



# 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:
E-mail: _____
Phone: _____

## **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 life 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.
- 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 \$843.61 base fee + \$168.72 per lot or unit =

\$ \_\_\_\_\_

Conversion \$224.96 + \$168.72 per unit =

\$ \_\_\_\_\_

If the project falls within the Sensitive Area Overlay Zone, additional \$1,687.23 base fee + 16 per unit + cost for third-party geologic report review

\$ \_\_\_\_\_

**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. #: \_\_\_\_\_