

CONDO CONVERSION INFORMATION

Typically both building units are located on the same property under a single tax key number. In a multi-family building such as yours, the only option permitted under the Village Zoning Code to separate is to create individual condominiums on the property. The land surrounding the building will have “common elements” and “limited common elements” but each unit of the 2-unit condominium association will get its own tax key number and separate tax bill. The rules for condominium conversions are identified under sections 18.02 & 18.03 of the Municipal Code <https://www.ecode360.com/GR2718?needHash=true>.

The review process takes about 60 days after a complete application is submitted and includes review by the Village Plan Commission and consideration by the Village Board after a Public Hearing is held.

The application for such review along with the meeting schedule, submittal documents and deadlines can be found in the Document Center under misc. at www.greendale.org. For this particular submittal, you will need a new plat of survey (prepared by a licensed land surveyor) identifying each condominium units, limited/common elements and easements along with a Declaration of covenants, conditions and restrictions (prepared by an attorney) for the condominium association.