

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: WESTWIND

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: Westwind Madison, Inc Representative, if any: Jack McKenzie
Street address: 9201 Waterside Street City/State/Zip: Middleton, WI 53562
Telephone: 608-831-5343 Email: jack@mckenzie-apartments.com

Firm Preparing Survey: Trio Engineering, LLC Contact: Josh Pudclko
Street address: 4100 N. Calhoun Road, Suite 300 City/State/Zip: Brookfield, WI 53005
Telephone: 262-790-1480 Email: jpudclko@trioeng.com

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: 10554 Mineral Point Road
 Tax Parcel Number(s): 070820400970
 Zoning District(s) of Proposed Lots: SR-C3 School District: MID-CR PLAINS SCHOOL DIST

- 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	70		24.9702
Retail/Office			
Industrial			

Land Use	Lots	Outlots	Acres
Other (state use):			
Outlots Dedicated to the Public (Parks, Stormwater, etc.)		4	3.2844
Outlots Maintained by a Private Group or Association		1	24.1360
PROJECT TOTALS	70	5	52.3906

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: Jack McKenzie Signature: 

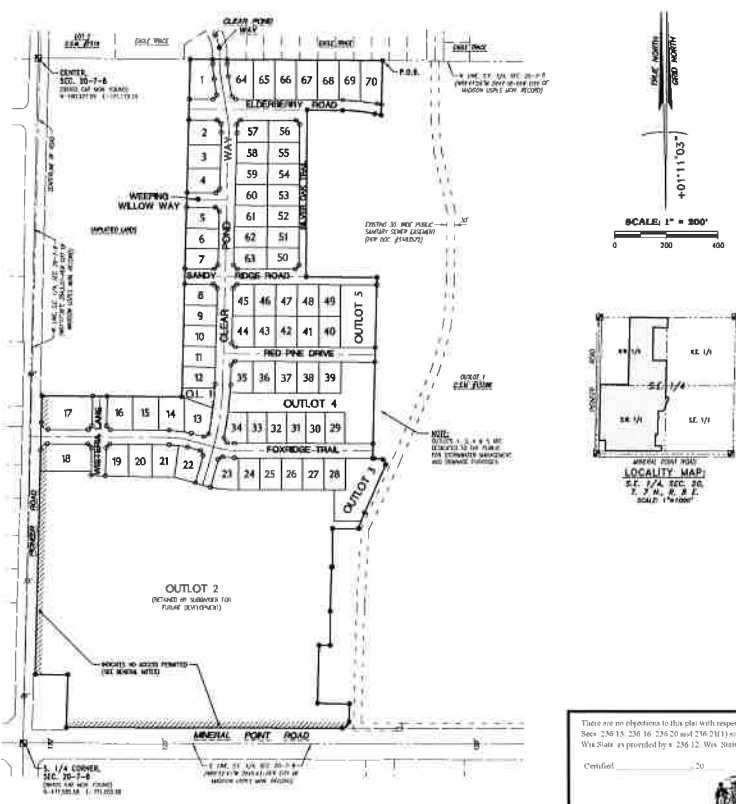
Date: 6/2/21 Interest In Property On This Date: _____

WESTWIND

BEING A REDVISION OF OUTLET 3 OF CERTIFIED SANITY MAP NO. 1555A, BEING LOCATED IN A PART OF THE NORTHWEST 1/4, NORTHEAST 1/4, SOUTHWEST 1/4 AND SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 20, TOWN 7 NORTH, RANGE 9 EAST, BY THE CITY OF MADISON, DANE COUNTY, WISCONSIN.

OVERALL DETAIL SHEET

OWNER
WESTWIND MADISON, INC.
19201 WATERLOO STREET
MADISON, WI 53722
PHONE: (608) 831-2343



GENERAL NOTES:

1. Indicated Found 0.75" utility, circular, galvanized bar (where otherwise noted)
2. Utilities for 1.5" utility shown as 1.5" long indicating their spacing is 200 mm per foot (all other lot and DNR easement are shown with 2.0" utility shown as 1.5" long indicating their spacing is 200 mm per foot)
3. All linear measurements have been made to the nearest millimeter and rounded to the nearest millimeter.
4. All bearings are referenced to Grid North of the Dane County Coordinate System, NAD-83 (1983), in which the South line of the SE 1/4 of Section 20, Town 7 North, Range 9 East, bears North 89°31'11" West.
5. (100) Easement is shown as 100 feet for the site of public roads and private public utility being the right to use the area.
6. Utility/Easement when the subdivision/easement is subject to zoning laws that are less and greater of the time building permit(s) are issued.
7. All lots within this plat are subject to public easements for drainage purposes which shall be a minimum of 10 feet in width measured from the property line to the center of such lot except that the easement shall be 12 feet in width on the portion of the site. The easement of lot (2) is shown with easement for a single driveway easement, or where lot (2) is more than one a shared driveway easement. The public easement for drainage purposes shall be a minimum of 10 feet in width and shall be measured with the lot or a greater percentage of the combined lot width, a single easement only, or have a shared driveway easement, except that the easement shall be 12 feet in width along the portion of the plat. Easements shall not be included on property lines shared with properties or public streets, the railroad, drainage, or utility, with the exception of any easement for drainage purposes. Easements may be shown in this easement only if they do not require the subdivision for its use.
8. The indicated drainage easements shall be subject to the construction of such private drainage in accordance with the approved storm water drainage plan on the site by the City Engineer and the Planning Administrator, or approved in accordance with the Madison General Ordinance.
9. In the event of a City of Madison Planning Commission and/or Common Council approval of a previously subdivided property, the underlying public easements for drainage purposes are created and approved as shown depicted and created by the current approved subdivision.
10. No Easement shall be considered that interferes with the correct operation of a Madison drainage.
11. The 100' wide easement Easement is hereby granted to the Subdivisor's home Owner's easement.
12. The 100' wide easement Easement is hereby granted to the Subdivisor's home Owner's easement.
13. Indicate the Access Easement. The public access shall be permitted between Lots 17, 18 and Outlot 2, Pleasant Road and Mineral Point Road. Public access shall connect with Outlot 2 for Pleasant Road and Mineral Point Road for public right-of-way indicated by a Chain Plot or other land division that has been annexed and approved by the City of Madison and be permitted.

PUBLIC STORMWATER DRAINAGE EASEMENT CONDITIONS:

Subdivisor of Easement Easement. A permanent easement over, across or portion of the property, the Easement Easement, is established, constituted, created by, and for the use of the City of Madison, Wisconsin, for the purpose of collecting, conveying, storing, treating, and discharging stormwater runoff from the Easement Easement. The Easement Easement shall be subject to the following terms and conditions:

1. **Subdivisor's Obligations:** The Subdivisor shall be responsible for the construction, maintenance, and repair of the Easement Easement. The Subdivisor shall be responsible for the construction, maintenance, and repair of the Easement Easement. The Subdivisor shall be responsible for the construction, maintenance, and repair of the Easement Easement.
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There are no objections to this plat with respect to Sections 236.15, 236.16, 236.20 and 236.21(1) and (2) Wis Stat as provided by s. 236.12, Wis Stat.

Certified _____ 20

Department of Administration

WESTWIND

BEING A REVISION OF OUTLOT 2 OF CERTIFIED SURVEY MAP NO. 15548, BEING LOCATED IN A PART OF THE NORTHWEST 1/4, NORTHEAST 1/4, SOUTHWEST 1/4 AND SOUTHWEST 1/4 OF SECTION 25, TOWNSHIP 8 NORTH, RANGE 8 EAST, IN THE CITY OF MADISON, DANE COUNTY, WISCONSIN.

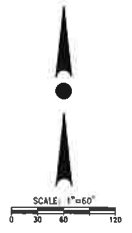


PIONEER ROAD

This map is a revision to the plat with respect to:
See 236.11, 236.16, 236.20 and 236.21(1) and (2)
Wisconsin Statutes as provided by a 2016.12. Wis. State
Department of Administration



TRIO
4100 N. Calhoun Road
Suite 500
Brookfield, WI 53006
Phone: 262.796.1400
Fax: 262.796.1400



