

CONDOMINIUM CONVERSION PROCESS OUTLINE

Village

Developer

Village/Developer

INSPECTION AND FEASIBILITY STAGE

45-60 DAYS

- 1 Informal/Informational Meeting with Village Building Commissioner
- 2 Conduct Inspection and Complete Property Report
- 3 Notice to Current Residents in the Building
- 4 Pre-application Conference with Village Zoning Officer/Building Commissioner

SPECIAL USE PERMIT PROCESS

90-120 DAYS

- 5 Special Use Permit Application Preparation and Submittal
- 6 Plan Commission Review/
Public Hearing
- 7 Village Board Action

REPAIRS AND UPGRADES

*(TIME VARIES BASED ON SIZE OF BUILDING
AND EXTENT OF REQUIRED UPGRADES)*

- 8 Commence and Complete Repairs and Upgrades
- 9 Final Inspection and Certificate of Occupancy

CONDO PLAT

60-90 DAYS

- 10 Condo Plat Application Preparation and Submittal
- 11 Plan Commission Review/
Public Hearing on Plat
- 12 Village Board Action on Plat
- 13 Recording of Condo Plat
- 14 Begin Sale of Units