



# Payson City

## APPLICATION for CONDOMINIUM APPROVAL of COMMERCIAL and INDUSTRIAL BUILDINGS

**For Office Use Only:**

PAID:

Application # \_\_\_\_\_

Review Fees: (15-1)

Application Date: \_\_\_\_\_

Required Fee \$350.00

PC Meeting Date: \_\_\_\_\_

CC Meeting Date: \_\_\_\_\_

Approved ☐ Denied ☐

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**GENERAL INFORMATION****PROPOSED PROJECT NAME:** \_\_\_\_\_**Project Location:** \_\_\_\_\_**Name of Applicant or Authorized Agent(s):** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

**Name of Owner(s) (if other than applicant):** \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Fax # \_\_\_\_\_

**Owner's Signature of Authorization to file:** \_\_\_\_\_**Current Zoning of the property (see official zone map):** \_\_\_\_\_

Is a Zone Change necessary for this project? YES \_\_\_\_\_ (attach a Zone Change Application) NO \_\_\_\_\_

Requested Zone: \_\_\_\_\_ Zone Change Application # (if necessary): \_\_\_\_\_

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**APPLICATION REQUIREMENTS AND PROCEDURE****Submittal Requirements:**

- All applications must contain the following items:
  - (1) \_\_\_\_\_ Application fee
  - (2) \_\_\_\_\_ Condominium Plat (see Condominium Plat Requirements section of this application)
  - (3) \_\_\_\_\_ Computer disk which includes a copy of the Condominium Plat
- Please follow carefully the Condominium Plat Requirements and Checklist included as part of this application. The lack of information under any item specified herein, or improper information supplied by the applicant, shall be cause of an incomplete application and disapproval of a Condominium Plan.

**Submittal Procedure:**

- All applicants for Condominium approval must first submit a Concept Plan for review by staff at the DRC meeting.
- All applications for Condominium approval submitted for staff review will be reviewed in the order they are received. Following staff review, the application will be placed on the following week's DRC agenda.
- DRC meetings will be held each Thursday starting at 9:00 a.m.
- Revised plans will follow the same procedure as above.
- A public hearing will be scheduled for the next available Planning Commission meeting after staff has had adequate time for review.

**NOTE: Please read the Payson City Subdivision and Condominium Ordinances as well as any other pertinent sections of the Payson City Ordinances in detail before submitting any type of Condominium application. A Condominium application requires at least two public hearings, one before the Planning Commission and one before the City Council. To meet scheduling, work load and legal posting requirements, this application must be submitted a minimum of five (5) weeks prior to the Planning Commission meeting date you would like to be scheduled for.**

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## CONDOMINIUM PLAT REQUIREMENTS

*The applicant shall supply the City with three (3) full size copies of the Condominium Plat, with one of the copies being produced on tracing cloth or reproducible mylar, and twenty-five (25) reduced eleven by seventeen (11 x 17) copies. Attach to and/or include with the Condominium Plat all necessary documentation as per the following Condominium Plat Checklist.* See Sections 19.18 and 20.11 of the Payson City ordinances. Missing information may be cause for denial of the application and/or Condominium Plat. These Condominium Plat requirements are a minimum. Following a review of the application, the Staff, Planning Commission or City Council may require additional information as per the Payson City ordinances.

