



## CONDOMINIUM INSTRUMENT – APPLICATION FORM INFORMATION

### IMPORTANT:

**\*\*PLEASE READ ALL INFORMATION CONTAINED HEREIN THOROUGHLY BEFORE COMPLETING THE *ROCK COUNTY CONDOMINIUM INSTRUMENT – APPLICATION FORM*.**

**\*\*IF A LAND DIVISION (TO INCLUDE ANY PUBLIC DEDICATION OR RESERVATION) IS PROPOSED AS A COMPONENT OF A CONDOMINIUM INSTRUMENT, THE LAND DIVISION PROCESS (TO INCLUDE SUBMITTAL OF A PRELIMINARY LAND DIVISION APPLICATION) MUST BE COMPLETED PRIOR TO SUBMITTAL OF THE CONDOMINIUM INSTRUMENT APPLICATION. PLEASE CONTACT THE ROCK COUNTY PLANNING, ECONOMIC & COMMUNITY DEVELOPMENT AGENCY (AGENCY) FOR FURTHER INFORMATION.**

**\*\*THE APPLICATION FEE TO SUBMIT A *ROCK COUNTY CONDOMINIUM INSTRUMENT – APPLICATION FORM* IS \$400.00 PER UNIT, PAYABLE BY CASH OR CHECK, WITH CHECKS MADE OUT TO *ROCK COUNTY PLANNING*.**

**\*\*PLEASE SEND VIA POSTAL MAIL, OR HAND-DELIVER, A COMPLETE AND ACCURATE COPY OF THE CONDOMINIUM INSTRUMENT APPLICATION (INCLUDING BOTH APPLICATION FORM PAGES, A CONDOMINIUM PLAT (MAP) PREPARED TO SPECIFICATIONS AS CONTAINED IN SEC. 38-21., *CHAPTER 38 –ROCK COUNTY LAND DIVISION AND DEVELOPMENT ORDINANCE*) AND THE APPLICATION FEE TO THE AGENCY AT THE ADDRESS ON THE LETTERHEAD. THE APPLICATION CAN BE COMPLETED ONLINE AT: [WWW.CO.ROCK.WI.US/APPLICATIONS-PERMITS-AND-FEES](http://WWW.CO.ROCK.WI.US/APPLICATIONS-PERMITS-AND-FEES)**

**\*\*FAILURE TO COMPLY WITH ANY OF THE AFOREMENTIONED WILL DISQUALIFY AN APPLICATION FROM CONSIDERATION. THE AGENCY MAY REQUIRE ADDITIONAL INFORMATION NOT IDENTIFIED IN THE APPLICATION FORM TO ENSURE CONSISTENCY WITH ANY APPLICABLE ORDINANCE, STATUTE, OR OTHER PROVISION OF LAW.**

**\*\*PLEASE CONTACT THE AGENCY FOR FURTHER INFORMATION.**

### ROCK COUNTY CONDOMINIUM INSTRUMENT PROCESS

THE FOLLOWING PROVIDES A GENERAL OVERVIEW OF THE ROCK COUNTY CONDOMINIUM INSTRUMENT PROCESS.

1. Landowner contacts land surveyor/developer (agent) to prepare conceptual sketch of condominium.
2. Landowner and/or agent meet with **Town, Rock County Planning, Economic & Community Development Agency** (Agency) and **City(s)/Village** (if condominium area is within Extra-Territorial Plat Approval Jurisdiction (ETJ) area) officials to determine feasibility of condominium  
(If a land division (to include any public dedication or reservation) is proposed as a component of a condominium instrument, the land division process (to include submittal of a preliminary land division application) must be completed prior to submittal of the Condominium Instrument application.)
3. If condominium is deemed feasible by these parties, landowner/agent (applicant) prepare condominium instrument application, to include a *ROCK COUNTY CONDOMINIUM INSTRUMENT – APPLICATION FORM* and a map to specifications, and submit copies to the Agency, along with the application fee.
4. Agency provides application to other reviewing parties, including Town, for review and comment.
5. Agency reviews application and other reviewing parties comments, takes action on application (either “APPROVE” or “DENY”), and provides action to other reviewing parties, including Town.
6. Town and City(s)/Village (if applicable) review and take action on application (either “APPROVE” or “DENY”) at their discretion and provide action to Agency.
7. Agency notifies applicant of application status, including all actions.  
(A “DENY” action by Town, City(s)/Village (if applicable), or Agency will not allow for completion of the condominium instrument process. The applicant has the right to appeal any “DENY” action.)
8. Agency signs condominium instrument, applicant records instrument with Register of Deeds, and Rock County condominium instrument process is completed.  
(Completion of the Rock County condominium instrument process may take up to 10 days. Completion of Town and City(s)/Village condominium instrument process may have a different timeframe. )

## APPLICATION FORM REQUIREMENTS, TERMS, AND CONCEPTS

THE FOLLOWING PROVIDES INFORMATION ON *ROCK COUNTY CONDOMINIUM INSTRUMENT – APPLICATION FORM REQUIREMENTS, TERMS, AND CONCEPTS*. PLEASE REFER TO *CHAPTER 38 – ROCK COUNTY LAND DIVISION AND DEVELOPMENT ORDINANCE* OR CONSULT WITH AGENCY STAFF FOR FURTHER INFORMATION.

A **Condominium** is a building or group of buildings, and the associated grounds, in which units of property, such as apartments, are owned by individuals and common parts of property, such as the grounds and building(s), are owned jointly by all the unit owners.

A **Condominium Instrument** is the declaration, plats, and plans of a condominium in unincorporated Rock County, together with any attached exhibits or schedules.

A **Condominium Instrument** requires an **application form** and **application fee**, and a **Condominium Plat** (map) prepared by a surveyor licensed in Wisconsin.

PLEASE REFER TO SEC. 38-22. OF *CHAPTER 38 – ROCK COUNTY LAND DIVISION AND DEVELOPMENT ORDINANCE* OR CONSULT WITH AGENCY STAFF FOR CONDOMINIUM PLAT (MAP) REQUIREMENTS.

THE NUMBERS BELOW CORRESPOND TO THOSE QUESTION NUMBERS FOUND IN THE APPLICATION FORM.

1. **Extra-Territorial Plat Approval Jurisdiction (ETJ) Area** are any lands within one and one half (1 ½) miles of the boundary of a Village or City with a population under 10,000, or within three (3) miles of the boundary of a City with a population over 10,000, in which the Cities and Villages may review and approve or object to certain land use activities.
2. All local government units (Counties, Towns, Cities, and Villages) in the State of Wisconsin are required to prepare and adopt **Comprehensive Plans**, covering all aspects of planning and development in the local government unit. All land use activities in a local government unit must be consistent with the **Future Land Use Map** as contained in their Comprehensive Plan. Please consult with relevant Town officials to ensure a proposed condominium instrument is consistent with the Town's Comprehensive Plan.
3. – 4. **Condominium area** is the land area subject to the condominium instrument.  
  
All Towns in Rock County have farmland preservation (A-1) zoning districts certified by the State of Wisconsin. As a result, various land use activities within these and other zoning districts may be subject to certain restrictions. Please consult with relevant Town officials to ensure a proposed condominium meets all Town Base Farm Tract and any other applicable Farmland Preservation zoning district requirements.
5. A **zoning change** allows for a change in a lot's zoning district, thereby changing the permitted and conditional land uses on the lot. Please consult with relevant Town officials to determine if the land division will require a zoning change.