

Final Condominium Information

Address:

Project Name:

This checklist is intended as a guide to assist the applicant in the Administrative/City Council review process for final acceptance of a single family condominium project. The applicant is responsible for being sufficiently familiar with and has a working knowledge of the codes and ordinances of the City of Portage but the Department of Community Development will be glad to assist. A meeting with Department staff is encouraged.

Filing Information

Yes No N/A

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|--------------------------|--------------------------|--------------------------|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. Development Application |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. Filing fee per fee schedule |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. One 18" x 24" mylar copy of the development with a 2" binder strip on the left margin and three (3) paper copies together with an 11" x 17" reduced reproduction of the condominium. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. One set of mylar "as built" plans for utilities and other improvements (street, water, sewer, storm) and two (2) paper sets shall be submitted if improvements have been built. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 5. Affidavit of labor and materials payment (lien waivers), if improvements have been built. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 6. Drainage or utility easement(s) and/or other agreements inherent to the project must also be submitted (include review and record fee per fee schedule). |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 7. Attorney's opinion of clear title (abstract or policy of title insurance) shall be submitted. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 8. If improvements are not complete, an acceptable agreement showing the proprietors surety/guaranty (cash deposit, certified check, bank letter of credit or other guaranty) for the satisfactory construction, installation and dedication of all required improvements. Said surety/guaranty shall represent 125% of estimated cost of completion of the required improvements. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 9. A two (2) year maintenance bond in an amount equal to 25% of construction costs covering all the improvements together with one copy of bid tabulations or estimates of construction cost must be submitted. |

Plan Preparation and Guidelines

Yes No N/A

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|--------------------------|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 1. All plans will be drawn on uniform sheets no greater than 30" x 42". |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 2. All plans will be drawn to an engineering scale not to exceed 1" = 100' with a north arrow oriented to the top of the sheet. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 3. All plans will be clear, legible and accurately scaled and sealed by the surveyor or engineer. |
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | 4. If more than one plan/set, all required plans will be stapled along the left margin into sets. |