



**CITY OF WEST JORDAN**

8000 South Redwood Road

West Jordan, Utah 84088

Office of Development Assistance (801) 569-5180

Planning Division (801) 569-5060

Engineering Department (801) 569-5070

Building & Safety Division (801) 569-5050

Fire Marshal (801) 260-7300

## **CONDOMINIUM CONVERSION INFORMATION**

### **PURPOSE**

The purpose of the '*Condominium Conversion*' process is to provide the Applicant with information necessary to plan for, apply for, submit and receive approval for a condominium conversion in the City of West Jordan.

By providing the required information it will enable the timely completion of your project. Not providing the necessary information will require the return of the application and submitted documents to the Applicant, and will unnecessarily delay progress and final approval.

This document is meant to act as a guide to the Applicant. Individual projects may require additional information be provided, depending upon the project.

### **CONTENTS**

The following documents are provided to help you through the process, from application to approval.

- Condominium Conversion Checklists
- City of West Jordan Application
- Property Owner Affidavit
- Application Fees
- Condominium Conversion Process

### **WHAT IS A COMPLETE APPLICATION?**

A complete application will include all of the documents listed above; including items listed in the condominium conversion checklists. Partial submittals will not be accepted.

### **SUBMITTAL MEETING**

A submittal meeting is required to allow staff to check your application for completeness. Please contact ODA at (801)569-5182 or (801)569-5183 to schedule your submittal meeting.

### **GETTING HELP**

Once your application has been submitted, a Project Team will be assigned to the project. The Office of Development Assistance (ODA) Development Coordinator is your point of contact. You can contact your assigned Development Coordinator for project status inquiries or to contact any of the Project Team for information about their various specialties.



# CONDOMINIUM CONVERSION OFFICE OF DEVELOPMENT ASSISTANCE

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

PROJECT \_\_\_\_\_

Your Checklist	City Checklist	Description
<input type="checkbox"/>	<input type="checkbox"/>	Application.
<input type="checkbox"/>	<input type="checkbox"/>	Fees
<input type="checkbox"/>	<input type="checkbox"/>	Owners Affidavit
<input type="checkbox"/>	<input type="checkbox"/>	6 copies of the plat at a scale no smaller than 1"=100'
<input type="checkbox"/>	<input type="checkbox"/>	1 reduced copy on 11 x 17 paper.
<input type="checkbox"/>	<input type="checkbox"/>	Stamped and signed by a professional engineer registered in Utah
<input type="checkbox"/>	<input type="checkbox"/>	Owner's Dedication
<input type="checkbox"/>	<input type="checkbox"/>	Notice to Tenants: <ol style="list-style-type: none"> <li>1. A statement of the intent of the owner to convert the building to a condo,</li> <li>2. The date by which tenants will need to vacate the building, and</li> <li>3. The approximate date when construction will begin to convert the building.</li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	List identifying the names and apartment numbers for all tenants noticed
<input type="checkbox"/>	<input type="checkbox"/>	Affidavit certifying that all tenants were personally delivered a copy of the notice
<input type="checkbox"/>	<input type="checkbox"/>	Notaries Acknowledgement
<input type="checkbox"/>	<input type="checkbox"/>	Report of Building Official
<input type="checkbox"/>	<input type="checkbox"/>	Envelopes: Stamped (not metered) and addressed letter-sized (#10) envelopes with the name of property owners within a 300' radius of the boundary of the subject property. Do not use envelopes with your business return address
<input type="checkbox"/>	<input type="checkbox"/>	Property Owners List: Provide a copy of the list of property owners mentioned above.
<input type="checkbox"/>	<input type="checkbox"/>	CD of all plans in PDF Format



