



# Preliminary Condo Plat

New Construction

Conversion

### OFFICE USE ONLY

Project #:	Received By:	Date Received:	Zoning:
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Proposed Condominium Project Name:

### PLEASE PROVIDE THE FOLLOWING INFORMATION

Property Address(s):

Name of Applicant:	Phone:
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Address of Applicant:

E-mail of Applicant:	Cell/Fax:
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Applicant's Interest in Subject Property:

Owner     Engineer     Architect     Other:

Name of Property Owner (if different from applicant):

E-mail of Property Owner:	Phone:
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**Please note** that additional information may be required by the project planner to ensure adequate information is provided for staff analysis. All information required for staff analysis will be copied and made public, including professional architectural or engineering drawings, for the purposes of public review by any interested party.

### WHERE TO FILE THE COMPLETE APPLICATION

Apply online through the [Citizen Access Portal](#). There is a [step-by-step guide](#) to learn how to submit online.

### REQUIRED FEE

Filing fee of **\$537** plus **\$37** for each unit and/or lot being recorded on the plat. Plus, additional fee for required public notices will be assessed after application submittal.

### SIGNATURE

If applicable, a notarized statement of consent authorizing applicant to act as an agent will be required.

Signature of Owner or Agent:	Date:
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## SUBMITTAL REQUIREMENTS

Staff Review

Please include with the application *(please electronically attach additional sheet/s if necessary)*

### Preliminary Plat Drawings

- A digital (PDF) copy of the preliminary condominium plat drawings. Refer to Section [20.56](#) and the attached sheet for a list of items that constitute the plat.

### Proposed By-laws and Decarations

- A digital file copy of the project's proposed by-laws and declarations. Refer to the attached sheet for a list of required items in these documents.

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### ADDITIONAL ITEMS FOR CONVERSIONS

#### Property Report (only required for conversions)

- Where conversion of an existing building is proposed, a property report must be prepared consistent with the requirements of Section [18.32.050](#) of the Salt Lake City code (adopted building code appendix; nonconforming building conversion), and submitted as part of the application, together with a plan for proposed improvements, renovations or repairs to existing structures/facility.

#### Verification of Notice to Occupants (only required for conversions)

- Verification that relocation of a parcel line(s) will not leave in place a utility easement(s) that will impede future development. **Refer to the attached sheet for a list of required items in the notice.**

## APPEAL PROCESS

- ➔ Any person adversely and materially affected by any final decision made by the planning director or designee may file a petition for review of the decision with the planning commission within ten (10) days after the record of decision is posted to the city's internet site.
- ➔ Any person adversely affected by any final decision made by the planning commission under this chapter may file a petition for review of the decision with the Appeals Hearing Officer within ten (10) days after the decision is rendered.

## AVAILABLE CONSULTATION

- ➔ Planners are available for consultation prior to submitting this application. Please email [zoning@slcgov.com](mailto:zoning@slcgov.com) if you have any questions regarding the requirements of this application.

## INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

\_\_\_\_\_ I acknowledge that Salt Lake City requires the items above to be submitted before my application can be processed. I understand that Planning will not accept my application unless all of the following items are included in the submittal package.

**Plat Drawings** (refer to page 4 for items to be included on the plat when the project proposes to dedicate land to public use).

Proposed plat shall be made by a registered Utah land surveyor and shall set forth:

- a. the angular and linear data along the exterior boundaries of the property;
- b. the linear measurement and location, with reference to the exterior boundaries, of the building or buildings;
- c. the diagrammatic floor plans of the buildings, including identifying number or symbol;
- d. the elevations of the finished or unfinished interior surfaces of the floors and ceilings and the linear measurements of the finished or unfinished interior surfaces of the perimeter walls, and the lateral extensions of every unit;
- e. a distinguishing number or symbol for every physical unit identified on the record of survey map;
- f. the limited common and common areas and intended use/uses.

**Condominium Declaration and By-laws**

Provide the proposed condominium bylaws and declarations, including itemizing those facilities which will be commonly owned and maintained by the owners, and the plan for providing long term funding, as required by city ordinance. The declaration shall also contain the following:

