



Condominium Application

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

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:
<u>Checklist of items needed for Condominium Application</u>	
<input type="checkbox"/> 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/	
<input type="checkbox"/> Recent copy of preliminary title report 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 declarations and bylaws , with signatures.	
<input type="checkbox"/> 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.	
<input type="checkbox"/> Two copies of the building report that includes the following:	
<input type="checkbox"/> The age of the building(s)	
<input type="checkbox"/> The general condition , 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 repair to comply with existing building code.	
<input type="checkbox"/> All known conditions needing repair or replacement within the next five years.	
<input type="checkbox"/> 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.	
<input type="checkbox"/> Proposed condominium plan including:	
<input type="checkbox"/> Name of the proposed Condominium (not used previously in Weber County)	
<input type="checkbox"/> Diagram of the floor plans identifying boundaries of the project units, convertible and expandable areas or spaces, and common areas.	
<input type="checkbox"/> Label 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"/> North arrow , scale, and date of preparation.	
<input type="checkbox"/> Names of the subdivider, engineer and/or surveyor of the condominium project.	
FEES:	
New: Standard \$797 base fee + \$159 per lot or unit =	\$ _____
Conversion \$213 + \$159 per unit =	\$ _____
If the project falls within the Sensitive Area Overlay Zone, additional \$1,500 base fee + 150 per unit + cost for third-party geologic report review	\$ _____
TOTAL FEES DUE:	\$ _____
<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. # _____