## CONDOMINIUM CONVERSION PLANNING DEPARTMENT

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

PROJECT \_\_\_\_\_

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Paper Mylar Size - 24 x 36 inches.
<input type="checkbox"/>	<input type="checkbox"/>	Border Lines - heavy lines leaving a space of at least 1-1/2-inch on the left side and 1/2-inch margin on the other sides.
<input type="checkbox"/>	<input type="checkbox"/>	Orientation - top faces either north or west.
<input type="checkbox"/>	<input type="checkbox"/>	Waterproof Black Ink
<input type="checkbox"/>	<input type="checkbox"/>	Scale - not smaller than 100-feet to the inch.
<input type="checkbox"/>	<input type="checkbox"/>	Workmanship - neat, clean cut and readable.
<input type="checkbox"/>	<input type="checkbox"/>	Subdivision Name - at the top of the sheet.
<input type="checkbox"/>	<input type="checkbox"/>	North Arrow and Date
<input type="checkbox"/>	<input type="checkbox"/>	Signatures and Seals - with appropriate notarial acknowledgements.
<input type="checkbox"/>	<input type="checkbox"/>	Survey – is to close within a tolerance of 1-foot to 20,000-feet.
<input type="checkbox"/>	<input type="checkbox"/>	Boundaries – proper bearing and dimensions, tied to public survey monuments.
<input type="checkbox"/>	<input type="checkbox"/>	Agreements - Copies of final agreements with adjacent property owners
<input type="checkbox"/>	<input type="checkbox"/>	Landscape and Irrigation Plans for all public landscaping
<input type="checkbox"/>	<input type="checkbox"/>	Meet provisions of State Law
<input type="checkbox"/>	<input type="checkbox"/>	Covenants, conditions and restrictions (CC&R's)
<input type="checkbox"/>	<input type="checkbox"/>	Homeowners Association to ensure maintenance of common open space

**Show the following information on a separate sheet**

Your Check	City Check	Description
		<b>The following dimensions shall be shown on the floor plans:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Exterior dimensions
<input type="checkbox"/>	<input type="checkbox"/>	All perimeters dimensions of each unit
<input type="checkbox"/>	<input type="checkbox"/>	Hallways, stairwells, escapes and shafts
<input type="checkbox"/>	<input type="checkbox"/>	Exterior wall thickness and common well thickness
<input type="checkbox"/>	<input type="checkbox"/>	Ownership of attic space
<input type="checkbox"/>	<input type="checkbox"/>	Interior square footage of each proposed unit
		<b>Legend showing:</b>
<input type="checkbox"/>	<input type="checkbox"/>	Private ownership – slashed lines
<input type="checkbox"/>	<input type="checkbox"/>	Common areas – bold outline
<input type="checkbox"/>	<input type="checkbox"/>	Limited common areas – cross-hatching
<input type="checkbox"/>	<input type="checkbox"/>	Certificate of building specifications of existing buildings signed by a licensed surveyor
<input type="checkbox"/>	<input type="checkbox"/>	Elevations of floors, ceilings and their thickness



## CONDOMINIUM CONVERSION

**Additional Information: The following information can be supplied either with the plat map or on a separate Cover/Title sheet**

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Phases – All proposed phases of development, numbered and defined, with timetable for development
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed lot lines, numbers, dimensions and area
<input type="checkbox"/>	<input type="checkbox"/>	Overall subdivision layout
<input type="checkbox"/>	<input type="checkbox"/>	Boundary lines and dimensions
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed fences
<input type="checkbox"/>	<input type="checkbox"/>	Existing buildings
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed streetlights
<input type="checkbox"/>	<input type="checkbox"/>	Street layout: including curb, gutter, and sidewalk
<input type="checkbox"/>	<input type="checkbox"/>	Geologic obstacles – floodplain, sensitive hillsides, wetlands, 100 year flood plains
<input type="checkbox"/>	<input type="checkbox"/>	Proposed dedication of public use areas – Right of ways
<input type="checkbox"/>	<input type="checkbox"/>	Hillside District Overlay Zone - The project is within the Hillside District Overlay Zone
<input type="checkbox"/>	<input type="checkbox"/>	Well Protection Overlay Zone - The project is within the Well Protection Zone
<input type="checkbox"/>	<input type="checkbox"/>	Airport Overlay Zone - The project is within the Airport Zone

