



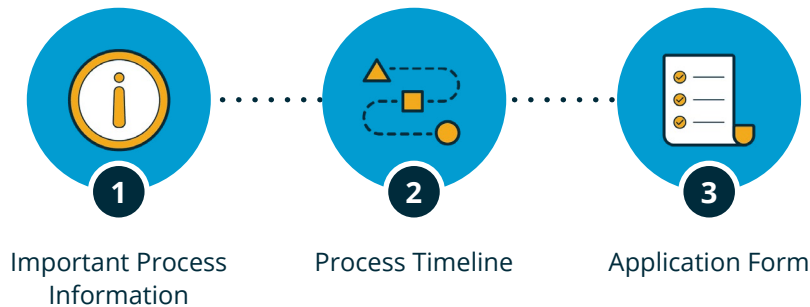
# PLANNING PROCESS //

## SUBDIVISION: PRELIMINARY CONDOMINIUM PLAT

### ABOUT THE APPLICATION

Thank you for your interest in submitting a Subdivision: Preliminary Condominium Plat application. The following packet will provide general information to get started on your project and guide you through the application process from start to finish. The package is broken down into three sections: Information about the application, a visual diagram of the application process, and the application form.

**We highly encourage you to work with our Planning staff prior to submitting an application.** For questions regarding any of the information listed in this packet or to set up a pre-submittal meeting please contact us at [zoning@slc.gov](mailto:zoning@slc.gov) or give us a call at 801.535.7757.



PLANNING DIVISION  
451 SOUTH STATE STREET ROOM 406  
PO BOX 145480  
SALT LAKE CITY, UT 84114-5480

[SLC.GOV/PLANNING](https://slc.gov/planning)  
[ZONING@SLC.GOV](mailto:ZONING@SLC.GOV)  
TEL 801-535-7757



### PURPOSE

A condominium plat is required for any condominium project as defined by state code.

### STEPS

The owner or developer of a proposed condominium project desiring approval shall file both a preliminary plat application and a final plat application. Preliminary plat approval is required before the final plat is requested.



### APPEAL OF DECISION ([20.30](#))

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 website.

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.



### CONSULTATION

If you have questions regarding the Subdivision: Preliminary Condominium Plat regulations or process, please contact the Salt Lake City Planning Counter staff at [zoning@slc.gov](mailto:zoning@slc.gov) or give us a call at 801-535-7757. If you would like to discuss your development plan in more detail, you can request a pre-submittal meeting with Planning staff by contacting the Planning Counter.

**Pre-submittal meetings are held on Thursdays in 30 minute slots between 1:30 and 3:30 pm.**

# PROCESS TIMELINE

## TIME FRAME

 2 - 3 MONTHS

- APPLICANT
- STAFF




### APPLICATION RECEIVED

*Application submitted and pre-screened to ensure submittal requirements are met and fees are paid.*



### PLANNER ASSIGNED

*Application reviewed by Planner to ensure complete documentation (if incomplete, the applicant will be provided a list of missing info to submit).*

 14 days



### APPLICATION MODIFICATIONS

*Modifications based on City Department review comments (if needed, applicant must submit updates).*

15 day review for single- or two-family dwellings, and townhomes



### DEPARTMENTAL REVIEW

*Plans are routed to applicable city departments and divisions for review.*



### STAFF APPROVAL

*Staff issues approval letter*



### FINAL PLAT

*Final plat application must be submitted within 18 months of the preliminary plat approval.*

**DISCLAIMER:** APPLICATION TIME FRAMES MAY VARY DEPENDING ON CURRENT WORKLOAD AND COMPLEXITY OF APPLICATIONS. INCOMPLETE OR MISSING INFORMATION ON DRAWINGS AND APPLICATION FORMS WILL DELAY THE PROCESS.

# SUBDIVISION: PRELIMINARY CONDOMINIUM PLAT

## IMPORTANT INFORMATION



### CONSULTATION

Available prior to submitting an application. For questions regarding the requirements, email us at [zoning@slc.gov](mailto:zoning@slc.gov).



### SUBMISSION

Submit your application online through the [Citizen Access Portal](#). Learn how to submit online by following the [step-by-step guide](#).



### REQUIRED FEES

- **\$652** filing fee, plus **\$37** per unit posted on the plat.
- Additional required notice fees will be assessed after submission.

