

# 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, of 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 Make checks payable to "City Treasurer."

- 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.

## 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 exterritorial request to be scheduled, approval letters from both the Town and Dane County must be submitted.

*Application continues on next page ("Applicant Declarations")*

**5. Required Submittals** Your application is required to include the following:

**Map Copies** (prepared by a Registered Land Surveyor):

- For Preliminary Plats, **eighteen (18) copies** drawn to scale **and fifteen (15) copies** reduced onto 11 X 17-inch paper are required. The drawing is required to provide all information as set forth in [M.G.O. Sec. 16.23 \(7\)\(a\)](#).
- For Final Plats, **sixteen (16) copies** drawn to scale **and fifteen (15) copies** reduced onto 11 X 17-inch paper are required. The final plat shall be drawn to the specifications of [§236.20, Wis. Stats.](#)
- For Certified Survey Maps (CSM), **sixteen (16) copies** of the drawing are required. 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.
- 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.

**Letter of Intent: Twelve (12) copies** 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.).

CSM is administrative for conveyance from City to Developer required by Purchase and Sale Agreement LOI not required

\* **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:** All applications submitted for approval shall include **an Electronic submittal, in PDF format**, of a City of Madison standard 60-year Report of Title obtained from a title insurance company as required in MGO Sec. 16.23 and as satisfactory to the Office of Real Estate Services. 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.

**For Surveys Outside the Madison City Limits:** A 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.

**Electronic Application Submittals:**

- All applicants are required to submit a copy of the 1) completed application form, 2) preliminary and/or final plat or Certified Survey Map, and 3) letter of intent (if required) as **individual PDF files** compiled either on a non-returnable USB flash drive 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. Do not include copies of the title report with your electronic submittal.
- A digital CADD file shall 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.)

**6. Applicant Declarations:**

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

Applicant's Printed Name: \_\_\_\_\_ Signature: 

Date: \_\_\_\_\_ Interest In Property On This Date: \_\_\_\_\_