### REPORT OF PROPERTY CONDITION

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Age of building(s)
<input type="checkbox"/>	<input type="checkbox"/>	Copies of original building plans, with disclosure that building(s) conforms to plans
<input type="checkbox"/>	<input type="checkbox"/>	Condition of structural elements including paint or exterior surfaces, roof, foundations, walls, mechanical, electrical, plumbing and heating systems.
<input type="checkbox"/>	<input type="checkbox"/>	All known conditions which may require repair or replacement within five (5) years
<input type="checkbox"/>	<input type="checkbox"/>	Plan showing which part of the system will be maintained in common and which systems are private
<input type="checkbox"/>	<input type="checkbox"/>	Size of water service line(s) from meter to buildings
<input type="checkbox"/>	<input type="checkbox"/>	Size and location of sewer lateral(s)
<input type="checkbox"/>	<input type="checkbox"/>	Electrical capacity for each unit (amps)
<input type="checkbox"/>	<input type="checkbox"/>	Condition of paving on private streets, driveways, parking areas, sidewalks and curbs and similar areas
<input type="checkbox"/>	<input type="checkbox"/>	A detailed plan for parking and traffic circulation. Include a statement as to whether or not the existing parking is in compliance with the current parking standards, if not, how and where additional parking will be provided.



# CONDOMINIUM CONVERSION

## REPORT OF BUILDING OFFICIAL

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Report provided by the Building Official <ol style="list-style-type: none"> <li>1. Inspection of the buildings to be converted</li> <li>2. Specifying any deficiencies found relating to the existing buildings or verifying compliance with condo construction standards.</li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	Report of property condition

## DECLARATION, as required by Utah Code which shall include the following:

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Description of the land included within the project
<input type="checkbox"/>	<input type="checkbox"/>	The linear measurement and location of the exterior boundaries of the building(s)
<input type="checkbox"/>	<input type="checkbox"/>	Diagrammatic floor plans of the building, identifying each convertible space and physical unit.
<input type="checkbox"/>	<input type="checkbox"/>	A description or delineation of the boundaries of any unit or convertible space not contained in the building.
<input type="checkbox"/>	<input type="checkbox"/>	A distinguishing number for every unit.
<input type="checkbox"/>	<input type="checkbox"/>	The location and dimensions of all easements
<input type="checkbox"/>	<input type="checkbox"/>	Label "convertible space" for each such space
<input type="checkbox"/>	<input type="checkbox"/>	The location and dimensions of convertible lands
<input type="checkbox"/>	<input type="checkbox"/>	The location and dimensions of any withdrawable lands
<input type="checkbox"/>	<input type="checkbox"/>	A description of the building stating <ol style="list-style-type: none"> <li>1. Architecture</li> <li>2. Number of stories</li> <li>3. Number of basements</li> <li>4. Number of units</li> <li>5. Principal materials</li> <li>6. Description of improvements contained in the project.</li> </ol>
<input type="checkbox"/>	<input type="checkbox"/>	Description of common areas and facilities
<input type="checkbox"/>	<input type="checkbox"/>	Name and address of person authorized to receive service or process.
<input type="checkbox"/>	<input type="checkbox"/>	If the project contains convertible land a statement is required providing the following <ol style="list-style-type: none"> <li>1. maximum number of units within each convertible land</li> <li>2. Compatibility with structures within the condominium project</li> </ol>

**COVENANTS, CONDITIONS AND RESTRICTIONS** – The owner/developer may establish covenants, conditions and restrictions governing uses, development and maintenance standards, to be recorded with the plat, including the following:

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Typed on 8.5 x 11 paper <ol style="list-style-type: none"> <li>1. Printed on one side only</li> <li>2. Two inch margin on left top of the first page (for recorders use)</li> <li>3. Signed and acknowledged by all person have an ownership</li> </ol>



## CONDOMINIUM CONVERSION

**HOMEOWNERS ASSOCIATION** – To ensure maintenance of the common open space and other improvements the owner/developer shall incorporate under the laws of the state a homeowners association prior to recording the final plat, including the following:

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Mandatory membership
<input type="checkbox"/>	<input type="checkbox"/>	Permanent common open space restrictions
<input type="checkbox"/>	<input type="checkbox"/>	Liability insurance
<input type="checkbox"/>	<input type="checkbox"/>	Property taxes
<input type="checkbox"/>	<input type="checkbox"/>	Maintaining recreational and other facilities
<input type="checkbox"/>	<input type="checkbox"/>	All lot owners to pay their prorated share of costs
<input type="checkbox"/>	<input type="checkbox"/>	Assessments levied by the association may become a lien
<input type="checkbox"/>	<input type="checkbox"/>	

If the homeowners' association does not maintain the common open space and improvements as required, the city may, at its option, perform the maintenance or contract to have the maintenance performed. The city may recover all costs incident thereto by means of a lien against the involved properties or the members of the homeowners association.



# CONDOMINIUM CONVERSION ENGINEERING DEPARTMENT

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

PROJECT \_\_\_\_\_

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Survey Monument
<input type="checkbox"/>	<input type="checkbox"/>	Lots, Blocks and Parcels Offered for Dedication
<input type="checkbox"/>	<input type="checkbox"/>	Right-of-Way Lines
<input type="checkbox"/>	<input type="checkbox"/>	Lot Numbering
<input type="checkbox"/>	<input type="checkbox"/>	Street Numbering
<input type="checkbox"/>	<input type="checkbox"/>	Easements
<input type="checkbox"/>	<input type="checkbox"/>	Sufficient ties are to be shown to locate the easement
<input type="checkbox"/>	<input type="checkbox"/>	Monument Location
<input type="checkbox"/>	<input type="checkbox"/>	Right-of-Way Monuments
<input type="checkbox"/>	<input type="checkbox"/>	Survey Information and Certificate - name, stamp and signature of registered surveyor
<input type="checkbox"/>	<input type="checkbox"/>	Metes and Bounds Description
<input type="checkbox"/>	<input type="checkbox"/>	Utility Signature Blocks for : natural gas, electric power, telephone and cable
<input type="checkbox"/>	<input type="checkbox"/>	City Of West Jordan Signature Blocks for: City Engineer, City Attorney, City Council (a signature line for the Mayor and an attestation by the City Recorder) and County Recorder
<input type="checkbox"/>	<input type="checkbox"/>	Lands Reserved in Private Ownership for Community Use
<input type="checkbox"/>	<input type="checkbox"/>	Outside Agency/Entities Approvals which might be affected by the project
<input type="checkbox"/>	<input type="checkbox"/>	Street lights existing and proposed
<input type="checkbox"/>	<input type="checkbox"/>	Fire hydrants
<input type="checkbox"/>	<input type="checkbox"/>	Adjoining lot lines or property owners
<input type="checkbox"/>	<input type="checkbox"/>	Fencing notes
<input type="checkbox"/>	<input type="checkbox"/>	Any other special notes or requirements
<input type="checkbox"/>	<input type="checkbox"/>	Any necessary agreements with adjacent property owners regarding storm drainage, irrigation or other matters



# CITY OF WEST JORDAN COMMUNITY DEVELOPMENT APPLICATION

8000 South Redwood Road  
(801) 569-5180

Sidwell # \_\_\_\_\_ Acreage: \_\_\_\_\_ Lots: \_\_\_\_\_ Zoning: \_\_\_\_\_

**Project Location:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

<b>Type of Application:</b>	<input type="checkbox"/> Subdivision	<input type="checkbox"/> Conditional Use Permit
	<input type="checkbox"/> Site Plan	<input type="checkbox"/> General Land Use Amendment
	<input type="checkbox"/> Rezone	<input type="checkbox"/> Agreement
	<input type="checkbox"/> Condominium	<input type="checkbox"/> Other _____

**Applicant:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone: Office:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone: Office:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email** \_\_\_\_\_

**Engineer:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone: Office:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email** \_\_\_\_\_

**Architect:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone: Office:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Project #:	_____	Date:	_____
Received By: ODA	_____	PLANNING	_____
		ENGINEERING	_____



# WEST JORDAN CITY DEVELOPMENT APPLICATION FEES



8000 South Redwood Road  
(801) 569-5180

Preliminary and Final Review fee amount includes two (2) reviews.  
Additional reviews will be charged at the supplemental rate as noted.