- a. A statement that the homeowners' association may regulate, limit, or prohibit rentals of condominium units;
- b. A statement that the homeowners' association may require the rental of condominium units to be conducted through the homeowners' association or a designated management company, and may require that all lease agreements be reviewed and approved by the homeowners' association or the management company, that any tenants be screened and approved by the homeowners' association or the management company prior to renting the condominium, and that the approval of the homeowners' association or the management company shall not be unreasonably withheld;
- c. A statement that prior to renting any condominium unit, the condominium owner and the tenant shall execute a written lease agreement which shall include the following provisions:
  - (1) The tenant shall agree to comply with all of the terms and conditions of the condominium declaration and bylaws;
  - (2) The tenant shall agree not to allow or commit any nuisance, waste, unlawful or illegal act upon the premises; and
  - (3) The owner and the tenant shall acknowledge that the homeowners' association is an intended third party beneficiary of the lease agreement, that the homeowners' association shall have the right to enforce compliance with the condominium declaration and bylaws and to abate any nuisance, waste, unlawful or illegal activity upon the premises; and that the homeowners' association shall be entitled to exercise all of the owner's rights and remedies under the lease agreement to do so;
- d. A statement requiring that prior to a tenant's occupancy of a condominium unit, the condominium owner must provide to the homeowners' association the name, address and telephone number of the tenant and a copy of the written lease agreement;
- e. A statement that the homeowners' association shall have the right and the obligation to enforce compliance with the condominium declaration and bylaws against any owner and/or occupant of any condominium unit, and shall have all rights and remedies available under state or local law, in addition to its rights and remedies as a third party beneficiary under any lease agreement, to enforce such compliance.

**Verification of Notice to Occupants** (required for conversions only)

Where conversion of an existing residential building is proposed, proof of notice to occupants shall be required before final approval. The notice shall include the estimated purchase price of the units, and information regarding proposed improvements. The notice shall describe any financing packages or economic incentives being offered to tenants to assist in unit purchase. The notice shall also include a date occupants must vacate or purchase, said date shall be no earlier than ninety (90) days after service of the notice. Relocation information for the tenants, specifying available housing relocation resource agencies, and a plan of any services to be voluntarily provided by the owner/developer, shall be included in the notice.

**FOR CONDOMINIUM PROJECTS THAT PROPOSE TO DEDICATE PROPERTY TO PUBLIC USE, INCLUDE ON THE PLAT:**

1. The name and address of the record owner or owners;
2. The name and address of the subdivider; if different from the recorded owner, there shall be a statement from the recorded owner authorizing the subdivider to act;
3. The name, address and phone number of the person, firm or organization preparing the preliminary plat, and a statement indicating the recorded owner's permission to file the plat;
4. The date, north direction, written and graphic scales;
5. A sufficient description to define the location and boundaries of the proposed subdivision;
6. Vicinity map showing general location of the project at a scale of 1" = 1,000' or similar.
7. The locations, names and existing widths and grades of adjacent streets;
8. The names and numbers of adjacent subdivisions and the names of owners of adjacent unplatted land;
9. The contours, at one-foot (1') intervals, for predominant ground slopes within the subdivision between level and five percent (5%), and five foot (5') contours for predominant ground slopes within the subdivisions over five percent (5%). Such contours shall be based on the Salt Lake City datum. The closest city benchmark shall be used, and its elevation called out on the map. Benchmark information shall be obtained from the city engineer;
10. A grading plan, showing by appropriate graphic means the proposed grading of the subdivision;
11. The approximate location of all isolated trees with a trunk diameter of four inches (4") or greater, within the boundaries of the subdivision, and the outlines of groves or orchards;
12. The approximate boundaries of areas subject to inundation or storm water overflow, and the location, width and direction of flow of all watercourses;
13. The existing use or uses of the property, and the outline of any existing buildings and their locations in relation to existing or proposed street and lot lines, drawn to scale;
14. A statement of the present zoning and proposed use of the property, as well as proposed zoning changes, whether immediate or future;
15. Any proposed public areas;
16. Any proposed lands to be retained in private ownership for community use. When a subdivision contains such lands, the subdivider shall submit, with the preliminary plat, the name and articles of incorporation of the owner or organization empowered to own, maintain and pay taxes on such lands;
17. The approximate widths, locations and uses of all existing or proposed easements for drainage, sewerage and public utilities;
18. The approximate radius of each curve;
19. The approximate layout and dimensions of each lot;
20. The area of each lot to the nearest one hundred (100) square feet;
21. A statement of the water source;
22. A statement of provisions for sewerage and sewage disposal;
23. Preliminary indication of needed major storm drain facilities;
24. The locations, names, widths, approximate grades and a typical cross section of curbs, gutters, sidewalks and other improvements of the proposed street and access easements, including proposed locations of all underground utilities;
25. Any existing or proposed dedications, easements and deed restrictions;
26. A preliminary landscaping plan, including, where appropriate, measures for irrigation and maintenance;
27. The location of any of the foregoing improvements which may be required to be constructed beyond the boundaries of the subdivision shall be shown on the subdivision plat or on the vicinity map as appropriate;
28. If it is contemplated that the development will proceed by units, the boundaries of such units shall be shown on the preliminary plat;
29. If required by the planning director, a preliminary soil report prepared by a civil engineer specializing in soil mechanics and registered by the state of Utah, based upon adequate test borings or excavations. If the preliminary soil report indicates the presence of critically expansive soils or other soil problems which, if not corrected, would lead to structural defects, a soil investigation of each lot in the subdivision may be required. The soil investigation shall recommend corrective action intended to prevent structural damage.