UNPLATTED LANDS

OUTLOT 1
CLEAR AREA

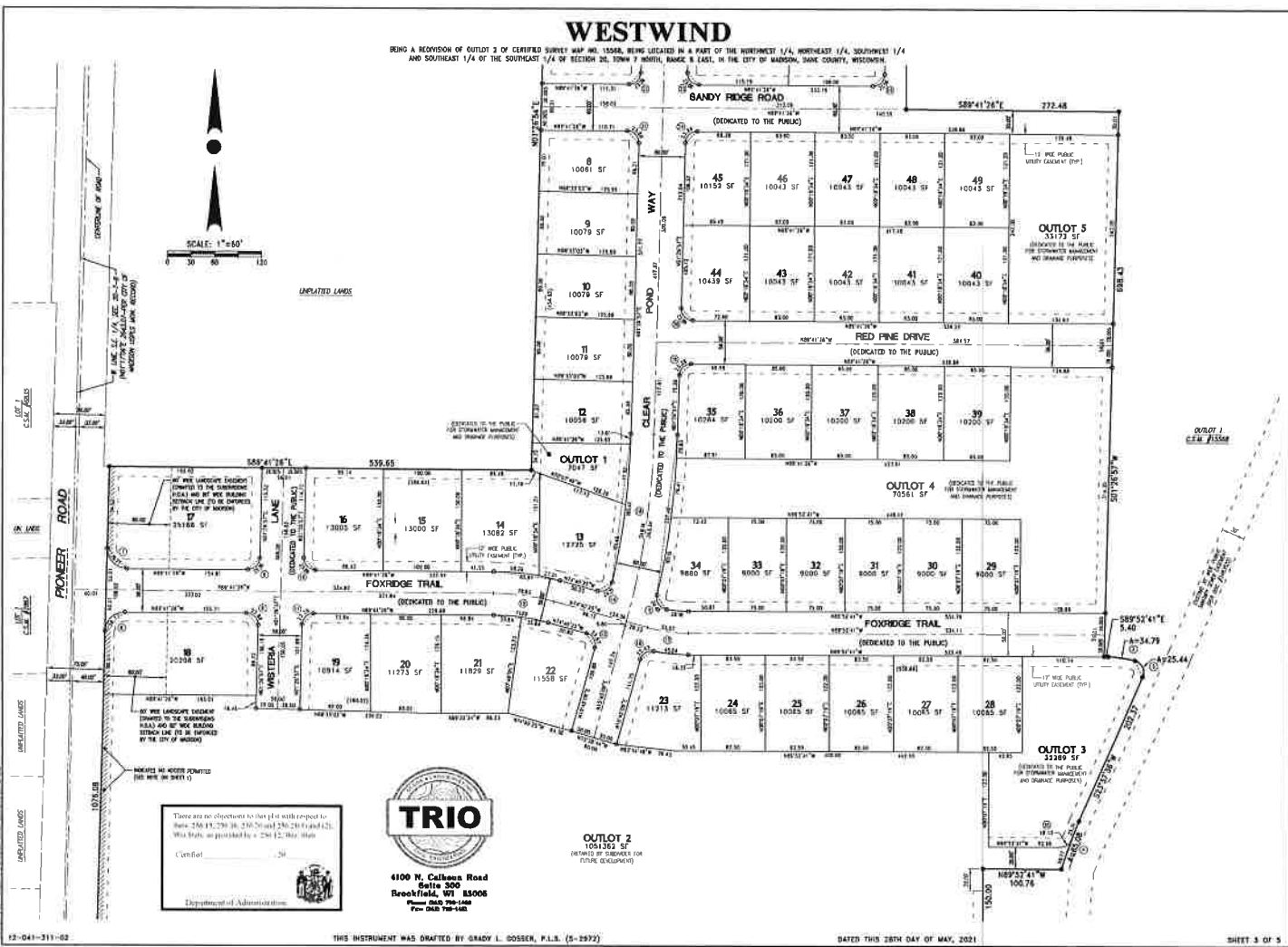
OUTLOT 5
28973 SF
(DEDICATED TO THE PUBLIC
FOR PROWING, JOGGING
AND DRINKING FOUNTAINS)

WESTWIND

BEING A REVISION OF OUTLOT 2 OF CERTIFIED SURVEY MAP NO. 15548, BEING LOCATED IN A PART OF THE NORTHWEST 1/4, NORTHEAST 1/4, SOUTHWEST 1/4 AND SOUTHEAST 1/4 OF SECTION 28, TOWNSHIP 7 NORTH, RANGE 8 EAST, IN THE CITY OF MADISON, DANE COUNTY, WISCONSIN.



UNRELATED LANDS



There are no objections to this plat with respect to items 236.03, 236.04, 236.05 and 236.06 of s. 236.01, Wis. Stats. as provided by a 2011 (2) 3049 State Certified _____, WI Department of Administration



TRIO
4100 N. Calhoun Road
Suite 300
Brookfield, WI 53006
Phone: 262-798-1448
Fax: 262-798-1443

OUTLOT 2
1051362 SF
(DEDICATED TO THE PUBLIC FOR FUTURE DEVELOPMENT)

THIS INSTRUMENT WAS DRAFTED BY GRADY L. BOSSEN, P.L.S. (5-2972)

DATED THIS 28TH DAY OF MAY, 2021

SHEET 3 OF 5

WESTWIND

BEING A REVISION OF OUTLOT 2 OF CERTIFIED SURVEY MAP NO. 15548, BEING LOCATED IN A PART OF THE NORTHWEST 1/4, NORTHEAST 1/4, SOUTHWEST 1/4 AND SOUTHEAST 1/4 OF THE SOUTHWEST 1/4 OF SECTION 20, TOWN 7 NORTH, RANGE 8 EAST, IN THE CITY OF MADISON, SHAPE COUNTY, WISCONSIN.



4100 N. Calhoun Road
Suite 200
Brookfield, WI 53006
Phone: 262-791-1100
Fax: 262-791-1105

There are no objections to this plat with respect to
Sections 236.15, 236.16, 236.20 and 236.21(1) and (2),
Wis Stat. as provided by s. 236.12, Wis Stat.

Department of Administration

