



CONDOMINIUM SUBDIVISION CHECKLIST

All of the following information shall be submitted electronically with an application for a condominium subdivision, unless one or more items are specifically waived in writing by the Town Administrator:

- The Land Use Application form provided by the Town Administrator.
- Proof of legal ownership in the form of a current title policy, and the names and addresses of the owners of the property and any lienholder(s).
- A cover letter including a statement of the purpose of the application and a brief description of the proposed condominium subdivision.
- A letter of representation, signed and notarized by the property owner(s), for any applicant that is not a property owner.
- The names and addresses of any owners and lessees of mineral rights for the property. All mineral rights owners and lessees must be notified thirty (30) days in advance of application review.
- The names and addresses of any property owners within two hundred feet (200') of any portion of the property.
- A final plat prepared in accordance with the Final Plat Checklist (attach).
- Condominium declarations including the following:
 - A statement defining the character, duration, rights, obligations and limitations of condominium ownership including any restrictive covenants affecting individual units.
 - A statement of the method by which the proportionate valuation of common elements shall be assessed to individual units.
 - Provisions for creating conditions, restrictions and limitations on time sharing ownership, if applicable.
- A condominium map prepared by a licensed land surveyor within thirty (30) days of completion of construction of each condominium building. If the condominiums are a conversion of existing structures, the condominium map shall be submitted with the final plat. The condominium map shall depict the following information:
 - A vicinity map indicating the location of the property.
 - A legal description of the property.
 - Vertical and horizontal location of each air space unit with dimensions and area indicated;
 - The relation of individual units to limited and general common elements;
 - Designation of any limited common elements reserved for the exclusive use of any individual unit;
 - The identification of each condominium unit by number or other symbol, including both the unit and any limited common elements reserved for the unit;
 - The location of all exterior and internal load-bearing walls held in common ownership;
 - The elevation of each condominium unit in relation to a bench mark established on one (1) of the permanent exterior boundary monuments of the platted subdivision in which the condominium is located, with a statement describing the U.S. Government benchmark to which the project bench mark is referenced; and
 - Other documents must be submitted as appropriate specifying common elements, maintenance responsibilities for common areas including facilities and equipment, open space, parking areas, storage areas, utility facilities, and other such elements.
- A completed South Beebe Draw Metro District 'Drainage Report Submittal Requirements' form (if applicable).
- An application fee per the 'Development Processing Fees' document on page three (3) of the Land Use Application.
- A completed Reimbursement Agreement form.