <sup>M</sup>	f any: Adam Coyle  Madison, WI 53716	
Street addre Telephone:	Vierbicher		City/Sta		Madison, WI 53705	
•	ormation for Properties Lo				operty Owner, OK	
Parcel Addre Tax Parcel N Zoning Distr	esses: 501 N Whitney Way umber(s): 0709-191-0105-9 ict(s) of Proposed Lots: 1	NMX		School D	District: Madison and outlots in your letter of intent.	
4a. Property Info	ormation for For Properti	es Located <i>Out</i> s	side the Madison (	City Limits	in the City's Extraterritorial Jurisdicti	ion:
Date of App			Date of		l by Town:	

5. Subdivision Contents and Description. Comp	plete table as it pertains to y	your request; do not comp	lete gray areas.
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Land Use	Lots	Outlots	Acres
Residential	1		0.488
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	1		0.488

## 6. Required Submittal Materials

<u>Digital (PDF) copies</u> of all items listed below (if applicable) are required. Applicants are to submit each of these documents as <u>individual PDF files</u> in an e-mail sent to <u>PCapplications@cityofmadison.com</u>. The transmittal shall include the name of the project and applicant. Note that <u>an individual email cannot exceed 20MB</u> and it is the <u>responsibility of the applicant</u> to present files in a manner that can be accepted. Electronic submittals via file hosting services (such as Dropbox) are <u>not</u> allowed. Applicants who are unable to provide the materials electronically should contact the Planning Division at <u>Planning@cityofmadison.com</u> 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 <u>Preliminary Plats</u>, 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 <u>Certified Survey Maps (CSMs)</u>, the drawings shall include all of the information set forth in <u>M.G.O. Secs. 16.23 (7)(a)</u> 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:

- <u>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</u> (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.
- <u>Do not email these files to the City's Office of Real Estate Services</u>. Send them instead to the email address noted at the top of this page.

<b>For Surveys <b>Outside</b> the <b>Madison City Limits</b>: One copy of the approval letters from the town where the p</b>	roperty is
located and Dane County shall be submitted with your request. The Plan Commission may not consider an a	pplication
within its extraterritorial jurisdiction without prior approval from the town and Dane County.	

within its extraterritorial jurisdi	ction without prior approval fro	om the town and	d Dane County.
7. Applicant Declarations:			
The signer attests that the applicant's Printed Name: Kevin	·	rately and all red	quired materials have been submitted:
Date: 09/18/2025	Interest In Property On This D		

EFFECTIVE: JANUARY 2021 PAGE 2 OF 2