Orem City DRC Packet

Conversion to Condominiums

Step 1: Inspection

- Pay fee for Orem City Building Inspection.
- Building Inspector will go out and inspect the units and inform you of any work that will need to be done to bring them up code.
- Any needed work must be drawn and shown to be completed on plans or completed prior to applying for DRC. A building permit must be obtained for this work.

Step 2: Apply

- Hire someone to draw up a new plat and floor plans that show construction to be done to bring the units up to code.
- Complete the DRC application, checklist, and questionnaires.
- Submit the plat and pay application fees.
- Application fees cover three rounds of DRC.
- Application must be complete at the time of submittal.
- **See page 2 of this packet for detailed instructions.**

Step 3: DRC

1. **Submit the Plat.** Submit the proposed plat by Monday at 12pm.
2. **DRC Review.** The DRC will review the plat. Reviews are held from Tuesday to Tuesday.
3. **Redlines.** If there are redlines, they will be sent on the Tuesday after reviews are done. Fix them and resubmit by Monday at 12pm.
4. **DRC steps 1-3 will repeat until the plans are approved by the DRC.**

Step 4: Planning Commission

- The Planning Commission is a body of citizens appointed by the City Manager with the consent of the City Council. They will vote on whether or not to grant preliminary approval for project.
- The Planning Commission usually meets on the first and third Wednesdays of the month.
- Your project must be approved by the DRC at least two weeks prior to Planning Commission.
- At least 10 days before the meeting, **the City will notify the current tenants** of the proposed project that if your project is approved, they may be required to vacate the premises.

Step 5: Bonds and Fees

- After the Planning Commission approves your project, staff may begin calculating bonds and fees for your project if any are applicable. It usually takes two weeks to do this.
- You will receive a document called a "developer letter." This document outlines the bonds, fees, and next steps.
- You must come in person to the City Offices to post the bonds and pay the fees.

Step 6: Recording and Building Permit

- After the bonds and fees are paid, staff will work with who you hired over the next 2-3 weeks to get the plat recorded at the county.
- The plat must be recorded and the building permit issued for the conversion to condos to be completed.

How to Apply

1. **Complete the Checklist.** Each box must either be checked off or have a note that explains why it is not. If you do not complete the checklist, you must instead provide a written document that explains why you do not have the checklist.
2. **Complete the DRC Questionnaire.** If a portion of the questionnaire does not apply to you, explain why.
3. **Complete the Application.** Fill out the application. Check the appropriate boxes. The application fees are listed there.
4. **Complete the Pre-Treatment Questionnaire** if your project is commercial.
5. **Email the completed documents and a complete set of plans** to rlgarey@orem.org and chvargas@orem.org.
6. **Pay Application Fees.** You can pay these by check, cash, or card. You may call Development Services at 801-229-7058 to pay over the phone. If you'd rather, you may also pay in person in Room 105 at the Orem City Center located at 56 N State Street. The fees for your project are listed on the Application. Payment must be received by Monday at 12pm to be reviewed that week.

- **Important Note.** Incomplete applications may not be accepted.

Orem City DRC Contacts

Conversion to Condominiums

Feel free to reach out to any staff members listed below regarding any specific questions or concerns you may have. For general questions, please reach out to someone in Planning/Zoning. For general engineering/public works questions, please reach out to David Lund.

Name	Title	Phone	Email
Planning/Zoning			
Cheryl Vargas	Associate Planner	801-229-7183	chvargas@orem.org
Rachel Garey	Associate Planner	801-229-7239	rlgarey@orem.org
Engineering			
David Lund	Staff Engineer	801-229-7198	dalund@orem.org
	Engineer	801-229-7320	
Sewer			
Ryan Johnson	Public Works Field Supervisor	801-229-7481	rjjohnson@orem.org
Dylan Hanseen	Pretreatment Coordinator	801-229-7491	djhanseen@orem.org
Water			
Spencer Chapman	Public Works Field Supervisor	801-229-7555	stchapman@orem.org
Storm Water			
Rick Sabey	Public Works Field Supervisor	801-229-7545	rcsabey@orem.org
Matt Peterson	Storm Water Project Manager	801-229-7574	mpetersen@orem.org
Fire			
Jason Earl	Deputy Fire Chief	801-229-7313	jlearl@orem.org

DRC Checklist
Conversion to Condominiums

This checklist must be filled out completly in order to apply for DRC. Each individual item must be checked off. If for some reason, you feel that a particular item is not applicable to you, explain why in writing.

Disclaimer: This information is an abridged version of the City of Orem Conversion to Condominiums or Townhouses Ordinance as stated in Orem City Code Chapter 22. This information is for the benefit of the developer/applicant to help follow the required review and approval process for your project. This checklist does not release the developer/applicant from the responsibility of reading and following all provisions listed in the Conversion to Condominium or Townhouses Ordinance Section of the latest edition of the City Development Code.

