



CONDOMINIUM CONVERSION OFFICE OF DEVELOPMENT ASSISTANCE

APPLICANT _____ DATE _____

PROJECT _____

FINAL SUBDIVISION

Your Checklist	City Checklist	Description
<input type="checkbox"/>	<input type="checkbox"/>	Application.
<input type="checkbox"/>	<input type="checkbox"/>	Fees
<input type="checkbox"/>	<input type="checkbox"/>	Owners Affidavit
<input type="checkbox"/>	<input type="checkbox"/>	6 copies of the plat at a scale no smaller than 1"=100'
<input type="checkbox"/>	<input type="checkbox"/>	1 reduced copy on 11 x 17 paper.
<input type="checkbox"/>	<input type="checkbox"/>	Stamped and signed by a professional engineer registered in Utah
<input type="checkbox"/>	<input type="checkbox"/>	Owner's Dedication
<input type="checkbox"/>	<input type="checkbox"/>	Notice to Tenants: <ol style="list-style-type: none">1. A statement of the intent of the owner to convert the building to a condo,2. The date by which tenants will need to vacate the building, and3. The approximate date when construction will begin to convert the building.
<input type="checkbox"/>	<input type="checkbox"/>	List identifying the names and apartment numbers for all tenants noticed
<input type="checkbox"/>	<input type="checkbox"/>	Affidavit certifying that all tenants were personally delivered a copy of the notice
<input type="checkbox"/>	<input type="checkbox"/>	Notarial Acknowledgement
<input type="checkbox"/>	<input type="checkbox"/>	Report of Building Official
<input type="checkbox"/>	<input type="checkbox"/>	CD of all plans in PDF Format



CONDOMINIUM CONVERSION PLANNING DEPARTMENT

APPLICANT _____ DATE _____

PROJECT _____

FINAL PLAT MAP

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Paper Mylar Size - 24 x 36 inches.
<input type="checkbox"/>	<input type="checkbox"/>	Border Lines - heavy lines leaving a space of at least 1-1/2-inch on the left side and 1/2-inch margin on the other sides.
<input type="checkbox"/>	<input type="checkbox"/>	Orientation - top faces either north or west.
<input type="checkbox"/>	<input type="checkbox"/>	Waterproof Black Ink
<input type="checkbox"/>	<input type="checkbox"/>	Scale - not smaller than 100-feet to the inch.
<input type="checkbox"/>	<input type="checkbox"/>	Workmanship - neat, clean cut and readable.
<input type="checkbox"/>	<input type="checkbox"/>	Subdivision Name - at the top of the sheet.
<input type="checkbox"/>	<input type="checkbox"/>	North Arrow and Date
<input type="checkbox"/>	<input type="checkbox"/>	Signatures and Seals - with appropriate notarial acknowledgements.
<input type="checkbox"/>	<input type="checkbox"/>	Survey – is to close within a tolerance of 1-foot to 20,000-feet.
<input type="checkbox"/>	<input type="checkbox"/>	Boundaries – proper bearing and dimensions, tied to public survey monuments.
<input type="checkbox"/>	<input type="checkbox"/>	Agreements - Copies of final agreements with adjacent property owners
<input type="checkbox"/>	<input type="checkbox"/>	Landscape and Irrigation Plans for all public landscaping
<input type="checkbox"/>	<input type="checkbox"/>	Meet provisions of State Law
<input type="checkbox"/>	<input type="checkbox"/>	Covenants, conditions and restrictions (CC&R's)
<input type="checkbox"/>	<input type="checkbox"/>	Homeowners Association to ensure maintenance of common open space

Show the following information on a separate sheet

Your Check	City Check	Description
		The following dimensions shall be shown on the floor plans:
<input type="checkbox"/>	<input type="checkbox"/>	Exterior dimensions
<input type="checkbox"/>	<input type="checkbox"/>	All perimeters dimensions of each unit
<input type="checkbox"/>	<input type="checkbox"/>	Hallways, stairwells, escapes and shafts
<input type="checkbox"/>	<input type="checkbox"/>	Exterior wall thickness and common well thickness
<input type="checkbox"/>	<input type="checkbox"/>	Ownership of attic space
<input type="checkbox"/>	<input type="checkbox"/>	Interior square footage of each proposed unit
		Legend showing:
<input type="checkbox"/>	<input type="checkbox"/>	Private ownership – slashed lines
<input type="checkbox"/>	<input type="checkbox"/>	Common areas – bold outline
<input type="checkbox"/>	<input type="checkbox"/>	Limited common areas – cross-hatching
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of building specifications of existing buildings signed by a licensed surveyor
<input type="checkbox"/>	<input type="checkbox"/>	Elevations of floors, ceilings and their thickness