## APPLICANT INFORMATION

PROJECT NAME (OPTIONAL)

ADDRESS OF SUBJECT PROPERTY

REQUEST

NAME OF APPLICANT

PHONE

MAILING ADDRESS

EMAIL

APPLICANT'S INTEREST IN PROPERTY (\*owner's consent required)

☐ Owner ☐ Architect\* ☐ Contractor\* ☐ Other\*

IF OTHER, PLEASE LIST

NAME OF PROPERTY OWNER (if different from applicant)

PHONE

MAILING ADDRESS

EMAIL

## OFFICE USE

CASE NUMBER

RECEIVED BY

DATE RECEIVED

PROPERTY TYPE ☐ New Construction ☐ Conversion

**DISCLAIMER:** 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.

## ACKNOWLEDGMENT OF RESPONSIBILITY

1. This is to certify that I am making an application for the described action by the City and that I am responsible for complying with all City requirements with regard to this request. This application will be processed under the name provided below.
2. By signing the application, I am acknowledging that I have read and understood the instructions provided for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that the documents provided are considered public records and may be made available to the public.
3. I understand that my application will not be processed until the application is deemed complete by the assigned planner from the Planning Division. I acknowledge that a complete application includes all of the required submittal requirements and provided documents comply with all applicable requirements for the specific applications. I understand that the Planning Division will provide, in writing, a list of deficiencies that must be satisfied for this application to be complete and it is the responsibility of the applicant to provide the missing or corrected information. I will keep myself informed of the deadlines for submission of material and the progress of this application.
4. I understand that a staff report will be made available for my review prior to any public hearings or public meetings. This report will be on file and available at the Planning Division and posted on the Division website when it has been finalized.

NAME OF APPLICANT

EMAIL

MAILING ADDRESS

PHONE

APPLICATION TYPE

SIGNATURE

DATE

## LEGAL PROPERTY OWNER CONSENT

If the applicant is not the legal owner of the property, a consent from property owner must be provided. Properties with a single fee title owner may show consent by filling out the information below or by providing an affidavit.

**Affirmation of sufficient interest:** I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to pursue the described action.

LEGAL DESCRIPTION OF SUBJECT PROPERTY

NAME OF OWNER

EMAIL

MAILING ADDRESS

SIGNATURE

DATE

- .....
1. If a corporation is fee titleholder, attach copy of the resolution of the Board of Directors authorizing the action.
  2. If a joint venture or partnership is the fee owner, attach copy of agreement authorizing action on behalf of the joint venture or partnership.
  3. If a Home Owner's Association is the applicant then the representative/president must attach a notarized letter stating they have notified the owners of the proposed application. A vote should be taken prior to the submittal and a statement of the outcome provided to the City along with the statement that the vote meets the requirements set forth in the CC&Rs.

**DISCLAIMER:** BE ADVISED THAT KNOWINGLY MAKING A FALSE, WRITTEN STATEMENT TO A GOVERNMENT ENTITY IS A CRIME UNDER UTAH CODE CHAPTER 76-8, PART 5. SALT LAKE CITY WILL REFER FOR PROSECUTION ANY KNOWINGLY FALSE REPRESENTATIONS MADE PERTAINING TO THE APPLICANT'S INTEREST IN THE PROPERTY THAT IS THE SUBJECT OF THIS APPLICATION.

Please provide the following information with your application. Confirm that you have included each of the requirements listed below by adding a check mark for each item.

CHECK	STAFF	REQUIREMENTS (20.10.040)
<input type="checkbox"/>	<input type="checkbox"/>	Required forms as provided by the planning director.
<input type="checkbox"/>	<input type="checkbox"/>	All applicable fees
<input type="checkbox"/>	<input type="checkbox"/>	The name and address of the subdivider, if different than the recorded owner, there shall be a statement from the recorded owner authorizing the subdivider to act on the owner’s behalf.
<input type="checkbox"/>	<input type="checkbox"/>	The name, address, phone number, email, of the person and organization preparing the subdivision documents.
		A preliminary plat map that includes (20.10.040.E):
<input type="checkbox"/>	<input type="checkbox"/>	1. A name that is not a duplicate of any other subdivision in the city or county. <b>Plat maps that are amending an existing subdivision shall include in the name of the original subdivision with the term “amendment” and a number indicating the next number of amendment that is proposed.</b> Example: “Subdivision X, Amendment 1” or “Subdivision X, Amending Lot Y”;
<input type="checkbox"/>	<input type="checkbox"/>	2. The names and addresses of the record of owner or owners. <b>Each name shall match with the names that appear on the title report for the property;</b>
<input type="checkbox"/>	<input type="checkbox"/>	3. The date the preliminary plat map was prepared;
<input type="checkbox"/>	<input type="checkbox"/>	4. A written and graphic scale that is adequate to be able to determine compliance with all applicable subdivision and zoning standards;
<input type="checkbox"/>	<input type="checkbox"/>	5. A description that defines the location and boundaries of the proposed subdivision;
<input type="checkbox"/>	<input type="checkbox"/>	6. The location, names, and existing widths and grades of adjacent streets;
<input type="checkbox"/>	<input type="checkbox"/>	7. The location, name, widths, and grades of all proposed streets. <b>All street names must be approved by Salt Lake County prior to preliminary plat application being submitted.</b> If a street is a numbered road, such as 100 South Street, it must be approved by the city engineer. To receive a name, a private street must be labeled as such on the plat. A street name will not be provided for cross access easements;
<input type="checkbox"/>	<input type="checkbox"/>	8. The names of adjacent subdivisions and the names of owners of adjacent land that is not within a recorded subdivision;
<input type="checkbox"/>	<input type="checkbox"/>	9. Elevation contours at one-foot intervals, for predominant ground slopes within the subdivision between level and 5%, and five-foot contours for predominant ground slopes within the subdivisions over 5%. Such contours shall be based on the Salt Lake City datum. <b>The elevation shall reference an existing benchmark or street monument set by the surveyor provided the elevation is provided and it is consistent with the vertical datum designation shown;</b>

