LEHI

APPLICATION FOR
CONDOMINIUM PLAT OR CONDOMINIUM CONVERSION

(Section 11-330 Lehi City Development Code)

For Office Use Only

File #:_____ Application Date:_____ Project Name:_____

Fee: $300 + $50 per lot or unit Date Paid:_____ Receipt Number:_____

Name of Proposed Subdivision:_____Total # of Lots:_____

Address of Proposed Subdivision:_____

Name of Applicant or Authorized Agent(s): _____
Address _____ City _____St._____Zip _____
Phone # _____ Fax # _____

Name of Owner(s) (if other than applicant): _____
(if more than one owner, attach additional information for each owner to this application)
Address _____ City _____St._____Zip _____
Phone # _____ Fax # _____

Owner's Signature of Authorization to file: _____
(if more than one owner, attach the signature of each owner to this application)
Name of Licensed Engineer: _____
Address _____ City _____St._____Zip _____
Phone # _____ Fax # _____

APPLICATION SUBMITTAL PROCEDURES

(1) _____ An Acknowledgement of Preliminary Approval form must be submitted to City Staff prior to submission of a Final Plat.

(2) _____ The applicant shall ***make an appointment*** to meet with a member of the Planning Staff at least one day in advance. **Plans that are "dropped off" without an appointment will not be accepted.**

(3) _____ At the Staff/applicant meeting the applicant shall submit *One 36 x 24 inch* copy of the proposed Final Plat. The staff member will review the submittal with the applicant to determine whether the plat contains all the information from the Final Plat Checklist outlined below.

(4) _____ Once the application is determined complete by the Staff, the applicant shall submit:

- (a) _____ All fees.
- (b) _____ This completed application form.
- (a) _____ *Seven (7) thirty-six by twenty-four (36 x 24) inch copies* of the Condominium Plat and construction drawings.
- (b) _____ *Three (3) eleven by seventeen (11 x 17) inch* reproducible copy of the Condominium Plat and construction drawings.
- *(c)* _____ *Seven (7) copies* of the restrictive covenants (CC&Rs) and Bylaws.

APPLICATION REQUIREMENTS

Please read the applicable sections of the Lehi City Development Code and Lehi City Design Standards and Public Improvements Specifications Manual in detail before submitting an application. **The Condominium Plat shall be prepared by a land surveyor** licensed to practice in the State of Utah. All engineering and/or surveying documents submitted for City review shall be stamped by said engineer or land surveyor in accordance with the procedures of the Utah State Board for Professional Registration. If the plat contains more than one sheet, the sheets shall be numbered in sequence and clearly indicated on each sheet. The following information, at a minimum, shall be included with the application for Plat Approval (*additional information may be required by the Staff, Planning Commission or City Council*).

Please ***initial each item*** as being completed, or put N/A if waived by staff or not applicable to approval process:

Items to be shown on the Condominium Plat

(1) _____ A title block which contains the following:
- (a) _____ Name of the development.
- (b) _____ Type of development (residential, commercial etc.).
- (c) _____ Surveyors certificate that has been signed and dated, showing the name and registration number of the surveyor responsible for making the survey.
- (d) _____ A legal description of the subdivision boundaries that includes the quarter-quarter section, section, township, range, principal median and the County of its location.
- (e) _____ The owner's dedication that includes the dedication of all public ways or spaces. The owners dedication shall be signed by every person having a security interest in the subdivision property, dated, and notarized and should include a reference to any covenants that may be declared and blanks where the County Recorder may enter the book and page number of their recording.
- (f) _____ Signature blocks prepared for the dated signatures of the City Council, City Recorder, City Engineer, and Notary Public's acknowledgment.

(2) _____ Written and graphic scale, not smaller than 1" to 100' or as recommended by the City Engineer.

(3) _____ The basis of bearings used and a north point.

(4) _____ A vicinity map locating the subdivision within the section identifying adjoining or nearby plats or certificates of survey and showing prominent landmarks.

(5) _____ The exterior boundaries of the platted areas giving lengths and bearings of the boundary lines. If bounded by a water body or a curving boundary, please refer to Section 11-100B(2) of the Development Code. All subdivisions must have proper closure.

(6) _____ Location of existing easements or right-of-way, including those contiguous to the platted area, their nature, width, and the book and page number of their recording in the County's records.