The fees listed here are in no way a guarantee that these are the only fees assessed by the City of West Jordan.

## **MAJOR SUBDIVISION REVIEW (10 Lots or more)**

_____ Preliminary Subdivision Review – PRPS	\$1,380 plus \$40 per Lot (includes 2 reviews)
_____ Preliminary Supplemental Review - PPRS	\$80.50 Hourly Charge
_____ Engineering Review Fee -- ERIA	\$1,000 (includes 2 reviews)
_____ Final Subdivision Review – RFS	\$1,685 plus \$40 per Lot (includes 2 reviews)
_____ Final Supplemental Review - RFSL	\$77 Hourly Charge

## **MINOR SUBDIVISION REVIEW (9 Lots or fewer)**

_____ Preliminary Subdivision Review --PLM	\$1,015 plus \$40 per Lot (includes 2 reviews)
_____ Preliminary Supplemental Review - PLMS	\$82 Hourly Charge
_____ Engineering Review Fee -- ERIA	\$1,000 (includes 2 reviews)
_____ Final Subdivision Review -- RMSF	\$1,215 plus \$40 per Lot (includes 2 reviews)
_____ Final Supplemental Review -- SFMS	\$79.50 Hourly Charge

## **AMENDED MAJOR AND MINOR SUBDIVISION REVIEW**

_____ Major Amended Subdivision -- ASRL	\$1,685 plus \$40 per Lot (includes 2 reviews)
_____ Major Amended Supplemental Review- RFSL	\$77 Hourly Charge
_____ Minor Amended Subdivision - SPMA	\$1,215 plus \$40 per Lot (includes 2 reviews)
_____ Minor Amended Supplemental Review- SFMS	\$79.50 Hourly Charge
_____ Engineering Review Fee – EAPR	\$350 (includes 2 reviews)

## **LOT LINE ADJUSTMENT**

_____ Lot Line Adjustment – LLA	\$1,200
_____ Supplemental Review – LLAS	\$81 Hourly Charge
_____ Engineering Review Fee – ERIA	\$1,000 (includes 2 reviews)

## **CONDOMINIUM PLAT/CONDOMINIUM CONVERSION**

_____ Preliminary Condominium Plat - PCP	\$1,380 plus \$40 per Lot (includes 2 reviews)
_____ Preliminary Condominium Supplemental - PCPS	\$80.50 Hourly Charge
_____ Engineering Review Fee - EAPR	\$350 (includes 2 reviews)
_____ Final Condominium Plat - FCP	\$1,685 plus \$40 per Lot (includes 2 reviews)
_____ Final Condominium Supplemental –FCPS	\$77 Hourly Charge

## **AMENDED CONDOMINIUM PLAT**

_____ Condominium Amended Plat --FCPA	\$1,685 plus \$40 per Lot
_____ Condominium Amended Supplemental –ACPS	\$77 Hourly Charge
_____ Engineering Review Fee - EAPR	\$350 (includes 2 reviews)

## **PLANNED COMMUNITY, PLANNED RESIDENTIAL DEVELOPMENT, WEST SIDE PLANNING AREA, TRANSIT STATION OVERLAY DISTRICT**

_____ Preliminary Subdivision Review --PDPR	\$2,010 plus \$40 per Lot
_____ Preliminary Supplemental Review – PRDS	\$83 Hourly Charge
_____ Engineering Review Fee -- EAPR	\$1000 (includes 2 reviews)
_____ Final Subdivision Review - FDPR	\$1,990 plus \$40 per Lot
_____ Final Supplemental Review – PRFS	\$80 Hourly Charge

