

SECTION 4.0

CONDOMINIUM PLAT PROCESS

4.1 GENERAL

The Condominium Plat process is for residential and commercial projects, which 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 process is to obtain site plan and subdivision approval, by the Planning Commission. The site plan, condominium plat, construction drawings, procedures, processes and all information must comply with the provisions of the West Jordan Municipal Code and the Utah Code.

No regulatory permits will be issued, no clearing, grubbing, grading, drainage work, parking lot construction or other site improvement will be allowed until the subdivision is approved and proper permits obtained.

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

4.2 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.

4.3 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 preliminary plat.

4.4 SITE PLAN PROCESS

The condominium site plan process will follow the application requirements and procedures set for in the Municipal Code and Development Process Manual for a site plan approval process. See attached "Site plan Process" of the Development Process Manual to complete all of the requirements in order to receive City approval.

4.5 CONDOMINIUM PLAT PROCESS

The condominium subdivision process will follow the application requirements and procedures set forth in the Municipal Code and Development Process Manual for a major subdivision approval process. See attached "Major Subdivision Process" of the Development Processing Manual to complete all of the requirements in order to receive City approval.

4.6 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.

4.7 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.
