



Condominium Application

Ogden City Development Services
2549 Washington Blvd. Suite 240
Ogden, Utah 84401
(801) 629-8930

-Electronic Submittal-

Please print legibly and complete all areas:

Condominium name:	
Address:	
Is this a <input type="checkbox"/> Condominium Conversion <input type="checkbox"/> New Condominium or <input type="checkbox"/> Amendment (please check one)	
Owner's Name:	
E-mail:	Phone:
Engineer/Surveyor:	
Phone:	E-mail:

Checklist of items needed for Condominium Application

- Current copy of ownership plat**, available at Weber County, 2380 Washington Boulevard, or by entering the address online at: <http://www.co.weber.ut.us/psearch/>
- Recent preliminary title report** which identifies ownership, easements, liens or other encumbrances and verifies payment of taxes and assessments.
- Copy of the original proposed condominium **declarations and bylaws**, with signatures.
- Tenant notification by certified mail is required** if the property undergoing condominium conversion has been occupied by residential or commercial tenants. See Municipal Ordinance 14-6-5:B for letter's content.
- Building Report that includes the following:**
 - The **age** of the building(s)
 - The general **condition**, useful lift and capacity of the building, structural elements including the roof, foundations, mechanical system, electrical system, plumbing system, boiler and other structural elements.
 - All known conditions needing **repair** to comply with existing building code.
 - All known conditions needing repair or **replacement** within the next five years.
 - The report shall certify that the structure(s) **conforms to the minimum standards** for sanitary, electrical, plumbing and heating services. OR the owner shall present plans to bring the structure(s) into compliance with said standards prior to issuance of certificates of occupancy.
- Proposed Condominium Plan including:**
 - Name** of the proposed Condominium (not used previously in Weber County)
 - Diagram of the **floor plans** identifying boundaries of the project units, convertible and expandable areas or spaces, and common areas.
 - Label** common areas. Are these areas open to the public, assigned to specific units or semi-private and available only to unit owners?
 - North arrow**, scale, and date of preparation.
 - Names** of the subdivider, engineer and/or surveyor of the condominium project.

FEES:

New: \$600 base fee + \$150 per lot =

\$ _____

Condo Conversion: \$100 + \$55 per lot Amendment: \$400 base fee only=

\$ _____

If the project falls within the Sensitive Area Overlay Zone, additional \$400 base fee + 10 per lot=

\$ _____

TOTAL FEES DUE:

\$ _____

Cashier: see reverse for fee breakdown

I have read the application and hereby certify that the information contained herein is correct to the best of my knowledge.

Owner's signature _____

(date) _____

Electronic Plan Requirements:

- All digital documents shall be submitted on a DVD or USB Jump Drive as PDF's compatible with Adobe Acrobat.
- Security settings shall allow reviewers to markup digital documents, create notes, and to insert/remove sheets.
- One PDF with all pages to be indexed/bookmarked on every submission. The index should note the sheet number as well as the description of each sheet. (GI-00– Cover Sheet CI-11– Index Sheet)
- If the submission is incomplete, the review cycle will end. ***Partial submittals will not be accepted for review.***

Hard Copy Requirements: 2 complete final paper sets of plans and 1 DVD or USB Jump Drive will be required once final approval is granted.

Internal use only: Cashier account breakdown

Engineering Account: 1000-1-03-855311-12102 \$ _____
(\$45 per lot)

Subdivision Account: 1000-1-42110 \$ _____
(remainder)

Internal use only

Project Coordinator _____

Date: _____ P/C Date: _____

Zone: _____ App. # _____