

# Condominium Application



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

Please print legibly and complete all areas:

<b>Condominium name:</b>	
<b>Address:</b>	
Is this a <input type="checkbox"/> <b>Condominium Conversion</b> or <input type="checkbox"/> <b>New Condominium</b> (please check one)	
<b>Owner's Name:</b>	
E-mail:	Phone:
<b>Engineer/Surveyor:</b>	
Phone:	E-mail:
<b><u>Checklist of items needed for Condominium Application</u></b>	
<input type="checkbox"/> <b>Current copy of ownership plat</b> , available at Weber County, 2380 Washington Boulevard, or by entering the address online at: <a href="http://www.co.weber.ut.us/psearch/">http://www.co.weber.ut.us/psearch/</a>	
<input type="checkbox"/> <b>Recent copy of preliminary title report</b> which identifies ownership, easements, liens or other encumbrances and verifies payment of taxes and assessments.	
<input type="checkbox"/> Two copies of the original proposed condominium <b>declarations and bylaws</b> , with signatures.	
<input type="checkbox"/> <b>Tenant notification by certified mail is required</b> 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.	
<input type="checkbox"/> <b>Two copies of the building report that includes the following:</b>	
<input type="checkbox"/> The <b>age</b> of the building(s)	
<input type="checkbox"/> The general <b>condition</b> , useful life and capacity of the building, structural elements including the roof, foundations, mechanical system, electrical system, plumbing system, boiler and other structural elements.	
<input type="checkbox"/> All known conditions needing <b>repair</b> to comply with existing building code.	
<input type="checkbox"/> All known conditions needing repair or <b>replacement</b> within the next five years.	
<input type="checkbox"/> The report shall certify that the structure(s) <b>conforms to the minimum standards</b> 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.	
<input type="checkbox"/> <b>15 copies of the proposed condominium plan including:</b>	
<input type="checkbox"/> <b>Name</b> of the proposed Condominium (not used previously in Weber County)	
<input type="checkbox"/> Diagram of the <b>floor plans</b> identifying boundaries of the project units, convertible and expandable areas or spaces, and common areas.	
<input type="checkbox"/> <b>Label</b> common areas. Are these areas open to the public, assigned to specific units or semi-private and available only to unit owners?	
<input type="checkbox"/> <b>North arrow</b> , scale, and date of preparation.	
<input type="checkbox"/> <b>Names</b> of the subdivider, engineer and/or surveyor of the condominium project.	
<b>FEES:</b> Standard \$100 base fee + \$55 per lot = \$ _____	
If the condominium project falls within the Sensitive Area Overlay Zone, additional \$400 base fee + 10 per lot=\$ _____	
<b>TOTAL FEES DUE:</b> \$ _____	
<i>Cashier: see reverse for fee breakdown</i>	
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) _____

**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. # \_\_\_\_\_