(7) _____ Location of proposed easements including any required easements for water, sewer, drainage or irrigation, temporary turnaround easements and a ten (10) foot public utility easement shown on the front of each lot and any side or rear of a lot adjacent to a road right of way.

(8) _____ All units, lots, open space and rights-of-way created by the condominium plat with their boundary, bearings, lengths, widths, name, number, or purpose. For curved boundaries the curve radius, central angle, and length of arc shall be given.

(9) _____ Indication of unit areas (square feet).

(10) _____ Units consecutively numbered or lettered in alphabetical order.

(11) _____ Proposed addresses shown on each unit as obtained from the Lehi City Building Official.

(12) _____ All proposed new streets named or numbered in accordance with the street naming and numbering system of the City.

(13) _____ Location and names of adjacent properties/property owners and platted subdivisions.

(14) _____ Location of zoning boundary lines within and adjacent to the proposed subdivision.

(15) _____ Location of all existing homes or buildings within the proposed subdivision that are to remain.

(16) _____ All existing monuments found during the course of the survey (including a physical description such as "brass cap").

(17) _____ All monuments erected, corners, and other points established in the field. The monuments shall be made of brass and the legend shall indicate the diameter, length, and weight of the monuments All exterior boundary angle points of the subdivision and lot corners shall be marked in accordance with the Lehi City Design Standards and Public Improvements Specifications including brass pins in the BOC for all front property lines.

(18) _____ Location, type, and height of any new fencing, berming or other buffering to be installed as part of the development, including any fencing required to comply with Section 18-010 - Right to Farm (indicate new fencing on the Final Plat and new *and* existing fencing on the construction drawings).

Construction Drawings (construction drawings are required if changes to utilities or infrastructure are proposed)

(1) _____ Construction/plan & profile drawings of all required public improvements consistent with Lehi City Design Standards and Public Improvement Specifications. An engineer or land surveyor in accordance with the procedures of the Utah State Board must stamp construction drawings for Professional Registration. Construction drawings shall include:

- (a) _____ Location of water and sewer service laterals for each lot including the location of the laterals in relation to each other (water laterals must be located at the center of the lot and sewer laterals 10 feet downstream from the water laterals).
- (b) _____ Location, depth, *pipe type (pipe type may be noted in a legend)*, and slope of all drainage, and sewer lines, including the location and proper spacing of all boxes, manholes and other improvements.
- (c) _____ Location, pipe type, and size of existing and proposed culinary and pressurized irrigation lines and associated fire hydrants, valves, and blowoffs (note where bends are required on water lines).

(2) _____ Construction drawings are to include the following notes:

- (a) _____ A note stating that four (4) sets of color as built drawings and one (1) electronic copy shall be submitted to the City upon completion of the public improvements; including, water, sewer, storm drain and power.
- (b) _____ A note stating that all construction is to be done as per the *latest* Lehi City Design Standards and Public Improvements Specifications.
- (c) _____ A note stating that prior to construction, an erosion and sedimentation control plan will be submitted to the Public Works Director for approval.
- (d) _____ A note stating that prior to commencement of any work, a preconstruction meeting will be held with the Public Works Director, Chief Building Official, city inspectors, the contractor and the property owner.

Other Required Information

(1) _____ Two copies of the proposed condominium declaration and by laws.

(2) _____ Where conversion of an existing building is proposed as part of the condominium project, a report containing a plan for all proposed improvements, repairs and alterations shall be submitted as part of the application.

(3) _____ Proof of notice to tenants as required by State Code.

(4) _____ An engineer's estimate of costs for construction of all required public improvements.

(5) _____ A final copy of any restrictive covenants (CC&Rs), reservations, or private easements.

(6) _____ An electronic (computer disc or email) copy of the proposed Final Plat *and* Construction Drawings in a format acceptable to the City Engineer (DGN or DXF).