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

- (1) \_\_\_\_\_ Construction drawings including location, size, elevation, and other appropriate description of any existing facilities or utilities, including, but not limited to, existing streets, sewers, drains, water mains, easements, water bodies, streams, swamps, wetlands, buildings, features noted on the Official Zone Map, point of connection to proposed facilities and utilities within the subdivision, each tree or group of trees to be preserved, and all other specifications, details, and references required by the Design Standards and Specifications, Construction Specifications, and Standard Drawings.
- (2) \_\_\_\_\_ Plans and profiles showing the locations of sidewalks, drainage easements, irrigation ditches, rights-of-way, manholes, and catch basins, street trees, street lights and signs, the location, size, and invert elevations of existing and proposed sanitary sewers, storm water drains, fire hydrants, connections to any existing or proposed utility systems, and exact location and size of all water, gas, or other underground utilities or structures. All street monuments shall be indicated on the Construction Plans.
- (3) \_\_\_\_\_ Title, name, address, signature, and seal of the professional engineer preparing the plans, and date, including revision dates.
- (4) \_\_\_\_\_ A Condominium Plat prepared by a registered land surveyor or engineer licensed by the State of Utah in india ink on tracing cloth or reproducible mylar. The applicant shall provide the City with three (3) full size copies of the Condominium Plat, with one of the copies being produced on tracing cloth or reproducible mylar, and twenty-five (25) reduced eleven by seventeen (11 x 17) copies.
- (5) \_\_\_\_\_ Owner's dedication and consent to record as required by applicable State law.
- (6) \_\_\_\_\_ Signature blocks for endorsement by the Mayor, City Engineer, City Recorder, Fire Marshal, and County Recorder.
- (7) \_\_\_\_\_ Off-street parking shall be provided for each unit within the project pursuant to Section 19.4 of the Payson City Zoning Ordinance.
- (8) \_\_\_\_\_ Common storage area in an amount of not less than 100 square feet per dwelling unit shall be provided for the storage of recreation vehicles, boats, and enclosed in a sight-obscuring fence or wall.
- (9) \_\_\_\_\_ Each unit within the project shall have an appurtenant private patio, deck, balcony, atrium, or solarium with a minimum area of 130 square feet. The space shall be designed for the sole enjoyment of the unit owner, and shall have a shape and size that would allow for optimal usable space.
- (10) \_\_\_\_\_ Provision of an area containing not less than ten (10) percent of the total area of the project shall be set aside as common open space for the use and enjoyment of the residents. The area shall be landscaped in accordance with City standards. The location and design shall be such that the area is easily accessible to all residents. Land used for parking, driveways, vehicle storage and similar uses, and the areas required to meet the front setback or the

area devoted to peripheral planting, shall not be included in meeting this requirement.

- (11) \_\_\_\_\_ A title report covering all the property located within the condominium project prepared or updated within thirty (30) days of the date of recording of the Condominium Plat to ensure that all property taxes are current, that roll back taxes have been paid, that no other debts or obligations are outstanding, and no liens or encumbrances are placed on the property.
- (12) \_\_\_\_\_ Articles of incorporation, Corporation by-laws, declaration of covenants, conditions, restrictions (CC&R's) and management policies/declaration of condominium management agreement, and open space easements.
- (13) \_\_\_\_\_ Sales brochure.
- (14) \_\_\_\_\_ Documents transferring adequate water into the name of Payson City.
- (15) \_\_\_\_\_ Waiver of all animal rights in accordance with Title 6, Animal Ordinance.
- (16) \_\_\_\_\_ One CD with plans and all supporting documents in PDF format

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#### **PUBLIC NOTIFICATION REQUIREMENTS**

- (1) \_\_\_\_\_ Provide a list of the names and addresses of the property owners within one thousand (1000) feet as shown on the County Assessor's tax files, together with two stamped, addressed envelopes for each such owner.

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#### **GUARANTEES**

Acceptable guarantees for all required improvements must be posted at the time of application for Condominium Plat approval to assure their timely and satisfactory completion. The shall be in the form of a cash bond or irrevocable line of credit and the amount of the guarantee shall be equal to one hundred and twenty (120) percent of the estimated cost of the require improvements as determined by the City Engineer.

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#### **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. I also acknowledge that I have reviewed the Payson City Subdivision Ordinance 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 agree also to comply with any and all applicable City Ordinances 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, or City Council or appointed agent(s) of the City to enter the subject property to make any necessary inspections thereof.

Signature \_\_\_\_\_ Date \_\_\_\_\_

#### **PLEASE NOTE:**

**The applicant or a representative is required to attend the Planning Commission and City Council meetings.  
It is the applicant's responsibility to call for meeting dates and times.  
Fee payment is required at time of application submittal.**