

CONDOMINIUM CHECK LIST

Revised 11/2025

1. ☐ Map, with original signatures, **must** have Declarations with it. [57-8-13\(1\)\(a\)](#); [57-8-12-\(1\)](#) UCA
2. ☐ Tax clearance and Greenbelt clearance for land must be proven. [10-20-803\(4\)](#); [17-79-703\(4\)](#) UCA
3. ☐ Map must contain:
 - a. ☐ Signature of Utah Licensed Land Surveyor: [57-8-13\(1\)](#); [57-8-13\(1\)\(b\)](#) UCA
 - b. ☐ Signatures & acknowledgments of owners of record: [57-8-10\(8\)\(a\)](#) UCA
 - c. ☐ Surveyors certificate: Needs to have condominium language and refer to the provisions of section [57-8-13\(1\)\(b\)](#) of the Utah Condominium Ownership Act.
 - d. ☐ Approval of Legislative Body: [57-8-35](#) UCA
 - e. ☐ Description of perimeter of project: [57-8-13\(1\)\(a\)\(i\)](#) UCA
 - f. ☐ Location and dimensions of units: [57-8-13\(1\)\(a\)\(iii\)\(iv\)](#) UCA
 - g. ☐ Elevations: [57-8-13\(1\)\(a\)\(iii\)](#) UCA
 - h. ☐ Units must each have a distinguishing number or symbol: [57-8-13\(1\)\(a\)\(v\)](#); [57-8-3\(43\)](#) UCA
 - i. ☐ Easements (if feasible) [57-8-13-\(1\)\(a\)\(vi\)](#) UCA
4. ☐ Declaration must contain:
 - a. ☐ Description of the perimeter of project: [57-8-10\(2\)\(a\)\(i\)](#) UCA
 - b. ☐ Undivided interest each unit has in the common area: [57-8-7\(2\)](#); [57-8-10\(2\)\(d\)\(i\)](#) UCA
 - c. ☐ Executed and acknowledged by all record holders: [57-8-10\(8\)\(a\)](#) UCA
 - d. ☐ Contain a description of any buildings; [57-8-10\(2\)\(a\)\(ii\)](#) UCA
5. ☐ A subdivision name that is distinct. [10-20-803\(2\)\(a\)](#); [17-79-703\(2\)\(a\)](#) UCA
6. ☐ Required signatures on plat.
 - a. ☐ Licensed land surveyor. [10-20-803 \(6\)\(b\)\(i\)](#); [57-8-13\(1\)\(b\)](#); [10-20-803\(6\)\(b\)\(i\)](#) UCA
 - b. ☐ Owner of record. [10-20-803\(6\)\(a\)\(ii\)\(iii\)](#); [17-79-703\(6\)\(a\)\(ii\)\(iii\)](#) UCA
 - c. ☐ Names must be printed on plat. [17-71-403](#) UCA
 - d. ☐ Notary. [10-20-803\(6\)\(a\)\(iii\)](#); [46-1-16](#); [17-79-703\(6\)\(a\)\(iii\)](#) UCA
 - e. ☐ Legislative body. [10-20-803\(6\)\(a\)\(i\)](#); [17-79-703\(6\)\(a\)\(i\)](#) UCA
 - f. ☐ Clerk. [10-20-803\(3\)](#); [10-20-804\(1\)\(c\)](#); [17-79-703\(3\)](#) UCA
 - g. ☐ City Engineer. (Optional - if necessary, by local ordinance). [10-20-803\(3\)](#); [10-20-804\(1\)\(c\)](#); [17-79-703\(3\)](#) UCA
7. ☐ Seals required.
 - a. ☐ Surveyor. [10-20-803\(6\)\(b\)](#); [57-8-13\(1\)\(b\)](#); [17-79-703\(6\)\(b\)](#) UCA
 - b. ☐ Notary. (Not necessary if notary signs in permanent ink, printed notary's full name and commission number, the words, "A notary public commissioned in Utah," and the expiration date of the notary's commission). [46-1-16\(7\)](#) UCA
 - c. ☐ Clerk. [10-20-803\(3\)](#); [10-20-804\(1\)\(b\)\(i\)\(ii\)](#) & [\(c\)](#); [17-79-703\(3\)](#) UCA
 - d. ☐ City Engineer. (Optional - if necessary, by local ordinance) [10-20-803\(3\)](#); [10-20-804\(1\)\(b\)](#) & [\(c\)](#); [17-79-703\(3\)](#) UCA
8. ☐ Dates.
 - a. ☐ Owner's dedication. [10-20-803\(6\)\(a\)\(ii\)](#); [17-79-703\(6\)\(a\)\(ii\)](#) UCA
 - b. ☐ Notary. [10-20-803\(6\)\(a\)\(iii\)](#); [46-1-16](#); [17-79-703\(6\)\(a\)\(iii\)](#) UCA
 - c. ☐ Legislative approval. [10-20-803\(6\)\(a\)\(i\)](#); [17-79-703\(6\)\(a\)\(i\)](#) UCA
9. ☐ Lot, unit, block, building references. Also, addresses for each lot or unit. [10-20-803\(2\)\(c\)](#); [17-79-703\(2\)\(c\)](#) UCA
10. ☐ Compare graphic representation against surveyor's boundary description for accuracy. [10-20-803\(2\)\(b\)](#); [57-8-13\(1\)\(a\)\(i\)](#); [17-79-703\(2\)\(b\)](#) UCA
11. ☐ Is the person signing the owner's dedication also the owner of record? [10-20-803\(6\)\(a\)\(ii\)](#); [17-71-403](#); [17-79-703\(6\)\(a\)\(i\)](#) UCA
12. ☐ Compare with surrounding parcels to see if any of them conflict with the subdivision.
13. ☐ There must be boundaries, course, and dimensions of the parcels of ground. [10-20-803\(2\)\(b\)](#); [17-79-703\(2\)\(b\)](#) UCA **0.05 closure**
14. ☐ Streets or other public areas must be clearly defined. [10-20-803\(2\)\(b\)](#); [17-79-703 \(2\)\(b\)](#) UCA
15. ☐ The following are not required by code but make for a more understandable map.
 - a. ☐ Scale of map.
 - b. ☐ Vicinity map

Subject to Utah Code and Recorder policy changes