CONDOMINIUM CONVERSION

Additional Information: The following information can be supplied either with the plat map or on a separate Cover/Title sheet

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Phases – All proposed phases of development, numbered and defined, with timetable for development
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed lot lines, numbers, dimensions and area
<input type="checkbox"/>	<input type="checkbox"/>	Overall subdivision layout
<input type="checkbox"/>	<input type="checkbox"/>	Boundary lines and dimensions
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed fences
<input type="checkbox"/>	<input type="checkbox"/>	Existing buildings
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed streetlights
<input type="checkbox"/>	<input type="checkbox"/>	Street layout: including curb, gutter, and sidewalk
<input type="checkbox"/>	<input type="checkbox"/>	Geologic obstacles – floodplain, sensitive hillsides, wetlands, 100 year flood plains
<input type="checkbox"/>	<input type="checkbox"/>	Proposed dedication of public use areas – Right of ways
<input type="checkbox"/>	<input type="checkbox"/>	Hillside District Overlay Zone - The project is within the Hillside District Overlay Zone
<input type="checkbox"/>	<input type="checkbox"/>	Well Protection Overlay Zone - The project is within the Well Protection Zone
<input type="checkbox"/>	<input type="checkbox"/>	Airport Overlay Zone - The project is within the Airport Zone

REPORT OF PROPERTY CONDITION

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Age of building(s)
<input type="checkbox"/>	<input type="checkbox"/>	Copies of original building plans, with disclosure that building(s) conforms to plans
<input type="checkbox"/>	<input type="checkbox"/>	Condition of structural elements including paint or exterior surfaces, roof, foundations, walls, mechanical, electrical, plumbing and heating systems.
<input type="checkbox"/>	<input type="checkbox"/>	All known conditions which may require repair or replacement within five (5) years
<input type="checkbox"/>	<input type="checkbox"/>	Plan showing which part of the system will be maintained in common and which systems are private
<input type="checkbox"/>	<input type="checkbox"/>	Size of water service line(s) from meter to buildings
<input type="checkbox"/>	<input type="checkbox"/>	Size and location of sewer lateral(s)
<input type="checkbox"/>	<input type="checkbox"/>	Electrical capacity for each unit (amps)
<input type="checkbox"/>	<input type="checkbox"/>	Condition of paving on private streets, driveways, parking areas, sidewalks and curbs and similar areas
<input type="checkbox"/>	<input type="checkbox"/>	A detailed plan for parking and traffic circulation. Include a statement as to whether or not the existing parking is in compliance with the current parking standards, if not, how and where additional parking will be provided.



CONDOMINIUM CONVERSION

REPORT OF BUILDING OFFICIAL

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Report provided by the Building Official <ol style="list-style-type: none"> 1. Inspection of the buildings to be converted 2. Specifying any deficiencies found relating to the existing buildings or verifying compliance with condo construction standards.
<input type="checkbox"/>	<input type="checkbox"/>	Report of property condition

DECLARATION, as required by Utah Code which shall include the following:

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Description of the land included within the project
<input type="checkbox"/>	<input type="checkbox"/>	The linear measurement and location of the exterior boundaries of the building(s)
<input type="checkbox"/>	<input type="checkbox"/>	Diagrammatic floor plans of the building, identifying each convertible space and physical unit.
<input type="checkbox"/>	<input type="checkbox"/>	A description or delineation of the boundaries of any unit or convertible space not contained in the building.
<input type="checkbox"/>	<input type="checkbox"/>	A distinguishing number for every unit.
<input type="checkbox"/>	<input type="checkbox"/>	The location and dimensions of all easements
<input type="checkbox"/>	<input type="checkbox"/>	Label "convertible space" for each such space
<input type="checkbox"/>	<input type="checkbox"/>	The location and dimensions of convertible lands
<input type="checkbox"/>	<input type="checkbox"/>	The location and dimensions of any withdrawable lands
<input type="checkbox"/>	<input type="checkbox"/>	A description of the building stating <ol style="list-style-type: none"> 1. Architecture 2. Number of stories 3. Number of basements 4. Number of units 5. Principal materials 6. Description of improvements contained in the project.
<input type="checkbox"/>	<input type="checkbox"/>	Description of common areas and facilities
<input type="checkbox"/>	<input type="checkbox"/>	Name and address of person authorized to receive service or process.
<input type="checkbox"/>	<input type="checkbox"/>	If the project contains convertible land a statement is required providing the following <ol style="list-style-type: none"> 1. maximum number of units within each convertible land 2. Compatibility with structures within the condominium project