☐ The Plat

- ☐ The following items must be contained in the plat or checked off:
- ☐ The final plat shall be drawn on a sheet approved by the Utah County Recorder's Office.
- ☐ The final plat shall be drawn with all lines, dimensions and markings made in waterproof black drawing ink.
- ☐ The final plat shall be drawn to scale. The scale shall be indicated on the plat and shall not be less than one inch (1") = sixty feet (60').
- ☐ An arrow indicating north on each sheet.
- ☐ The name of the subdivision.
- ☐ The subdivision boundary lines showing the proper bearings and dimensions, which lines shall be of heavier line weight than any other lines on the drawing, and which shall be referenced to two section corner monuments. The section corner monuments and the point of beginning shall indicate computed "State Plane Coordinates." All bearing change locations of the subdivision boundary shall indicate computed "State Plane Coordinates."
- ☐ The names, widths, lengths, bearings and curve data of all streets and other areas intended for public use.
- ☐ The numbers of all lots, blocks, and streets, which numbering shall be in accordance with the City street numbering system, as designated by the City Engineer. Streets shall not be given names other than the appropriate number designation (e.g. 400 North) for the street, except in the case of streets that cannot be readily assigned numerical designations because of a configuration which is not aligned with north-south or east-west coordinates.
- ☐ The bearings, dimensions, and square footage of each lot.
- ☐ The bearings, dimensions, and locations of all easements within the subdivision.
- ☐ A "Certificate of Survey" with a metes and bounds description, the signature of a land surveyor licensed in the State of Utah, and the land surveyor's seal.

- A provision containing the notarized signatures of all of the owners, dedicating all streets, public utility easements and other public areas to the City for the perpetual use of the City.
- A notice of all covenants, conditions and other restrictions that may be relevant and applicable to the property contained within the final plat.
- An "Acceptance by the City of Orem" approval block for the signatures of the Development Services Director, City Engineer, and attestation by the City Recorder. A signature line for the Planning Commission Chairperson shall be provided if the plat replaces all or part of a vacated plat. A signature line for the City Attorney to sign approved as to form shall be provided outside of the approval block. In the case of a PRD development, there shall be a City Council approval block for the signatures of the Mayor and City Recorder.
- A lined block in the lower right hand corner of the first sheet in substantially the following form: "CONDITIONS OF APPROVAL"
- The following documents shall be included with the application for final plat approval:
  - Construction drawings showing existing ground and/or asphalt elevations, planned grades and elevations of proposed improvements and the location of all public utilities. Improvements shown on the construction drawings shall be in accordance with the preliminary plat. The City Engineer may adopt a policy governing additional requirements for Construction drawings. All Construction drawings shall have the designing engineer or architect state license seal stamped on all submitted sheets. No final plat shall be approved by the City Engineer until the construction drawings have been approved by the City Engineer.
  - Documents evidencing conveyances or consents from owners of property interests within the subdivision when such are required by law.
  - Any other documents the City may reasonably require to ensure compliance with the terms and purposes of this Chapter.
- Unless previously dedicated, the developer shall dedicate to the City the full width of all street rights-of-way on the final plat; provided, however, that in cases where a proposed street in the subdivision abuts undeveloped property where no street currently exists and evidence is provided showing that the owner of the abutting property has no intention of developing it within the near future, the City Engineer may waive the full width dedication requirement and allow the dedication of a lesser width if he or she finds that such is necessary to promote the public interest. In no case, however, shall the lesser width allowed be less than thirty feet (30').
- The "Owner's Dedication" and all property owner's signatures acknowledged by a notary public as required by the Utah County Recorder's Office. All plats must contain the Notary Commission Number, when the Commission expires, the signature of the Notary Public and the printed name of the Notary Public directly below the signature. Plats with this information do not have to be stamped by the Notary.
- Include the following notary acknowledgement language: The foregoing instrument was acknowledged before me this day of , 20 , by and who represented that they are the owners of the above described property and have the authority to execute this instrument. Locations and square footage of any existing accessory structures.
- If there are any existing accessory structures proposed to be removed, show note "to be removed."
- A note indicating that no driveway or drive access may be located within twenty-five feet (25') of an existing fence which is greater than three feet (3') in height.
- The "Owner's Dedication" and all property owner's signatures acknowledged by a notary public as required by the Utah County Recorder's Office. All plats must contain the Notary Commission Number, when the Commis-

sion expires, the signature of the Notary Public and the printed name of the Notary Public directly below the signature. Plats with this information do not have to be stamped by the Notary.

- ☐ Include the following notary acknowledgement language: The foregoing instrument was acknowledged before me this day of , 20 , by and who represented that they are the owners of the above described property and have the authority to execute this instrument.
- ☐ A notice of covenants, conditions, and other restrictions if applicable.
- ☐ An "Approval as to Form" signature block with date for the City Attorney.
- ☐ A lined block in the lower right hand corner above the title block of the first sheet.
- ☐ Plats stamped by a Professional Land Surveyor or Professional Engineer.
- ☐ If there are a existing irrigation facilities on the property, there must be irrigation easements over them. If these facilities are to be abandoned, a signed letter from the irragation company(s) granting permission for that abandonment must be obtained and submitted with the plat.

