

TOWN OF ALTA CONDOMINIUM PLAT AMENDMENT

PROJECT INFORMATION

NAME: _____

ADDRESS: _____

TAX ID: _____ OR
SUBDIVISION: _____ OR
SURVEY: _____ LOT # _____ BLOCK # _____

APPLICANT INFORMATION

NAME: _____

MAILING
ADDRESS: _____

PHONE #: () - _____

EMAIL: _____

APPLICANT REPRESENTATIVE INFORMATION (If applicable)

NAME: _____

PHONE #: () - _____

EMAIL: _____

SUBMITTAL REQUIREMENTS – All of the following items must be included to find the application complete

1. Completed and signed application form
2. Statement describing the overall intent and scope of the project
3. Review fee per “site plan or plat amendment” fee in current Town of Alta fee schedule
4. Certified topographical boundary survey (24” by 36” and in PDF form) of the existing site prepared by a licensed surveyor
5. Proposed plat (24” x 36” physical copy and .pdf copy) prepared by a licensed surveyor in the State of Utah including signature blocks, site location map, zoning map, USGS map, owners’ dedication of consent to record, surveyor’s certification, boundary description, legal description, easements, scale, and north arrow
6. Four (4) photographic, panoramic views of the existing property showing the site from the perimeter of the property at 90-degree intervals
7. Current aerial photograph with existing lot lines overlayed depicting the subject site in relation to adjacent properties
8. Proof of 2/3 vote of HOA members in favor of the project
9. Current title report issued no longer than 30 days from application submittal
10. Copy of existing recorded condominium plat
11. Copy of current CC&Rs, declarations, and bylaws
12. Table of total private area and common area
13. Other information as required by the Town Engineer

PROJECT DESCRIPTION

1. In a separate document, give a general description of the proposal and attach it to the application (See Submittal Requirement #2).
2. Existing Zoning:
3. Current Use of Property:
4. Year Constructed:
5. Total Project Area: _____ acres _____ gross floor area
6. Existing Zoning:
7. Number and configuration of residential units:
8. Commercial Area: _____ gross floor area _____ net leasable area floor area
9. Number of parking spaces
10. Property access via _____ public road _____ private road _____ private driveway
11. Occupancy type: _____ owner-occupied _____ lease _____ night rental

ACKNOWLEDGEMENT OF RESPONSIBILITY

This is to certify that I am making an application for the described action to the Town of Alta and that I am responsible for complying with all Town requirements with regard to this request. This application should be processed in my name and the Town should contact me regarding any matter pertaining to this application.

I have read and understood the instructions supplied by Town of Alta for processing this application. The documents and/or information I have submitted are true and correct to the best of my knowledge. I understand that my application is not deemed complete until a the Town has reviewed the application and has notified me that it has been deemed complete.

I will keep myself informed of the deadlines for submission of material and the progress of this application. I understand that a staff report will be made available for my review three days prior to any public hearings or public meetings. This report will be on file and available at the Town.

I further understand that additional fees may be charged for the Town's review of the proposal. Any additional analysis required would be processed through the Town's consultants with an estimate of time/expense provided prior to an authorization with the study.

Signature of Applicant: _____ Date: _____

Name of Applicant (printed): _____

AFFIRMATION OF SUFFICIENT INTEREST

I hereby affirm that I am the fee title owner of the below described property or that I have written authorization from the owner to act as the owner's representative to pursue the described action. I further affirm that I am aware of the Town policy that no application will be accepted nor work performed for properties that are tax delinquent.

Signature of Owner or Representative: _____ Date: _____

Name of Owner or Representative (printed): _____

Mailing Address: _____

Street Address or Legal Description of Property: _____

1. If you are not the fee owner, attach a copy of your authorization to pursue this action provided by the fee owner.
2. If a corporation is fee titleholder, attach copy of the resolution of the Board of Directors authorizing the action.
3. If a joint venture or partnership is the fee owner, attach a copy of agreement authorizing this action on behalf of the joint venture or partnership
4. If a Homeowner's Association is the applicant than the representative/president must attach a notarized letter stating they have notified the owners of the proposed application. A vote should be taken prior to the submittal and a statement of the outcome provided to the Town along with the statement that the vote meets the requirements set forth in the CCRs.

Please note that this affirmation is not submitted in lieu of sufficient title evidence. You will be required to submit a title opinion, certificate of title, or title insurance policy showing your interest in the property prior to Final Action.