COVENANTS, CONDITIONS AND RESTRICTIONS – The owner/developer may establish covenants, conditions and restrictions governing uses, development and maintenance standards, to be recorded with the plat, including the following:

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Typed on 8.5 x 11 paper <ol style="list-style-type: none"> 1. Printed on one side only 2. Two inch margin on left top of the first page (for recorders use) 3. Signed and acknowledged by all person have an ownership



CONDOMINIUM CONVERSION

HOMEOWNERS ASSOCIATION – To ensure maintenance of the common open space and other improvements the owner/developer shall incorporate under the laws of the state a homeowners association prior to recording the final plat, including the following:

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Mandatory membership
<input type="checkbox"/>	<input type="checkbox"/>	Permanent common open space restrictions
<input type="checkbox"/>	<input type="checkbox"/>	Liability insurance
<input type="checkbox"/>	<input type="checkbox"/>	Property taxes
<input type="checkbox"/>	<input type="checkbox"/>	Maintaining recreational and other facilities
<input type="checkbox"/>	<input type="checkbox"/>	All lot owners to pay their prorated share of costs
<input type="checkbox"/>	<input type="checkbox"/>	Assessments levied by the association may become a lien
<input type="checkbox"/>	<input type="checkbox"/>	

If the homeowners' association does not maintain the common open space and improvements as required, the city may, at its option, perform the maintenance or contract to have the maintenance performed. The city may recover all costs incident thereto by means of a lien against the involved properties or the members of the homeowners association.



CONDOMINIUM CONVERSION ENGINEERING DEPARTMENT

APPLICANT _____ DATE _____

PROJECT _____

FINAL PLAT MAP

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Survey Monument
<input type="checkbox"/>	<input type="checkbox"/>	Lots, Blocks and Parcels Offered for Dedication
<input type="checkbox"/>	<input type="checkbox"/>	Right-of-Way Lines
<input type="checkbox"/>	<input type="checkbox"/>	Lot Numbering
<input type="checkbox"/>	<input type="checkbox"/>	Street Numbering
<input type="checkbox"/>	<input type="checkbox"/>	Easements
<input type="checkbox"/>	<input type="checkbox"/>	Sufficient ties are to be shown to locate the easement
<input type="checkbox"/>	<input type="checkbox"/>	Monument Location
<input type="checkbox"/>	<input type="checkbox"/>	Right-of-Way Monuments
<input type="checkbox"/>	<input type="checkbox"/>	Survey Information and Certificate - name, stamp and signature of registered surveyor
<input type="checkbox"/>	<input type="checkbox"/>	Metes and Bounds Description
<input type="checkbox"/>	<input type="checkbox"/>	Utility Signature Blocks for : natural gas, electric power, telephone and cable
<input type="checkbox"/>	<input type="checkbox"/>	City Of West Jordan Signature Blocks for: City Engineer, City Attorney, City Council (a signature line for the Mayor and an attestation by the City Recorder) and County Recorder
<input type="checkbox"/>	<input type="checkbox"/>	Lands Reserved in Private Ownership for Community Use
<input type="checkbox"/>	<input type="checkbox"/>	Outside Agency/Entities Approvals which might be affected by the project
<input type="checkbox"/>	<input type="checkbox"/>	Street lights existing and proposed
<input type="checkbox"/>	<input type="checkbox"/>	Fire hydrants
<input type="checkbox"/>	<input type="checkbox"/>	Adjoining lot lines or property owners
<input type="checkbox"/>	<input type="checkbox"/>	Fencing notes
<input type="checkbox"/>	<input type="checkbox"/>	Any other special notes or requirements
<input type="checkbox"/>	<input type="checkbox"/>	Any necessary agreements with adjacent property owners regarding storm drainage, irrigation or other matters