



Development Services
439 W Utah Ave. Payson, UT 84651
Phone: 801-465-5204
www.paysonutah.org

Condominium Conversion
Development Review Committee Submittal Form

Table with 2 columns: 'For Office Use Only' and 'Review Fees'. Includes fields for Application #, Date, Approval Date, PC Public Hearing Date, CC Meeting Date, Denial Date, Application Fee (\$300), and Noticing Fee (\$60).

Proposed Project Name: _____

Project Location: _____ Commercial [] Industrial []

Utah County Parcel No(s): _____ Total Acreage: _____

General Description of Project: _____

Property Owner Name: _____

Address: _____

Phone #: _____ Email: _____

Property Owner Signature: _____ Date: _____

Authorized Representative Contact Information: (Per the owner's signature and by indicating an authorized representative, all communication from the city regarding the project will be directed to the authorized representative.)

Name: _____

Company Name: _____

Address: _____

Phone #: _____ Email: _____

SUBMITTAL CHECKLIST (applicant – please ensure all items are included in this submittal)

- 1. Condominium Plat
2. Plans and Profiles
3. Construction Drawings
4. Summary Statement
5. Common Area Description/Maintenance Plan
6. Open Space Easements
7. Articles of Incorporation, Corporation By-Laws, CC&R'S, and Management Policies/Declaration of Condominium Management Agreement
8. Letter of Condominium Status
9. Utah County Condominium Checklist Items

Items required following final approval:

- | | |
|--|---|
| <input type="checkbox"/> 1. Water Rights | <input type="checkbox"/> 4. Performance Guarantee |
| <input type="checkbox"/> 2. Testing and Inspection Fees | <input type="checkbox"/> 5. Electrical Fees |
| <input type="checkbox"/> 3. Title Report/Tax History (to be verified by staff) Note: All taxes must be current prior to recordation of the plat. | <input type="checkbox"/> 6. Mylar for Recording |
| | <input type="checkbox"/> 7. Preconstruction Meeting |

I certify that this application and all the information submitted as a part of this application is true, complete, and accurate to the best of my knowledge. I acknowledge that I have reviewed the applicable sections of the Payson City Municipal Code, that items and checklists contained in this application are basic and minimum requirements only, and that other requirements may be imposed that are unique to individual projects or uses. I agree to comply with any and all applicable laws, ordinances, and resolutions in effect at this time. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Payson City may rescind any approval or take any other legal or appropriate action. I also agree to allow the staff, planning commission, city council, or appointed agents of the city to enter the subject property to make any necessary inspections thereof.

Signature Authorized Agent/Owner (if no agent): _____ Date: _____

SUBMITTAL REQUIREMENTS

Submit to: Development Services, 439 W Utah Avenue, Payson, UT

Submit both paper and electronic:

1. **Paper** submittal:
 - a. Plan sets - One (1) sized 11" x 17"
 - b. All reports and other documentation - One (1) set sized 8.5" x 11"
2. **Electronic** submittal on CD or thumb drive:
 - a. a full plan set in one (1) single pdf
 - b. an electronic design file AutoCAD 2014 format (N.A.D. 83 Coordinates)
 - c. reports (drainage, geotechnical, title) and other documentation each in a separate pdf.

Submit Fee: (per calculation) (Payable to Payson City)

NOTE:

1. Applications will not be accepted without ALL the required submittal materials. The city will not hold partial submittals.
2. Acceptance of this submittal to the Development Review Committee (DRC) for review is not an acknowledgement by the city of a complete application. This determination will be made by the DRC in accordance with UCA 10-9a-509.5.

ADDITIONAL INFORMATION (Links)

Payson City Code, Title 12, Subdivision Ordinance

https://payson.municipalcodeonline.com/book?type=ordinances#name=Title_12_Subdivision_Regulations

Payson City Code, Title 14, Sensitive Lands

https://payson.municipalcodeonline.com/book?type=ordinances#name=Title_14_Sensitive_Lands

Payson City Planning and Zoning Page - <https://www.paysonutah.org/planningandzoning>

Payson City Standards and Specifications - <https://www.paysonutah.org/publicworks/page/engineering-documents>

Utah MUTCD - <https://mutcd.fhwa.dot.gov/index.htm>