



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: _____

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 copy of preliminary title report** which identifies ownership, easements, liens or other encumbrances and verifies payment of taxes and assessments.
- Two copies 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.
- Two copies of the 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.
- 15 copies of the 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: Standard \$600 base fee + \$150 per lot =	\$ _____
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) _____

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. # _____