

Date Submitted: / /2024 **GENERAL INFORMATION** Review No.: 2024-

Condominium Name: \_\_\_\_\_

Agent / Surveyor: \_\_\_\_\_

Township or City of: \_\_\_\_\_

Location: Section \_\_\_\_\_ T. \_\_\_\_\_ N., R. \_\_\_\_\_ W.

Required Fee:	Receipt No.	Amount
Condominium submittal fee \$150.00 per plat	_____	_____
Plat Review fee \$480 plus \$95 per unit	_____	_____
Mapping fee \$120 per unit/parcel	_____	_____

**NOTE: BASE FEE ONLY (\$150) FOR CITY OF EAU CLAIRE SUBMITTALS**

Documents required are: **Completed Condominium Plat and Declaration, along with any other documents to be recorded.**

Give checklist form and all documents to **DEAN**. Review must be completed in 10 working days: \_\_\_\_\_

**County Surveyor - DEAN**

\_\_\_\_\_ Copy of plat and declaration sent to register of deeds office for comments.  
 \_\_\_\_\_ Comments received from register of deeds office.

\_\_\_\_\_ 703.095 Modification and correction of recorded condominium instruments, amendments and addenda.  
 A recorded condominium instrument, amendment or addendum may only be modified by recording an amendment, addendum or correction instrument, or by removal from the provisions of this chapter under s. 703.28 (1). The register of deeds may not record a correction instrument if it does not refer to the instrument being corrected and may not record amendments and addenda unless they are numbered consecutively and bear the name of the condominium as it appears in the declaration.

\_\_\_\_\_ 703.11 Condominium Plat  
 (2) REQUIRED PARTICULARS. A condominium plat may consist of one or more sheets and shall contain at least the following particulars:

\_\_\_\_\_ (a) The name of the condominium and county in which the property is located on each sheet of the plat. The name of the condominium must be unique in the county in which the condominium is located. **(R.O.D. okays)** If there is more than one sheet, each sheet shall be consecutively numbered and show the relation to the total number.  
 (am) A blank space at least 2.5 inches by 2.5 inches in size on the first sheet for recording use by the register of deeds. (Top right corner preferred)

\_\_\_\_\_ (c) (c) Plans that show the location of each building located or to be located on the property  
 \_\_\_\_\_ If there are units in a building \_\_\_\_\_ that show the perimeters \_\_\_\_\_ approximate dimensions  
 \_\_\_\_\_ approximate square footage \_\_\_\_\_ and location of each unit in the building  
 \_\_\_\_\_ Common elements shall be shown graphically to the extent feasible

\_\_\_\_\_ (d) All survey maps submitted for filing shall be legibly prepared with a binding margin of 1.5" on the left side and a 1" margin on all other sides on durable white media that is 14" long by 22" wide with a permanent nonfading black image.  
 The maps shall be drawn to a convenient scale. (A-E 7.05 (1))  
 All floor plans submitted for filing shall be legibly prepared with a binding margin of 1.5" on the left side and a 1" margin on all other sides on durable white media that is 14" long by 22" wide with a permanent nonfading black image.  
 The plans shall be drawn to a convenient scale.

\_\_\_\_\_ (3) DESIGNATION OF UNITS.  
 Every unit shall be designated on the condominium plat by the unit number. (no alpha is allowed)  
 Unit numbers may not contain more than 8 numerals and must be unique throughout the condominium.

\_\_\_\_\_ (4) SURVEYOR'S CERTIFICATE.  
 A condominium plat is sufficient for the purposes of this chapter if there is attached to or included in it a certificate of a licensed land surveyor authorized to practice that profession in this state that the plat is a correct representation of the condominium described, identification and location of each unit and common elements can be determined from the plat.

\_\_\_\_\_ 703.275 Merger or consolidation of condominiums.  
 (5) Recording  
 Both a restatement of the declaration of the resultant condominium that includes the merger agreement and an addendum to the condominium plat of the resultant condominium shall be recorded as provided in s. 703.07.

\_\_\_\_\_ 703.28 Removal from provisions of this chapter.  
 (1m) (a) If the merger of 2 or more condominiums under s. 703.275 would result in the creation of a new plat for the resultant condominium, the property of the preexisting condominiums shall first be removed from the provisions of this chapter by recording a removal instrument.  
 (b) Before a certified survey map, condominium plat, subdivision or other plat may be recorded and filed for the same property, the condominium shall first be removed from the provisions of this chapter by recording a removal instrument.

**A-E 7 Minimum Standards for Property Surveys**

7.04 Descriptions	_____ (6) Bear the stamp or seal . . . .
Descriptions defining land boundaries written for . . . . .	_____ (7) Be filed as required by s. . . . .
7.05 Maps	7.07 Monuments
(2) Be referenced as provided in s. 59.73 (1), Stats.	_____ Type and position of . . . . .
(3) Show exact length and bearings of boundaries of the . . . . .	
(4) Described all monuments used for the determination . . . . .	7.08 U.S.P.L.S. monument record
(5) Identify the person for whom the survey was made . . . . .	_____ When record required . . . . .

**FINAL REVIEW**

County Surveyor Review: Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

Comments: \_\_\_\_\_

Date Signed by County Surveyor: \_\_\_\_\_ Notification to submitter: \_\_\_\_\_