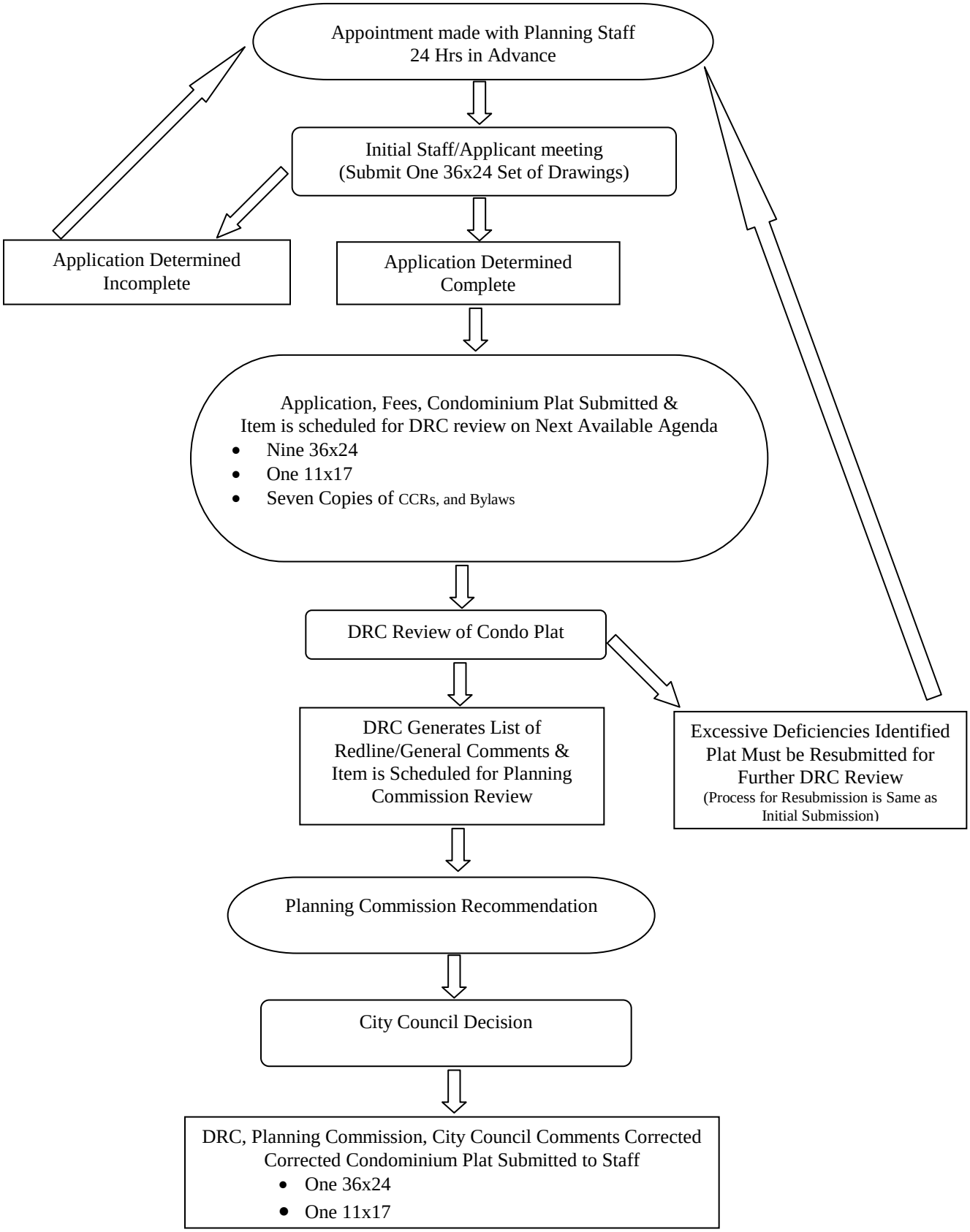
EFFECTIVE PERIOD OF CONDOMINIUM PLAT APPROVAL

The approval of a condominium plat shall be effective for a period of one (1) year from the date the plat is approved and signed by the City Council, at the end of which time such condominium plat shall have been recorded in the office of the Utah County Recorder. If the approved plat is not recorded within the one (1) year period of date of approval the approval shall be void, and the applicant shall be required to submit a new condominium plat for review and approval subject to the then existing provisions of this Code and General Plan. After approval of a condominium plat, the applicant may apply for building permits consistent with the approved Final Subdivision Plat.

APPLICANT CERTIFICATION

I certify under penalty of perjury that this application and all information submitted as a part of this application is true, complete and accurate to the best of my knowledge. Should any of the information or representations submitted in connection with this application be incorrect or untrue, I understand that Lehi City may rescind any approval, or take any other legal or appropriate action. I also acknowledge that I have reviewed the applicable sections of the Lehi City Development Code and 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 also agree to allow the Staff, Planning Commission, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Signature_____, Title_____Date_____

Attendance at Planning Commission and City Council meetings is required by the applicant or a representative. It is the applicant's responsibility to call for meeting dates and times.

CONDOMINIUM PLAT APPROVAL PROCESS