CHECK	STAFF	REQUIREMENTS
<input type="radio"/>	<input type="radio"/>	10. A statement about the present zoning and proposed use of the property;
<input type="radio"/>	<input type="radio"/>	11. Any proposed public areas;
<input type="radio"/>	<input type="radio"/>	12. Any proposed lands to be retained in private ownership for common use by the owners of property within the subdivision. <b>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;</b>
<input type="radio"/>	<input type="radio"/>	13. The approximate radius of each curve;
<input type="radio"/>	<input type="radio"/>	14. The approximate layout and dimensions of each lot;
<input type="radio"/>	<input type="radio"/>	15. The area of each lot in square feet;
<input type="radio"/>	<input type="radio"/>	16. A statement of the water source;
<input type="radio"/>	<input type="radio"/>	17. A statement of provisions for sewerage and sewage disposal;
<input type="radio"/>	<input type="radio"/>	18. All required or needed major storm drain facilities. This may be provided in public improvement plans submitted with a final plat;
<input type="radio"/>	<input type="radio"/>	19. Any existing or proposed dedications, easements, and deed restrictions;
<input type="radio"/>	<input type="radio"/>	20. If the development contains lots that are units, the boundaries of such units shall be shown on the preliminary plat;
<input type="radio"/>	<input type="radio"/>	21. A slope classification map that indicates slopes more than 30% (three feet of rise for every ten horizontal feet) demarcated with a cross hatch and labeled as undevelopable when located in a foothill zoning district;
<input type="radio"/>	<input type="radio"/>	22. Any required setback or no build area from any water body when required by the adopted general plan or Title 21A Zoning;
<input type="radio"/>	<input type="radio"/>	23. The area of all blocks within the subdivision;
<input type="radio"/>	<input type="radio"/>	24. Demonstrate that the subdivision complies with all applicable subdivision design standards found in Chapter 20.26 Subdivision Standards and any requests for a modification to a subdivision design standard;
<input type="radio"/>	<input type="radio"/>	25. Identification of any adjacent parcels or lots that abut the subdivision, including providing parcel or lot boundaries, tax identification numbers, and addresses; and
<input type="radio"/>	<input type="radio"/>	26. Identification of any special flood hazard areas subject to inundation by the 1% annual chance (100 Year) flood based on the most recent FEMA FIRM panel.

CHECK	STAFF	REQUIREMENTS
		<b>Supplementary documents that include (20.10.040.F):</b>
<input type="radio"/>	<input type="radio"/>	1. A grading plan, showing by appropriate graphic means the proposed grading of the subdivision including existing and proposed contours and finished floor elevations of all buildings;
<input type="radio"/>	<input type="radio"/>	2. The approximate location of all isolated trees with a trunk diameter of four inches or greater, within the boundaries of the subdivision, and the outlines of wooded areas;
<input type="radio"/>	<input type="radio"/>	3. The approximate boundaries of areas subject to inundation or stormwater overflow, and the location, width, and direction of flow of all watercourses. This may be provided in public improvement plans submitted with a final plat;
<input type="radio"/>	<input type="radio"/>	4. The approximate widths, locations, and uses of all existing or proposed easements for drainage, sewerage, and public utilities;
<input type="radio"/>	<input type="radio"/>	5. 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;
<input type="radio"/>	<input type="radio"/>	6. 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. This may be provided in public improvement plans submitted with a final plat;
<input type="radio"/>	<input type="radio"/>	7. The location of any of the foregoing improvements which may require to be constructed beyond the boundaries of the subdivision shall be shown on the subdivision plat or on the vicinity map as appropriate. This may be provided in public improvement plans submitted with a final plat;
<input type="radio"/>	<input type="radio"/>	8. A phase one environmental site assessment report to identify the presence of any harmful, dangerous, or hazardous material or pollutant that may be present on any land within a subdivision that is intended to be dedicated to the public. <b>This is not required if there is no land dedication within the boundaries of the subdivision;</b> and
<input type="radio"/>	<input type="radio"/>	9. If the subdivision includes slopes over 30% or is in a fault rupture zone, a preliminary geotechnical report prepared by a civil engineer specializing in soil mechanics and registered by the State of Utah, based upon adequate test borings or excavations shall be submitted. <b>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.</b> The soil investigation shall recommend corrective action intended to prevent structural damage. This may be required to be submitted after the application is considered complete as part of the substantive review of the application or as a condition of preliminary approval;

