



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 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. # _____