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 5/27/25 11:35 a.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.

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: Jacob & Jennifer Aleckson
Representative, if any: Jeff Bartzen
Street address: 1626 Baker Ave
City/State/Zip: Madison, WI 53705
Telephone: 507.313.1474
Email: jaleckson@gmail.com

Firm Preparing Survey: Don Carrol
Contact: Don Carrol
Street address: 5717 Williamsburg Way
City/State/Zip: Madison / WI / 53719
Telephone: 608.217.4103
Email: decarroll@charter.net

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: 1626 Baker Ave Madison WI 53705
Tax Parcel Number(s): 070918219093
Zoning District(s) of Proposed Lots: SR-C2 School District: Madison

- **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 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 exterritorial 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	2	0	2.021
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	2	0	2.021

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: Jacob Aleckson Signature: [signature]

Date: 05/27/2025 Interest In Property On This Date: 05/27/2025

Prepared by: Aleckson and Novogoratz

SUBJECT: STATEMENT OF SUPPORT FOR LAND DIVISION AT 1634 & 1626 BAKER AVENUE

The property owners of 1626 and 1634 Baker Avenue are proposing a land division to adjust the property line between the two properties, as described below.

- The existing property line will be adjusted to incorporate the outbuilding at the rear of 1634 Baker Avenue into the property at 1626 Baker Avenue.
- This adjustment will not change the existing setbacks of any structures or driveways and will not negatively impact access to any property.
- This adjustment will have no impact on the zoning or use of the outbuilding at the rear of the property.

We, the undersigned property owners adjacent to or in the vicinity of 1634 and 1626 Baker Avenue, acknowledge that we have been provided with this information and understand the proposed land division.

We have no objections to this proposal and support its approval by the City of Madison.

NAME(S): Benjamin and Breanna KOPITZKE

ADDRESS: 1625 Baker Ave. Madison

SIGNATURE(S):

DATE: 5/18/2025

Prepared by: Aleckson and Novogoratz

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We have no objections to this proposal and support its approval by the City of Madison.

NAME(S): Joseph Jakes

ADDRESS: 1 Julia Cir. Madison, WI ~~53716~~ 53705

SIGNATURE(S): Joseph Jakes

DATE: 5/13/25

Prepared by: Aleckson and Novogoratz

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We have no objections to this proposal and support its approval by the City of Madison.

NAME(S): Diane Phillips

ADDRESS: 1629 Baker Avenue

SIGNATURE(S): Diane Phillips

DATE: 5/14/25

Prepared by: Aleckson and Novogoratz

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We have no objections to this proposal and support its approval by the City of Madison.

NAME(S): Janice & Dave Tyselman

ADDRESS: 5810 Juda St

SIGNATURE(S): Janice Tyselman Dave Tyselman

DATE: 5/14/23

Prepared by: Aleckson and Novogoratz

SUBJECT: STATEMENT OF SUPPORT FOR LAND DIVISION AT 1634 & 1626 BAKER AVENUE

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We have no objections to this proposal and support its approval by the City of Madison.

NAME(S): Nicolas & Kari Buer

ADDRESS: 1606 Baker Ave

SIGNATURE(S): Nicolas Buer

DATE: 05/14/2025

Prepared by: Aleckson and Novogoratz

SUBJECT: STATEMENT OF SUPPORT FOR LAND DIVISION AT 1634 & 1626 BAKER AVENUE

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We have no objections to this proposal and support its approval by the City of Madison.

NAME(S): KEVIN AND TARA GUTHRIE

ADDRESS: 1617 BAKER AVE MADISON WI 53705

SIGNATURE(S):

DATE: 5/15/25

Prepared by: Aleckson and Novogoratz

SUBJECT: STATEMENT OF SUPPORT FOR LAND DIVISION AT 1634 & 1626 BAKER AVENUE

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We have no objections to this proposal and support its approval by the City of Madison.

NAME(S): Bryan MeTrish

ADDRESS: 1646 Baker Ave

SIGNATURE(S): Bryan D Metrish

DATE: 5/23/2025

Prepared by: Aleckson and Novogoratz

SUBJECT: STATEMENT OF SUPPORT FOR LAND DIVISION AT 1634 & 1626 BAKER AVENUE

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We have no objections to this proposal and support its approval by the City of Madison.

NAME(S): MARY LINDQUIST

ADDRESS: 5809 Julia St

SIGNATURE(S): Mary Lindquist

DATE: 5-13-25