CHECK	STAFF	REQUIREMENTS
		<b>Preliminary Plat for Condominium (20.10.040.G):</b>
<input type="radio"/>	<input type="radio"/>	<b>1. A condominium declaration and plat that complies with applicable Utah Code Chapter 57-8 Condominium Ownership Act or its successor. The declaration shall also include:</b>
<input type="radio"/>	<input type="radio"/>	<b>a.</b> A statement that the homeowners' association may regulate, limit, or prohibit rentals of condominium units;
<input type="radio"/>	<input type="radio"/>	<b>b.</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;
<input type="radio"/>	<input type="radio"/>	<b>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:</b>
<input type="radio"/>	<input type="radio"/>	<b>(1).</b> The tenant shall agree to comply with all the terms and conditions of the condominium declaration and bylaws;
<input type="radio"/>	<input type="radio"/>	<b>(2).</b> The tenant shall agree not to allow or commit any nuisance, waste, unlawful or illegal act upon the premises; and
<input type="radio"/>	<input type="radio"/>	<b>(3).</b> 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 the owner's rights and remedies under the lease agreement to do so;
<input type="radio"/>	<input type="radio"/>	<b>d.</b> 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;
<input type="radio"/>	<input type="radio"/>	<b>e.</b> 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;
<input type="radio"/>	<input type="radio"/>	<b>f.</b> A statement that the maintenance of the shared utilities and other shared infrastructure is the responsibility of the homeowner's association; and
<input type="radio"/>	<input type="radio"/>	<b>g.</b> Each condominium unit must be identified by a number in numerical order;

CHECK	STAFF	REQUIREMENTS
		2. <b>If the proposed condominium is converting an existing building, the following additional info is required:</b>
<input type="radio"/>	<input type="radio"/>	a. A property report must be prepared consistent with the requirements of Section 18.32.050 of this 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;
<input type="radio"/>	<input type="radio"/>	b. 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 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; and
<input type="radio"/>	<input type="radio"/>	c. The preliminary plat map shall include all information required by Utah Code Section 57-8-13 or its successor;

INCOMPLETE INFORMATION WILL NOT BE ACCEPTED

INITIALS

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CHECK	STAFF	SUBDIVISION AMENDMENT REQUIREMENTS ( <a href="#">20.10.040.H</a> )
		<b>If the application is a subdivision amendment, the following shall be provided in addition to the previous listed items for preliminary plat:</b>
<input type="radio"/>	<input type="radio"/>	1. A name that is not a duplicate of any other subdivision in the city or county. <b>Plat maps that are amending an existing subdivision shall include in the name of the original subdivision with the term “amendment” and a number indicating the next number of amendment that is proposed.</b> Example: “Subdivision X, Amendment 1” or “Subdivision X, Amending Lot Y”;
<input type="radio"/>	<input type="radio"/>	2. The boundaries of the proposed subdivision amendment and the total number of lots being proposed because of the amendment;
<input type="radio"/>	<input type="radio"/>	3. Identification of the lots that are subject to the amendment;
<input type="radio"/>	<input type="radio"/>	4. If the amendment includes land that is outside of the existing boundary of the subdivision, a new description of the boundary, the legal descriptions of the land that is proposed to be added to the subdivision, the number, size, and dimensions of all lots subject to the proposed amendment;
<input type="radio"/>	<input type="radio"/>	5. The signature of all owners within the subdivision indicating consent to the proposed subdivision. If not all owners have consented, a list of recorded names of the owners who have not consented to the subdivision amendment; and
<input type="radio"/>	<input type="radio"/>	6. <b>If the amendment includes an alteration to a public street, alley or other right of way or an alteration to any public easement or note on the plat that grants any public interest, consent from the entity that has a right to the street, easement, or note that the subdivider may proceed with the proposed amendment. In addition, the application shall include the following information about any alterations:</b> <div><div>a. The legal description of the public street, alley or other right of way or easement or note as it currently exists and how it would be described if the amendment were to be approved;</div><div>b. Appropriate infrastructure plans for the modification of any public street, alley, or other right of way. This may be provided in public improvement plans submitted with a final plat; and</div><div>c. If required, a draft written agreement to purchase the entirety or portion of any street, alley, or right of way or any public easement that is proposed to be amended by the subdivision.</div></div>

INCOMPLETE INFORMATION WILL NOT BE ACCEPTED

INITIALS

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