

ADA COUNTY DEVELOPMENT SERVICES

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BUILDING • ENGINEERING • PLANNING • ZONING

MEMO

DATE: December 16, 2004

FROM: John E. Priester, P.E.L.S.
Ada County Surveyor

SUBJECT: FILING AMENDMENTS TO CONDOMINIUM PROJECTS

The following procedure for filing amendments to Condominium projects has been developed to provide a uniform method for creating a public record. This procedure has been reviewed and agreed to by this office, the Assessor's office and the Recorder's office. If there are any questions please contact John Priester or Dave Couch at Development Services. (208)-287-7900.

PROCEDURES FOR FILING AMENDMENTS TO CONDOMINIUM PROJECTS

An amendment to a condominium project is provided for in IC 55-1504, 1506, & 1508, (Not inclusive list) The actions of the owner or owners to amend must be recorded, therefore I recommend that when a "plat, map or drawing" is presented for recording as an amendment to a condominium project that it be prepared in the same manner as a Subdivision plat and contain the following:

Five certificates and signatures.

1. A Certificate of the Owners citing the action taken and under what provisions. – *Authorized Action*
2. A Certificate of the Surveyor responsible for the work. - *Accuracy*
3. A Certificate of the County Surveyor. – *Substance and content*
4. A Certificate of the County Treasurer – *Payment of Taxes Current*
5. A Certificate for the Recorder. – *Official record*

Notes that:

1. Identify the original Condominium documents, giving instrument number of the Declaration and The Book and Page(s) for the Plat(s).
2. State that the Elevation dimensions are not changed or, if they are different state that changes to the Elevation are shown.

Other notes that help clearly represent the amendments, as deemed necessary by the Surveyor.

DO NOT PRESENT THE PLAT AS A RECORD OF SURVEY

The plat, map or drawing must be titled, recorded and indexed as a
"(Name of recorded condominium) CONDOMINIUM PROJECT AMENDMENT"

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12/16/2004

An example would be “ **MAIN STREET CONDOMINIUM PROJECT AMENDMENT**”.

The number of an amendment can be added to the end of the title to keep track of the sequence of the amendments.

Submit the original mylar with owner and surveyor signatures to the County Surveyor for review. Also, submit the Declaration document that amends the recorded Declaration along with the two Exhibits that describe the units and state the % ownership of the common area. There is ~~no~~-approved fee at this time. Review fee is \$192.00 + \$35.00/unit.

After the County Surveyor has signed the plat, obtain parcel Numbers from the Assessor's Mapping to take to the Treasurer.

Have the Treasurer sign the plat.

The Recorder will receive one original mylar with original signatures and a mylar copy for recording.