



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

Condominium Conversion Development Review Committee Submittal Form

For Office Use Only		Total (15-1)	\$200
Application # _____	PC Public Hearing Date _____		
Application Date _____	CC Meeting Date _____		
Approval Date _____	Denial Date _____		

Proposed Project Name: _____

Project Location: _____ Commercial Industrial

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

General Description of Project: _____

Property Owner Name: _____

Address: _____

Telephone: _____ 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: _____

Telephone: _____ Email: _____

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

- | | |
|--|---|
| <ul style="list-style-type: none"> <input type="checkbox"/> 1. Condominium Plat <input type="checkbox"/> 2. Plans and Profiles <input type="checkbox"/> 3. Summary Statement <input type="checkbox"/> 4. Articles of Incorporation, Corporation By-Laws, CC&R’S, and Management Policies/Declaration of Condominium Management Agreement <input type="checkbox"/> 5. Construction Drawings <input type="checkbox"/> 6. Common Storage Area | <ul style="list-style-type: none"> <input type="checkbox"/> 7. Open Space Easements <input type="checkbox"/> 8. Letter of Condominium Status <input type="checkbox"/> 9. Waiver of Animal Rights <input type="checkbox"/> 10. List of names and addresses of the property owners within five hundred (500) feet as shown on the County Assessor’s tax files, together with one stamped, addressed envelope for each such owner. |
|--|---|

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 24" x 36" and 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 20, Subdivision Ordinance -

http://www.paysonutah.org/img/File/CityCode/Subdivision_Adopted%2011-18-15.pdf

Payson City Code, Title 21, Sensitive Lands -

<http://www.paysonutah.org/img/File/CityCode/Title%2021%20Sensitive%20Lands%20Adopted%2008-04-99.pdf>

Payson City Planning and Zoning Page - <https://paysonutah.org/departments/development-services/planning-and-zoning>

Payson City Standards and Specifications – <https://paysonutah.org/storage/2016/05/2012-APWA-Payson-Specifications-2015-1.pdf>

Utah MUTCD - <https://www.udot.utah.gov/main/uconowner.gf?n=12281504735606387>