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### APPLICATION for CONDOMINIUM PLAT

A **Complete Application** is required before the Town of Freedom can review the proposed land division. A Complete Application entails a fully completed application form along with all required documents and drawings (printed copy and PDF) and payment of the Application Fee submitted as a single application packet.

#### Contact Information:

Name of Property Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Subdivider (if different from Property Owner): \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Authorized Agent (if different from Subdivider): \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name of Land Surveyor: \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Property Description:**

Address (if different from property owner): \_\_\_\_\_

Tax Parcel Number: \_\_\_\_\_  
(Please include as attachment if more than one parcel is proposed to be divided)

Location of Property: \_\_\_\_\_ 1/4 \_\_\_\_\_ 1/4, Section \_\_\_\_\_, Town \_\_\_\_\_ Range \_\_\_\_\_, Town of Freedom

Current Use of Parcel to be Divided: \_\_\_\_\_

Parcel Size: \_\_\_\_\_ Parcel Width: \_\_\_\_\_

Identify the Town of Freedom Comprehensive Plan land use classification for each parcel to be divided: (check all that apply)

- |  |   |
|--|---|
| <input type="checkbox"/> Agricultural Land               | <input type="checkbox"/> Single- and Two-Family Residential |
| <input type="checkbox"/> Livestock Intensive Agriculture | <input type="checkbox"/> Multi-Family                       |
| <input type="checkbox"/> Rural Character                 | <input type="checkbox"/> Commercial                         |
| <input type="checkbox"/> Rural Transition                | <input type="checkbox"/> Commercial/Industrial              |
| <input type="checkbox"/> Open Areas                      | <input type="checkbox"/> Industrial                         |
| <input type="checkbox"/> Planted Woodlots                | Other: _____  |
| <input type="checkbox"/> Mining/Quarries                 | Other: _____  |

Current Zoning of Parcel to be Divided:  
(check all that apply)

- |                                       |                                       |                                       |
|---------------------------------------|---------------------------------------|---------------------------------------|
| <input type="checkbox"/> AGD District | <input type="checkbox"/> RTF District | <input type="checkbox"/> CL District  |
| <input type="checkbox"/> RSF District | <input type="checkbox"/> RMF District | <input type="checkbox"/> IND District |

**Proposed Condominium:**

Size of proposed parcel: \_\_\_\_\_ acres

Number of proposed condominium units: \_\_\_\_\_

**Submittal Requirements:**

The Applicant shall submit the following:

- 10 copies of the completed Application for Condominium Plat.
  - Two copies of the plat 22 inches by 30 inches
  - Eight copies of the plat 11 inches by 17 inches.
- Four copies of all other plans and specifications required in this Chapter.
- One copy of the Application for Condominium Plat, the plat, and all other supporting information and documentation in PDF format, or an equivalent format acceptable to the Town.

**Application Checklist:**

The purposes of the Application Checklist is to ensure a complete submittal has been prepared and to expedite the review process. The checklist is not necessarily inclusive of all requirements needed to obtain an approval and does not absolve the Applicant from compliance with other applicable sections of the Town of Freedom Land Division Ordinance.

Please confirm compliance with Application for Condominium Plat submittal requirements by completing the table below in full. Completion shall entail entering one of the following codes in each box under the 'Code' column.

- ✓ - Shown on CSM
- - Included with Application Packet
- n/a - Appears Inapplicable
- ? - Unable to Determine if Required

Code	<b>Condominium Plat Submittal Requirements</b> <i>(Each of the following shall be shown on the face of, or provided as an attachment to, the Conceptual Plan)</i>
	Title of the proposed development not duplicating an existing subdivision in Outagamie County.
	Location of the proposed development by government lot, quarter section, section, township, range, and county.
	A small-scale drawing detailing the section or region in which the development lies within the location of the subdivision located thereon.
	Date, graphic scale, and North arrow.
	Name and address of the owner, developer, authorized agent, and land surveyor preparing the plat.
	Entire area contiguous to the proposed plat owned or controlled by the developer, even if only a portion of said area is proposed for immediate development. The Town may waive this requirement where it is unnecessary to fulfill the purposes and intent of this chapter and undue hardship would result from strict application thereof.

	Exact length and bearing of the exterior boundaries of the proposed development referenced to a corner established in the Outagamie County Coordinate Monumentation System, and the total acreage encompassed.
	Location and names of any adjacent subdivisions, parks and cemeteries, and owners of record of abutting unplatted lands.
	Location, right-of-way width, and names of any existing or proposed streets, alleys, or other public ways, easements, railroad and utility rights-of-way, and all section or quarter section lines within the exterior boundaries of the plat or immediately adjacent thereto.
	Location of all permanent buildings and major structures.
	Location of existing property lines, structures, drainage ditches, streams and watercourses, lakes, wetlands, rock outcrops, wooded areas, slopes 12% or greater, environmentally sensitive areas, and other similar significant features within the parcel being subdivided.
	Location of Secondary Conservation Areas, as defined in the Town of Freedom Land Division Ordinance.
	Location and type of existing and proposed public easements.
	Water elevations of adjoining lakes, ponds, streams, and flowages at the date of the survey, and approximate high and low water elevations.
	Type, width, and elevation of any existing street pavements within the exterior boundaries of the plat or immediately adjacent thereto with any legally established center-line elevations.
	Contours at vertical intervals of not more than two feet where the slope of the ground surface is less than 10 percent, and of not more than four feet where the slope of the ground surface is 10 percent or more. Elevations shall be marked on such contours based on National Geodetic Datum of 1929 (mean sea level).
	Approximate dimensions of all lots, and proposed lot and block numbers.
	Existing and proposed land use and zoning included within and immediately adjacent to the proposed development.
	Floodplains, wetlands, and any proposed lake and stream access.
	Surface drainage pattern mapping and indication of direction and established peak volume of soil drainage pattern as deemed necessary by the Town.
	Signature and seal of surveyor.
	Where the Town finds that it requires additional information relative to a particular problem presented by a proposed development to review the Condominium plat, it shall have the authority to request such information from the subdivider.
	Drainage Ways. A covenant shall be recorded with or placed on the Condominium Plat. The covenant shall read as follows: (a) Maintenance of all drainageways and associated structures within the land division or serving the land division is the sole responsibility of the Condominium Association, unless noted on the plan. (b) Upon failure of the Condominium Association to perform maintenance of the drainageways and associated structures, the county and/or town retains the right to perform maintenance and/or repairs. The payment of

	the maintenance and repairs shall be assessed among the property owners of the development in an equal amount with a drainage covenant.
	Drain Tiles. The face of the Condominium Plat shall contain the following statement: Any agricultural drain tile disturbed, cut, or broken as part of the development of the plat or excavation for home construction must be repaired and/or relocated to allow for the drain tile to continue to drain as originally designed. The cost of repair or relocation must be borne by the party or his agent damaging the drain.

**Signature and Certification:**

*By signing and dating below, you certify the information presented on this Application along with the drawings and documents included therein are, to the best of your knowledge, complete and in accordance with the Town of Freedom Land Division Ordinance.*

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Application Fee:**

The Application Fee for a Condominium Plat is \$250.00, plus \$10.00 per condominium unit.

<b>For Town Use Only</b>		
Check No: _____	Amount: _____	Date Received: _____