

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

- 1. Development Application
- 2. Filing fee per fee schedule
- 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.
- 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.
- 5. Affidavit of labor and materials payment (lien waivers), if improvements have been built.
- 6. Drainage or utility easement(s) and/or other agreements inherent to the project must also be submitted.
- 7. Attorney's opinion of clear title (abstract or policy of title insurance) shall be submitted.
- 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.
- 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

- 1. All plans will be drawn on uniform sheets no greater than 30" x 42".
- 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.
- 3. All plans will be clear, legible and accurately scaled and sealed by the surveyor or engineer.
- 4. If more than one plan/set, all required plans will be stapled along the left margin into sets.