☐ Property Report

- ☐ Submit a Report of Property Condition which is intended to insure that the standards of the declaration appropriately address existing and future conditions relating to maintenance, upkeep, and operation as referenced by Section 57 8 13, Utah Code Annotated (1953, as amended). The property report shall contain the following information.
- ☐ Age of the building or buildings.
- ☐ Condition of the structural elements, including the roof, foundation, mechanical system, electrical system, plumbing system, and boiler or furnace.
- ☐ Size of the water service line from the meter to the individual unit.
- ☐ Size of the sewer lateral and sewer line(s) from each unit.
- ☐ Capacity of the electrical service for each unit (amps).
- ☐ Condition of the paving material on private streets (if any).
- ☐ Condition of the paving or surfacing material on driveways, parking areas, sidewalks, curbs, etc.
- ☐ Condition of the paint and/or exterior surfaces of all buildings and structures.
- ☐ All known conditions constituting deficiencies.
- ☐ All known conditions which may require repair or replacement within the next succeeding five (5) year period.
- ☐ A statement of disclosure containing all information pertinent to any failure of the building to meet the requirements of the current building code and current zoning ordinance.

☐ Floor Plans

- ☐ Provide floor plans.
- ☐ Show any construction or remodeling work to be done.

☐ Site Plan

- ☐ Prepared to the same scale as the record of survey map designating the location of buildings, the intended use of common areas
- ☐ Show location of storage areas.
- ☐ Show location of recreatinoal facilities
- ☐ Show parking
- ☐ Show driveways
- ☐ Show pedestrian ways and sidwalks
- ☐ Show curbs
- ☐ Show walls and/or fences
- ☐ Show landscaping
- ☐ Show sprinkler systems

☐ Submit with Application

- ☐ Payment of non-refundable Application Fee.
- ☐ PDF of the plat and plans emailed to Cheryl Vargas (chvargas@orem.org) and Rachel Garey (rlgarey@orem.org) of each sheet of the Final Plat.
- ☐ Completed Development Review Committee (DRC) Application Form and Questionnaires.
- ☐ A written statement by an attorney who is licensed to practice in Utah. The written statement shall state that the condominium declaration, the record of survey map and the other supporting documentation comply in all respects with the Utah Condominium Ownership Act (U.C.A. Sec. 57-8-1, et seq.) as well as all applicable federal, state and local laws and ordinances and that when the condominium declaration and survey map have been recorded in the office of the Utah County Recorder that the proposed project will be a validly existing and lawful condominium project in all respects.

DRC Application

Conversion to Condominiums

Applicant Information			
Name:		Phone:	
Address:		City:	
Email:		State:	Zip:

Project Information:	
Project Name:	
Project Address:	

Fees:		
Prior to DRC Application	☐ Building Inspection Fee	$30/unit
All projects	☐ Base Conversion to Condominium Fee	$1083
	☐ Per Unit Fee	$90/unit
	☐ Public Notice Sign Fee	$732
	☐ Planning Commission Public Notice Fee	$100
	☐ Tenant Notice Fee (Neighborhood Notice Fee)	TBD
	☐ County Recording Fee	TBD
If submitting for the fourth review:	☐ Resubmittal Fee	$570
	Total:	

Deadline:

Except in the case of a holiday, the deadline for DRC Applications is **Monday at 12pm**. Please call Development Services to determine the deadline in the event of a holiday.

Tenant Notice:

As described in Orem City Code 22-16-8, existing tenants of the property are required to be noticed in the following ways:

1. A written notice to be received by the tenant at least 10 days prior to the Planning Commission meeting.
2. A written notice providing at least 120 days advance notice of the termination of their tenancy.

These notices must be received by the City as noted in the affore mentioned ordinance.

Signature:

Applicant Signature:

Application Information:

"The DRC application must be complete at the time of submittal or it may not be accepted. An application for preliminary plat, final plat, and site plan approval shall expire if the application has not been approved or scheduled for review and approval by the approving authority within twelve months after the date it was submitted. The application shall also expire immediately following the passage of six months of no activity with respect to the application. Upon expiration, an application shall be considered null and void and a new application must be submitted, and fees paid." - Orem City Code 17-4-2 & 22-14-20(E)(1)

Contact Person:		
Contact Person:	Phone:	Email:

Office Use Only:		
Project ID Number:	Date Paid:	Received By:

DRC Questionnaire

Conversion to Condominiums

Please briefly describe your project. What are you proposing to do?

Please describe any changes you are proposing to utilities, storm water drainage, landscaping, exteriors of buildings, traffic, parking lots, etc.