## **AMENDED FINAL PLANNED COMMUNITY, PLANNED RESIDENTIAL DEVELOPMENT, WEST SIDE PLANNING AREA, TRANSIT STATION OVERLAY DISTRICT**

_____ Amended Final Subdivision --ADPR	\$1,990 plus \$40 per Lot
_____ Amended Final Supplemental – ADPS	\$80 Hourly Charge
_____ Engineering Review Fee -- EAPR	\$350 (includes 2 reviews)

## **SECTION 3.0**

### **CONDOMINIUM CONVERSION PROCESS**

#### **3.1 GENERAL**

The Condominium Conversion Process is for existing residential and commercial projects, which will 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 conversion process is to obtain formal approval, by the Planning Commission. All information and procedures must comply with the provisions of the West Jordan Municipal Code and the Utah Code.

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

#### **3.2 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.

#### **3.3 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 site plan and subdivision plat.

#### **3.4 CONDOMINIUM CONVERSION SUBMITTAL**

The condominium conversion process can be initiated by submitting the application to the community development department along with items listed on the condominium conversion checklists and a copy of the following documents:

1. 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.
2. 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.

The community development department staff will check to make sure the application is complete. No application will be accepted until a determination has been made that the application is complete

### **3.5 CITY REVIEW OF CONDOMINIUM CONVERSION SUBMITTAL**

The initial review of these documents will be completed as individual departments, however, a city staff project team will be assembled which will include a member from each department.

The first review may take between 2 to 3 weeks, based upon the plans submitted and number of projects in for review. Subsequent reviews, if needed, will be completed in 1 week. The applicant should work directly with the project team to satisfy each department's requirements.

### **3.6 PLANNING COMMISSION REVIEW AND ACTION**

Once the development team has completed their review and determined it is complete, the City Planner will schedule the condominium conversion for a Planning Commission meeting for their review and action. The following items will be completed as part of this task:

- A. Scheduling and Public Notices - The City Planner will schedule the condominium conversion for review by the Planning Commission and arrange for publication of notice of a public hearing.
- B. Staff Report Preparation - The Planning Division will prepare a staff report for Planning Commission review.
- C. Review and Action –For a condominium conversion to be approved by the Planning Commission, the applicant must attend the Planning Commission meeting to explain the proposal and answer questions. Once all questions have been answered to the satisfaction of the Planning Commission, the Planning Commission will take action in one of the following forms:
  1. Approval of the condominium conversion.
  2. Approval with modifications or conditions.
  3. Postpone were further information or input is necessary
  4. Deny the condominium conversion.

Notice of the action will be sent to the applicant, by the community development department, regarding the Planning Commission's action.

### **3.7 FINAL CONDOMINIUM CONVERSION DOCUMENT SUBMITTAL**

After the Planning Commission approval, the applicant will prepare the final mylar for signatures.

It is the Applicants responsibility to obtain signatures of the following companies:

- a. Natural gas provider
- b. Salt Lake County Flood Control District
- c. Salt Lake County Board of Health
- d. Cable provider
- e. Telephone service provider
- f. Electric service provider
- g. Signatures of property owners, beneficiaries.
- h. Others as required.

After obtaining the required signatures, the original mylar, along with a title report no later than 30 days can be submitted to the city.

### **3.8 FINAL PLAT RECORDATION**

An appointment is made between city staff and developer to meet at the Salt Lake County Recorders Office to record the condominium conversion plat. The developer is to bring the executed Covenants, Conditions, Restrictions and the Homeowners Association documents to be recorded in conjunction with the plat.

The Applicant is to be responsible for providing all information necessary, including recording fees, to meet the Salt Lake County Recorder's requirements for recordation. The City of West Jordan is only there to provide a continuous chain of custody.

### **3.9 EXPIRATION OF FINAL PLAT APPROVAL**

If the final plat is not recorded within 24-months from the date of final approval, such approval is to be null and void. The time period may be extended by the zoning administrator for up to an additional six (6) months period for good cause shown with the Applicant petitioning the City prior to expiration of the original time period.

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