



CONDOMINIUM APPROVAL CHECKLIST

This type of application is considered administrative and must first be reviewed by the Coordinator's Review Committee (CRC) consisting of Provo City staff. The City staff will make a recommendation to the Provo City Planning Commission for consideration. The Planning Commission has the final authority to either approve or deny the request.

Below is a list of information that is required to be submitted with the application in order for City staff to process the request. If any of the required information is not submitted, the application will be considered incomplete and will not be accepted.

Fees: \$260 + \$25 per unit, and \$60 Noticing Fee

Staff will review the application and check the boxes if the information has been submitted. As part of the application, please provide the following "Information Required" online with your application in PDF format at provo.org/portal. Drawings must conform to Utah State Code Section 57-8-13.

Please Note: Where an existing building is being converted into a condominium, a property report containing the information found in Section 15.06.120 of the Provo City Code shall be submitted as part of the application, together with a plan for all proposed improvements and repairs. A pre-inspection is required by a building inspector from Provo City Development Services. Please contact Doug Fallon at 801 852 6454 for an appointment.

15.06.120. Information Required.

- The report of property condition shall be submitted on a form provided by Provo City and shall contain the following information:
 - The age of the building or buildings, with copies of original building plans and a disclosure of whether or not the actual building conforms to the plans.
 - Condition of structural elements including roof, foundations, walls, mechanical systems, electrical system, plumbing system, and boiler and furnace. A plan showing which parts of the system are maintained in common and which are maintained by individual units.
 - Size of water service line(s) from meter to main and from main to buildings.
 - Size and location of sewer lateral.
 - Capacity of electrical service for each unit (amps).
 - Condition of paving materials on private streets (if any).
 - Condition of paving or surfacing material on driveways, parking areas, sidewalks, curbs, etc. Detailed plan of parking and traffic circulation.
 - Condition of 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.
- The above report may be referred back to the developer by the City for additional detail as is necessary to adequately evaluate the physical condition of the building, equipment, and premises.
- Proof of Notice to Tenants required by Section 15.06.180 Provo City Code to be submitted prior to final condominium approval as follows:

15.06.180. Notice Required.

1. As part of the application for approval of a condominium project when said project involves the conversion of an existing structure where the structure has been occupied by tenants prior to application for a conversion, the developer or owner shall provide notice of intended conversion to said tenants by certified mail. Said notice shall be provided at least ninety (90) days prior to required vacation of the premises and at least one-hundred-twenty (120) days before any construction associated with the conversion begins.
2. This notice requirement shall not apply to structures that have remained totally vacant for a period of at least one (1) month prior to filing of an application for a conversion; nor shall it preclude the certification of a project prior to the expiration date in an instance where every tenant has executed a waiver relinquishing his or her right of notice under this provision.

15.06.190. Content of Notice.

1. The tenant notice required by this Chapter shall include:
 - a. The specified intent of the owner to accomplish a conversion of the building to a condominium project and an indication of need to have the units therein vacated.
 - b. The estimated dates of termination of occupancy by tenants which shall not be less than ninety (90) days from the date of notice; and an indication of the approximate dates of construction which shall not be less than one-hundred-twenty (120) days from the date of notice.

15.06.200. Submission of Notice Verification.

1. Prior to or in conjunction with submission of documentation for certification and recording, the owner or developer shall submit to the Planning Commission a copy of said notice together with a list identifying names and apartments or unit numbers, for all tenants within the condominium conversion project. The notice copy and list shall also be accompanied by an affidavit certifying that all tenants within the condominium project have been personally delivered a copy of the notice or mailed said notices by registered, certified mail, and that the same were in fact delivered.
2. The Mayor shall not grant certification of a condominium conversion project until said copy of notice, list, and affidavit have been received by the Planning Commission and filed with the City Recorder.

Note: All final plans must be approved through an administrative hearing process. The Planning Coordinator will schedule the item on the next available agenda once the request is ready to be heard.

If you have questions about this checklist or the Condominium approval process, please contact the Community Development Department at 801 852 6400.