

# Development Packet

## Conversion to Condominiums

### **Step 1: Inspection**



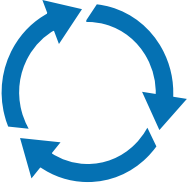
- Apply for a “Consultation” building permit and pay the fee to have an Orem City Building Inspection.
- The inspector will go out and inspect the units to inform you of any work necessary to bring them up to code.
- Any needed work must be drawn and shown to be completed on the plans or be completed prior to applying. A building permit will be necessary for this work.

### **Step 2: Apply**



- Hire someone to draw the new condominium plat and floor plans to bring the property up to code.
- Complete the development application, checklist, and any required questionnaires.
- Submit plans, any required documents, completed application and pay all application fees by Monday at 12pm.
  - NOTE: Application fees only cover three (3) technical reviews . A resubmittal fee will be due at the time of the fourth submission.

### **Step 3: Technical Review**



- Staff will review the submitted plans.
- Review sessions are held from Tuesday to Tuesday each week.
- If there are redlines, they will be sent via email on the Tuesday when the review is completed.
- Fix and resubmit by Monday at 12pm.
  - This will repeat until the plans are moved forward for approval by the Development Review Committee (DRC).

### **Step 4: Planning Commission**



- After the DRC have approved your project, it will go before the Planning Commission for approval. The Planning Commission typically meets on the first and third Wednesday of each month.
  - NOTE: Your project must be approved by the DRC at least 2 weeks prior to the Planning Commission meeting to allow time for noticing.

### **Step 5: Bonds and Fees**



- After the Planning Commission approves your project, any applicable bonds and fees will be calculated. This usually takes two weeks.
- You will receive a document called a “developer letter”, which outlines your bonds, fees, and next steps.
- You may post the bonds and pay the fees by coming into our office or by calling Development Services at 801-229-7058.

- NOTE: If paying the fees by card, a 2.5% surcharge will be applied. Bonds may only be paid via check, e-check, or cash.

### **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 before the conversion to condos is considered complete.

## **How to Apply:**

1. **Complete the Checklist.** The checklist must be completely filled out to apply. If you need help determining which sections apply to your project please contact Development Services at 801-229-7058. Applications with incomplete checklists will not be accepted.
2. **Complete the Questionnaire.** Fill out Section 1 of the Pretreatment and Storm Water Questionnaires, if a portion does not apply to your project, please explain why. If you know the final use of the site, fill out Section 2. If a storm drainage plan is required, fill out the Storm Water Questionnaire.
3. **Complete the Application.** Fill out the application. The application fees are listed here.
4. **Submit Documents.** Email all documents, plans, and application to [chvargas@orem.gov](mailto:chvargas@orem.gov) and [mkwagstaff@orem.gov](mailto:mkwagstaff@orem.gov).
5. **Pay Application Fees.** Fees marked with “TBD” need to be calculated by a planner. Fees can be paid in person by coming into our office or over the phone by calling Development Services at 801-229-7058. If you pay with a card, a surcharge of 2.5% will be applied.

# Development Checklist

## Conversion to Condominiums

**Disclaimer:** This information is an abridged version of the City of Orem Conversion to Condominiums or Townhouses Ordinance found in the Orem City Code [Chapter 22](#). This information is for the benefit of the applicant to help you follow the required review and approval process for your project. This checklist does not release the applicant from the responsibility of reading and following all provisions listed in the latest edition of the Orem City Code.

**This checklist must be completely filled out to apply.** If you need help determining which sections apply to your project please, contact Development Services at 801-229-7058. In each section that applies, all items must be checked off. If a section does not apply to your project, write “N/A”.

### Formatting:

- o All pages must indicate the scale of the drawings.
- o All plan drawings must indicate parcel boundaries with dimensions.
- o All pages must have an arrow indicating north.

### The Plat:

The following must be included in the plat:

- o The name of the subdivision.
- o The subdivision boundary lines.
- o The names, widths, lengths, bearings and curve data of all streets and other areas intended for public use. If a road is intended as a private road, mark as “Private”.
- o The numbers of all lots, blocks, and streets.
  - o Streets should not be given names other than the appropriate number designation, except in cases where the street cannot be assigned numerical designation due to a configuration that is not aligned with north-south or east-west coordinates.
- o The bearings, dimensions and square footage of each lot.
- o The bearings, dimensions, and locations of all easements within the subdivision.
- o 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.
- o A provision containing the notarized signatures of all property owners, dedicating all streets, public utility easements and other public areas to the City for the perpetual use of the City.
- o 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.
- o A signature line for the Planning Commission Chair must be provided if the plat replaces all or part of a vacated plat.
- o In the case of a PRD, there must be a City Council approval block for the signatures of the Mayor and City Recorder.

