



Planning Division (801) 569-5060  
Engineering Department (801) 569-5070  
Building & Safety Division (801) 569-5050  
Fire Marshal (801) 260-7300

City of West Jordan  
8000 South Redwood Road  
West Jordan, Utah 84088

## CONDOMINIUM CONVERSION INFORMATION

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### GENERAL

The purpose of the attached documents is to provide information necessary to plan for, apply for and submit the necessary information to obtain 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 you and will unnecessarily delay progress and final approval.

This document is meant to act as a guide for individual projects and may require additional information be provided, depending upon the nature of the project.

### CONTENTS

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

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

### WHAT IS A COMPLETE APPLICATION

A complete application will include all of the documents listed above, including items listed in the 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 the Development Coordinator at 801 569-5060 to schedule your submittal meeting.

### GETTING HELP

Once your application has been submitted, a Project Team will be assigned to the project. The Planner is your point of contact and you can contact them for project status inquiries or to the Project Team for information about their various specialties.



# Development Application

8000 South Redwood Road, 2<sup>nd</sup> Floor, South  
801-569-5060

[WJPlanning@westjordan.utah.gov](mailto:WJPlanning@westjordan.utah.gov)

Property:

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

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

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

- |   |  |   |                                |
|---|--|---|--------------------------------|
| Type of Application:                                | <input type="checkbox"/> Concept             | <input type="checkbox"/> Preliminary          | <input type="checkbox"/> Final |
| <input type="checkbox"/> Agreement                  | <input type="checkbox"/> Site Plan           | <input type="checkbox"/> Temporary Use Permit |                                |
| <input type="checkbox"/> Conditional Use Permit     | <input type="checkbox"/> Site Plan Amended   | <input type="checkbox"/> Zone Change          |                                |
| <input type="checkbox"/> Design Review Committee    | <input type="checkbox"/> Subdivision Major   | <input type="checkbox"/> Planned Community    |                                |
| <input type="checkbox"/> Development Plan           | <input type="checkbox"/> Subdivision Minor   |   |                                |
| <input type="checkbox"/> General Land Use Amendment | <input type="checkbox"/> Subdivision Amended |   |                                |

Other: \_\_\_\_\_

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

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

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

Consultant: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

**\*\* Property Owner(s):**

(1) Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

(2) Name: \_\_\_\_\_

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

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

Phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Email: \_\_\_\_\_

*\*\* Applicant must identify as a "Property Owner", all holders of any legal title to the Property; if necessary, attach additional page(s) to this Application to identify additional Property Owners.*

By signing below, the Applicant hereby represents, and affirms the following:

1. Definitions.

- a. "Application": Application includes (i) this Application form, (ii) the Property Owner(s) Affidavit, and (iii) all information (whether written or verbal) provided by the Applicant, by the Consultant, by the Property Owner(s), or by any other person or entity engaged by the Applicant or the Property Owner(s) in furtherance of the Application ("Supporting Parties").
- b. "Property Owner(s)": Holders of any legal title to the Property.

2. Information is True and Correct. The information described on this Application form and contained in the Property Owner's Affidavit, is true and correct. The Applicant will use its best efforts to ensure all contents of the Application are accurate and current.

3. Property Owner(s) Consent to this Application. All Property Owner(s) (i) have reviewed and expressly approve of the contents of this Application form, and (ii) consent to the Applicant pursuing approval of the Application.

4. City's Right to Contact Property Owner(s). The City has the right to contact the Property Owner(s) directly, in writing or through other means, to verify any information contained in the Application.

5. Contact with Property Owner(s) is not Interference. Contact by the City as outlined in "4." above is and shall not be considered interference with the Applicant's business dealings.

6. Incorrect or Untrue Information Voids this Application. If any information provided as part of the Application is untrue or incorrect, at the option of the City (i) this Application shall be considered void *ab initio*, (ii) the City shall have no obligation to process the Application, (iii) any commitments allegedly made by the City or flowing from the Application, including also the alleged grant of any development rights by the City, shall be considered void *ab initio* and unenforceable, and (iv) the Applicant shall indemnify and hold the City harmless for any costs or claims resulting from false or incorrect representations (A) of or from the Applicant, and/or (B) of or from the Property Owner(s), the Consultant, and/or the Supporting Parties of which the Applicant has or had knowledge.

