



# PROVIDENCE CITY APPLICATION FOR APPROVAL OF A CONDOMINIUM

### FOR OFFICE USE ONLY

Date \_\_\_\_\_  
Payment Form \_\_\_\_\_  
Amount \_\_\_\_\_  
Receipt # \_\_\_\_\_  
Clerk \_\_\_\_\_

**Please Note: City Staff will NOT accept the application and fee payment if they are incomplete. Incomplete applications will NOT be processed or scheduled for review by the City.**

Initial \_\_\_\_\_ Name \_\_\_\_\_

Date \_\_\_\_\_

### SUBMITTAL REQUIREMENTS

### Staff Check

- \$300 application fee \_\_\_\_\_
- Four (4) copies of the 24"x36" plat and one (1) copy of the 11"x17" plat \_\_\_\_\_
- Two (2) copies signed in the original of the proposed condominium declarations and bylaws \_\_\_\_\_
- Copy of proposed covenants, conditions and restrictions which provide adequate guarantees for retention and maintenance of the development as approved \_\_\_\_\_
- An electronic copy of **ALL** submittals (flash drive or emailed is acceptable) \_\_\_\_\_

### Applicant (all information **must** be provided)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

### Party Responsible for Payment (if different than Applicant)- the individual/firm to whom any and all professional services invoices (attorney/engineer/etc.) will be sent and who will be responsible for payment of such invoices.

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

### Property (all information **must** be provided)

Owner of Record \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

### Project (all information **must** be provided)

Project Name \_\_\_\_\_  
Project Location \_\_\_\_\_  
Parcel Tax ID \_\_\_\_\_ Phase \_\_\_\_\_ Acreage of Phase \_\_\_\_\_ Total Phases in Project \_\_\_\_\_  
Zone \_\_\_\_\_ Height \_\_\_\_\_ Initial \_\_\_\_\_ Name \_\_\_\_\_  
Set Backs (front yard) \_\_\_\_\_ (side yard) \_\_\_\_\_ (rear yard) \_\_\_\_\_ Initial \_\_\_\_\_

### Architect/Engineer/Surveyor (all information **must** be provided)

Name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Email \_\_\_\_\_

Property owner and contractor shall have responsibility to determine grades, and final placement and elevations of footings/foundations. Property owner and contractor shall be responsible for compliance with all state, national and local building codes and ordinances. Initial \_\_\_\_\_ Name \_\_\_\_\_

Approval by the city of any application submittal or paperwork does not alleviate the owners from their responsibility to understand and conform to local, state and federal laws. Providence City's approval is not intended to and cannot be construed to allow any laws to be violated. Initial \_\_\_\_\_

By signing this document, you agree that Providence City will bill you for any and all professional firm fees as they arise throughout the approval process. This is in addition to application fees. All subdivisions require engineering review throughout the approval process, such as but not limited to reviews of development agreements, construction drawings, preliminary and final plats, and inspections. These services are billed by our city engineer at an hourly rate. Some subdivision applications may also require legal review. Other applications, such as but not limited to conditional uses, may also require engineering and/or legal review at the City's discretion. You agree to reimburse the City for all such costs, whether or not you were forewarned about such costs, and that the City cannot predict all situations in which professional services may be required in order to process your application. Initial \_\_\_\_\_

I declare under penalty of perjury that I am making this application of my own free will and choice and that the statements, answers, and documents submitted in connection with this application are true and correct to the best of my knowledge.

\_\_\_\_\_  
Signature of Applicant Printed Name Date

The following is a general summary of which body reviews each land use application in Providence City. Public hearings may be required by the Planning Commission and City Council, as shown below. This matrix does not include zoning clearance/permits for new single-home construction or for business licenses, both of which are reviewed and approved by City Staff.

| Application                                 | Executive Staff | Land Use Authority | Planning Commission | Public Hearing | City Council   | Public Hearing | Appeal Authority | Filing Fee <sup>1</sup> |
|---|-----------------|--------------------|---------------------|----------------|----------------|----------------|------------------|-------------------------|
| Code Amendment                              | ✓               | ----               | ✓                   | ✓ <sup>2</sup> | ✓              | ----           | ----             | \$100                   |
| Annexation                                  | ✓               | ----               | ----                | ----           | ✓              | ✓              | ----             | \$150                   |
| Rezone                                      | ✓               | ----               | ✓                   | ✓              | ✓              | ----           | ----             | \$100                   |
| Conditional Use                             | ✓               | ✓                  | ----                | ----           | ----           | ----           | ----             | \$100                   |
| Subdivision Concept Plan                    | ✓               | ----               | ----                | ----           | ----           | ----           | ----             | \$300                   |
| Preliminary Subdivision Plat                | ✓               | ----               | ✓                   | ----           | ----           | ----           | ----             | \$400                   |
| Final/Amended Subdivision Plat <sup>3</sup> | ✓               | ----               | ✓                   | ----           | ✓ <sup>4</sup> | ----           | ----             | \$600                   |
| Site Plan                                   | ✓               | ✓                  | ----                | ----           | ----           | ----           | ----             | \$50                    |
| Lot Consolidation <sup>5</sup>              | ✓               | ----               | ✓                   | ----           | ----           | ----           | ----             | \$50                    |
| Exception to Title <sup>6</sup>             | ✓               | ----               | ✓                   | ----           | ✓              | ----           | ----             | \$100                   |
| General Plan Amendment                      | ✓               | ----               | ✓                   | ✓              | ✓              | ----           | ----             | \$100                   |
| Right-of-Way Vacation                       | ✓               | ----               | ✓                   | ----           | ✓              | ✓              | ----             | \$100                   |
| Variance/ Appeal                            | ----            | ----               | ----                | ----           | ----           | ----           | ✓                | \$100                   |
| Condominium                                 | ✓               | ----               | ✓                   | ----           | ----           | ----           | ----             | \$300                   |

<sup>1</sup> Filing Fees do **not** include professional firm review fees. Those will be billed to the applicant separately

<sup>2</sup> Public Hearing required at Planning Commission only when the proposed code amendment is related to land use

<sup>3</sup> Construction drawings are reviewed/approved by the City Engineer and Public Works Director

<sup>4</sup> The City Council does not review the final plat itself, but rather reviews and approves the development agreement associated with the final plat.

<sup>5</sup> Lot consolidations are only required to have City approval when they are in a platted/recorded subdivision.

<sup>6</sup> Developers may ask for an exception from the requirements of the Providence City Subdivision Code (Title 11) through this process. All other variance/exception requests shall be handled by the Appeal Authority.