



Condominium/Subdivision Vacation

Ogden City Development Services
2549 Washington Blvd. Suite 240
Ogden, Utah 84401
(801) 629-8985

-Electronic Submittal-

Please print legibly and complete all areas:

Applicant Information

Name:

Address:

City: State: Zip:

Email: Phone:

Condominium/Subdivision name:

Lot #: Unit #: Phase #:

Address: Ogden, UT Zip: Date:

Will a new subdivision or condominium plat be submitted to replace the existing one? Yes No
If yes, please submit a subdivision or condominium application (available at the 2nd floor Customer Service Counter)

Submittal Checklist:

- Weber County ownership plat(s)** showing the existing subdivision or condominium and all contiguous property. Ownership plats are available at <http://www3.co.weber.ut.us/psearch/index.php> or by visiting Weber County offices at 2380 Washington Boulevard, third floor.
- Statement of ownership.**
- Recent, preliminary **title report** which identifies ownership, easements, liens or other encumbrances and verifies payment of taxes and assessments.
- The **signatures** of each of the owners (within the plat vacation) that consents to the petition.
- If part of a condominium, the amended Covenants, Codes and Restrictions (**CC& Rs**) must be submitted.
- Utility Plan showing the location and size of existing **sewer, storm drains, water supply** mains and culverts within the subject property.
- Legal description** of area to be vacated.
- FEE:** \$100 application fee + \$10/lot or unit = _____

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 mark up 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.

Please continue on back of form

Staff use only:

Date: PC Date: Zone: Applic. #:

