



# Condominium/Subdivision Vacation

Ogden City Development Services  
2549 Washington Blvd. Suite 240

## -Electronic Submittal-

Ogden, Utah 84401  
(801) 629-8985

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 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.

Please continue on back of form

### Staff use only:

Date:

PC Date:

Zone:

Applic. #:

