

## **SECTION 3.0**

### **CONDOMINIUM CONVERSION PROCESS**

#### **3.1 GENERAL**

The Condominium Conversion Process is for existing residential and commercial projects, which will have individual ownership of a unit in a multi-unit structure such as an apartment building, office complex, or other such facility.

The purpose of the condominium conversion process is to obtain formal approval, by the Planning Commission. All information and procedures must comply with the provisions of the West Jordan Municipal Code and the Utah Code.

Processing times will vary based upon availability of city staff time and the applicant's execution of the various tasks. Checklists for a condominium conversion are contained in the Development Processing Manual located on the City's website at *www.wjordan.com*.

#### **3.2 APPLICANT'S INITIAL CONTACT WITH CITY STAFF**

The applicant's initial contact with city staff needs to take place with the planning department either by telephone or by meeting at the community development counter.

If the applicant is not familiar with city processes and requirements, the applicant will need to receive some assistance in understanding them. This can best take place through the planning department briefly discussing the processes and requirements with the applicant.

#### **3.3 PRE-APPLICATION MEETING**

The applicant can contact the community development department staff to schedule a pre-application conference. Pre-applications meetings are held weekly, as needed.

The purposes of the pre-application conference are:

1. To better facilitate the development process by establishing initial contacts between city staff and the applicant.
2. Provide an opportunity for the applicant to present the project to city staff and receive comments from them.
3. Provide an opportunity for the applicant to ask questions regarding city requirements in order to eliminate unnecessary delays to the proposed project

If the applicant is familiar with the city's processes and requirements, they may skip this step and go directly to preparation of the site plan and subdivision plat.

#### **3.4 CONDOMINIUM CONVERSION SUBMITTAL**

The condominium conversion process can be initiated by submitting the application to the community development department along with items listed on the condominium conversion checklists and a copy of the following documents:

1. Covenants, Conditions, and Restrictions - The establishment of the Covenants, Conditions and Restrictions must comply with the provisions of the Municipal Code and the Utah Code and are to be recorded with the condominium plat at the Salt Lake County Recorders Office.
2. Homeowners Association - A Homeowners Association shall be established to ensure maintenance of common open space and other required improvements. The Homeowners Association must comply with the provisions of the Municipal Code and are to be recorded with the condominium plat at the Salt Lake County Recorders Office.

The community development department staff will check to make sure the application is complete. No application will be accepted until a determination has been made that the application is complete

### **3.5 CITY REVIEW OF CONDOMINIUM CONVERSION SUBMITTAL**

The initial review of these documents will be completed as individual departments, however, a city staff project team will be assembled which will include a member from each department.

The first review may take between 2 to 3 weeks, based upon the plans submitted and number of projects in for review. Subsequent reviews, if needed, will be completed in 1 week. The applicant should work directly with the project team to satisfy each department's requirements.

### **3.6 PLANNING COMMISSION REVIEW AND ACTION**

Once the development team has completed their review and determined it is complete, the City Planner will schedule the condominium conversion for a Planning Commission meeting for their review and action. The following items will be completed as part of this task:

- A. Scheduling and Public Notices - The City Planner will schedule the condominium conversion for review by the Planning Commission and arrange for publication of notice of a public hearing.
- B. Staff Report Preparation - The Planning Division will prepare a staff report for Planning Commission review.
- C. Review and Action –For a condominium conversion to be approved by the Planning Commission, the applicant must attend the Planning Commission meeting to explain the proposal and answer questions. Once all questions have been answered to the satisfaction of the Planning Commission, the Planning Commission will take action in one of the following forms:
  1. Approval of the condominium conversion.
  2. Approval with modifications or conditions.
  3. Postpone were further information or input is necessary
  4. Deny the condominium conversion.

Notice of the action will be sent to the applicant, by the community development department, regarding the Planning Commission's action.

### **3.7 FINAL CONDOMINIUM CONVERSION DOCUMENT SUBMITTAL**

After the Planning Commission approval, the applicant will prepare the final mylar for signatures.

It is the Applicants responsibility to obtain signatures of the following companies:

- a. Natural gas provider
- b. Salt Lake County Flood Control District
- c. Salt Lake County Board of Health
- d. Cable provider
- e. Telephone service provider
- f. Electric service provider
- g. Signatures of property owners, beneficiaries.
- h. Others as required.

After obtaining the required signatures, the original mylar, along with a title report no later than 30 days can be submitted to the city.

### **3.8 FINAL PLAT RECORDATION**

An appointment is made between city staff and developer to meet at the Salt Lake County Recorders Office to record the condominium conversion plat. The developer is to bring the executed Covenants, Conditions, Restrictions and the Homeowners Association documents to be recorded in conjunction with the plat.

The Applicant is to be responsible for providing all information necessary, including recording fees, to meet the Salt Lake County Recorder's requirements for recordation. The City of West Jordan is only there to provide a continuous chain of custody.

### **3.9 EXPIRATION OF FINAL PLAT APPROVAL**

If the final plat is not recorded within 24-months from the date of final approval, such approval is to be null and void. The time period may be extended by the zoning administrator for up to an additional six (6) months period for good cause shown with the Applicant petitioning the City prior to expiration of the original time period.

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