7. Notice to the City of a Changed Event. The Applicant has an affirmative duty to (i) notify the City in writing of a Changed Event, (ii) fully inform the City of the nature and details of a Changed Event, and (iii) provide such notice and information within two (2) business days of a Changed Event. A Changed Event is any action or occurrence, (i) that occurs subsequent to the date the Applicant executes this Application form, and (ii) which alters the legal relationship of the Applicant and the Property Owner(s) to an extent that either (A) the Applicant no longer has authorization from the Property Owner(s) to pursue the Application, or (B) results in any representation or information in this Application or the Property Owner's Affidavit to be, in whole or in part, untrue, incorrect, or inaccurate.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

(Completed Notary Block for Applicant's signature must be attached to this Application form)

**OFFICE USE ONLY**

MUNIS #: \_\_\_\_\_ Date Received: \_\_\_\_\_ Date of Meeting: \_\_\_\_\_

ODA \_\_\_\_\_ Planner: \_\_\_\_\_ Engineer: \_\_\_\_\_ Fire: \_\_\_\_\_

Notary Block for Applicant's Signature

STATE OF UTAH                    )  
  : ss.  
County of Salt Lake            )

On this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, before the undersigned notary public in and for the said state, personally appeared \_\_\_\_\_ [name of person], known or identified to me to be a/the \_\_\_\_\_ [position of responsibility] of \_\_\_\_\_ [name of company or entity], and the person who executed the foregoing instrument and acknowledged to me that said company or entity executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and seal the day and year first above written.

\_\_\_\_\_  
Notary Public for Utah



## CONDOMINIUM CONVERSION PROCESS

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### GENERAL

The purpose of the condominium conversion process is to obtain Planning Commission approval. The condominium conversion must comply with the provisions of the City of West Jordan Municipal Code and The Design and Construction Standards. No regulatory permits will be issued until final approval and proper permits are obtained. Processing times will vary based upon availability of city staff time and the completeness of the applicant's submitted plans. Checklists for a condominium conversion are attached and are available on the City's website

*www.westjordan.utah.gov*

### APPLICANT'S INITIAL CONTACT WITH CITY STAFF

Your initial contact with city staff will take place with the Planning Department either by telephone or by meeting at the Community Development Department counter. If you are not familiar with City processes and requirements city staff can briefly discuss the process and requirements with you.

### PRE-APPLICATION MEETING

The applicant can contact the community development department staff to schedule a pre-application meeting. Pre-application meetings are held weekly.

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 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 preliminary site plan.

### SUBMITTAL

The process can be initiated by submitting the application, along with items listed on the condominium conversion checklists. No application will be accepted until a determination has been made that the application is complete.

### STAFF REVIEW

Review times are based upon the plans submitted and number of projects in for review, the first review may take approximately 4 weeks. Subsequent reviews, if needed, will be completed in approximately 2 weeks. After staff have completed their review, the applicant will be contacted to schedule a redline comment meeting.

### 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.

- B. **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 preliminary site plan.
  2. Approval with modifications or conditions.
  3. Postponement or table where further information or input is necessary.
  4. Deny the preliminary site plan.

Notice of the action will be sent to the applicant regarding the Planning Commissions action.

#### **PLAT PREPARATION AND SUBMITTAL**

The applicant will prepare the final plat mylar and obtain the signatures of the following companies.

- a. Natural gas provider
- b. Salt Lake County Board of Health
- c. Cable provider
- d. Electric power provider
- e. Signatures of property owners and beneficiaries with notary acknowledgement
- f. Others as required

After obtaining the required signatures submit the original mylar, along with the following:

- a. Payment of Impact Fees.
- b. Public Improvement Construction and Assurance Agreement (Bond) or Restoration and Revegetation Bond
- c. Current title report no older than 30 days.

#### **CITY SIGNATURES**

City staff will be responsible for obtaining the required city department signatures.

- a. Planning Commission
- b. City Engineering
- c. City Attorney
- d. Mayor and City Recorder

#### **RECORDATION**

An appointment is made between city staff and developer to meet at the Salt Lake County Recorders Office to record the subdivision plat. The applicant is responsible for providing Salt Lake County Recorder's requirements for recordation, including approval to record and recording fees. The City of West Jordan is only there to provide a continuous chain of custody.

#### **EXPIRATION APPROVAL**

An approved, unrecorded final subdivision plat is valid for two (2) years. The one-year period may be extended by the zoning administrator for up to an additional six (6) months period for good cause shown by the applicant as a written petition prior to expiration of the original time period.



# CONDOMINIUM CONVERSION SUBMITTAL CHECKLIST

PROJECT \_\_\_\_\_

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

## GENERAL INFORMATION

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Application
<input type="checkbox"/>	<input type="checkbox"/>	Owner Affidavit
<input type="checkbox"/>	<input type="checkbox"/>	Electronic copy of all plans in PDF Format.
<input type="checkbox"/>	<input type="checkbox"/>	Fees - Calculated and due after acceptance of application
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Title report prepared within 60 days
<input type="checkbox"/>	<input type="checkbox"/>	
<input type="checkbox"/>	<input type="checkbox"/>	Notice to Tenants
		1. A statement of the intent of the owner to convert the building to a condo 2. The date by which tenants will need to vacate the building 3. The approximate date with construction will begin to convert the building
<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"/>	Adjacent Property Owners Agreement, if applicable