- Unless previously dedicated, the developer must dedicate to the City the full width of all street rights-of-way on the final plat. In no case may the width 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 \_\_\_\_\_ 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 structure proposed to be removed, show the 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.
- 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 about the title block of the first sheet.
- If there are 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 irrigation company granting permission for that abandonment must be obtained and submitted with the plat.

**Documents:**

The following documents must be submitted with the application:

- Construction drawings showing existing ground and/or asphalt elevations, planned grades, 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.
  - All construction drawings must have the designing engineer or architect's state license seal stamped on all sheets.
- Documents evidencing conveyances or consents from owners of property withing the subdivision.

**Property Report:**

Submit a Report of Property Condition which is intended to ensure that the standars 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 must contain the following:
  - Age of the building or buildings.
  - Condition of the structural elements - including the roof, foundation, mechanical, electrical, plumbing, and boiler/furnace.

- Size of water service line from the meter to the individual units.
- 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 which constitute 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:**

- Prepare the site plan to the same scale as the record of survey map designating the location of buildings, and the intended use of common areas.
- Show the following:
  - Location of storage areas
  - Location of recreational facilities
  - Parking
  - Driveways
  - Pedestrian ways and sidewalks
  - Curbs
  - Walls and/or fences
  - Landscaping
  - Sprinkler systems

**Submit with Application:**

- Application, checklist and all required documents.
- A PDF of the site plan and plat.
- Payment of all application fees.
- A written statement by an attorney who is licensed to practice in Utah. The written statement must 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.



# Development Application

## Conversion to Condominiums

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

Contact Person (Owner / Engineer):	NOTE:
Name:	Please include anyone who needs updates about the approval status of the project as a contact person. All items must be submitted and all fees paid by MONDAY at 12pm of the week you wish to have the project reviewed.
Email:	
Phone:	

Project Information:	
Project Name:	
Project Address:	
What zone is your project in?	

Fees:		
Prior to application:	Building Inspection Fee	\$30 / unit
All Projects:	Base Conversion to Condominium Fee	\$1,166
	Per Unit Fee	\$97 / unit
	<input type="checkbox"/> Public Sign Notice Fee	\$788
	<input type="checkbox"/> Planning Commission Public Notice Fee	\$100
	<input type="checkbox"/> Tenant Notice Fee (Neighborhood Notice Fee)	TBD
	<input type="checkbox"/> County Recording Fee	TBD
If submitting for 4th review:	<input type="checkbox"/> Resubmittal Fee	\$623
Total:		

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

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, etc.



# Orem City Contacts

## Conversion to Condominiums

If you have questions or concerns about the application or approval process please feel free to reach out to any of the staff members listed below. For general questions, please contact Planning/Zoning, for most specific questions contact Kody Potter or whomever you feel is in the department most applicable to your question.

NAME:	TITLE:	PHONE:	EMAIL:
<b>Planning/Zoning:</b>			
Cheryl Vargas	Associate Planner	801-229-7183	chvargas@orem.gov
Makayla Wagstaff	Associate Planner	801-229-7239	mkwagstaff@orem.gov
<b>Engineering:</b>			
Kody Potter	Engineer	801-724-3524	kpotter@orem.gov
John Dorny	Transportation Engineer	801-229-7508	jadorny@orem.gov
<b>Storm Water</b>			
Rick Sabey	Storm Water Section Manager	801-229-7545	rcsabey@orem.gov
Chelsea Lindsey	Storm Water Program Manager	801-229-7574	cdlindsey@orem.gov
<b>Sewer:</b>			
Ryan Johnson	Public Works Field Supervisor	801-229-7481	rjohnson@orem.gov
Dylan Hanseen	Pretreatment Coordinator	801-229-7491	djhanseen@orem.gov
<b>Water:</b>			
Chris Clements	Public Works Project Manager	801-229-7559	cmclements@orem.gov
<b>Fire:</b>			
Derek Spencer	Fire Marshal	801-229-7147	dvspencer@orem.gov