## REPORT OF BUILDING OFFICIAL

Your Check	City Check	Description
<input type="checkbox"/>	<input type="checkbox"/>	Report provided by the Building Official
		1. Inspection of buildings to be converted 2. Specifying any deficiencies found relating to the existing buildings or verifying compliance with condo construction standards
<input type="checkbox"/>	<input type="checkbox"/>	Report of property condition

## REPORT OF PROPERTY CONDITIONS

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) for meter to buildings



# CONDOMINIUM CONVERSION

<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 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, how and where the additional parking will be provided
<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"/>	Adjacent Property Owners Agreement, if applicable

## DECLARATION -As required by Utah Code

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 measurements 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

## HOMEOWNERS ASSOCIATION

To ensure maintenance of the common open space and other improvements the owner/develop shall incorporate under the laws of the state a homeowners association prior to recording the final plat		
<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



## CONDOMINIUM CONVERSION

<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
<p>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</p>		

### CONDOMINIUM PLAT DRAWINGS

Your Check	City Check	Description
<b>Cover Sheet</b>		
<b>Drawings</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Stamped and signed by a professional engineer registered in Utah
<input type="checkbox"/>	<input type="checkbox"/>	Scale – not smaller than 100 feet to the inch
<input type="checkbox"/>	<input type="checkbox"/>	Subdivision Name – at the top of the sheet
<input type="checkbox"/>	<input type="checkbox"/>	North arrow, top faces either north or west
<input type="checkbox"/>	<input type="checkbox"/>	Border lines – 1” minimum
<input type="checkbox"/>	<input type="checkbox"/>	Boundary bearing and dimensions, tied to public survey monuments
<input type="checkbox"/>	<input type="checkbox"/>	Subdivision boundary survey information including dimensions, bearings, locations corner section tie and tied to public survey monuments
<input type="checkbox"/>	<input type="checkbox"/>	Survey information and certificate – name, stamp and signature of registered surveyor
<input type="checkbox"/>	<input type="checkbox"/>	Owners Dedication and notary acknowledgment
<input type="checkbox"/>	<input type="checkbox"/>	Lots, blocks and parcels proposed for public use dedication
<input type="checkbox"/>	<input type="checkbox"/>	Lot numbering
<input type="checkbox"/>	<input type="checkbox"/>	Street names and numbering
<input type="checkbox"/>	<input type="checkbox"/>	Street light existing and proposed
<input type="checkbox"/>	<input type="checkbox"/>	Fire hydrants locations
<input type="checkbox"/>	<input type="checkbox"/>	Adjoining property lots and parcels showing ownership name and tax ID numbers
<input type="checkbox"/>	<input type="checkbox"/>	Existing easements showing type of easement and recording information
<input type="checkbox"/>	<input type="checkbox"/>	Proposed easements – sufficient ties are to be shown to locate the easement
<input type="checkbox"/>	<input type="checkbox"/>	Lands reserved in private ownership for community use
<input type="checkbox"/>	<input type="checkbox"/>	Outside Agencies/Entities approvals with might be affected by the project
<input type="checkbox"/>	<input type="checkbox"/>	City of West Jordan signature blocks for: City Engineer, City Attorney, Planning Commission, City Council (a signature line for the Mayor and attestation by the City Recorder) and County Recorder
<input type="checkbox"/>	<input type="checkbox"/>	Utility signature blocks for: natural gas, electric power, telephone, cable and Salt Lake County Health
<b>Additional Information: The following information can be supplied either with the plat map or on a separate sheet</b>		
<input type="checkbox"/>	<input type="checkbox"/>	Overall subdivision layout
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed fences
<input type="checkbox"/>	<input type="checkbox"/>	“Call Before You Dig” symbol and telephone number
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed street lights.
<input type="checkbox"/>	<input type="checkbox"/>	Geologic obstacles – floodplain, sensitive hillsides, wetlands, 100 year flood plains
<input type="checkbox"/>	<input type="checkbox"/>	Street layout including curb, gutter, and sidewalk.
<input type="checkbox"/>	<input type="checkbox"/>	Existing and proposed lot lines, numbers, dimensions and area.
<input type="checkbox"/>	<input type="checkbox"/>	Phases – all proposed phases of development, numbered and defined, with timetable of development



# CONDOMINIUM CONVERSION

<input type="checkbox"/>	<input type="checkbox"/>	Boundary lines and dimensions
<input type="checkbox"/>	<input type="checkbox"/>	Hillside District Overlay Zone
<input type="checkbox"/>	<input type="checkbox"/>	Well Protection Overlay Zone
<input type="checkbox"/>	<input type="checkbox"/>	Airport Overlay Zone
Show the following information on a separate sheet		
The following dimensions shall be shown on the floor plans		
<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
Legend showing		
<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