

Promontory Conversion from Secondary to Primary

FIRST STOP:

PROMONTORY WILL PREPARE THE AFFIDAVIT OF CONVERSION TO PERMANENT OCCUPANCY AT YOUR REQUEST

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8526 N. Ranch Club Trail, Park City, UT 84098

NOTE: AFFIDAVIT MUST BE CIRCULATED THROUGH DEPARTMENTS IDENTIFIED BELOW



SECOND STOP:

SUMMIT COUNTY COMMUNITY DEVELOPMENT DEPARTMENT

60 North Main Street, Coalville, UT 84017 – (435) 336-3124



THIRD STOP:

SUMMIT COUNTY AUDITOR'S OFFICE

60 North Main Street, Coalville, UT 84017 – (435) 336-3016



FOURTH STOP:

SUMMIT COUNTY ASSESSOR'S OFFICE (Determines exemption qualifications)

NOTE: RESORT UNITS DO NOT QUALIFY FOR A CONVERSION

60 North Main Street, Coalville, UT 84017 – (435) 336-3251



FIFTH STOP:

SUMMIT COUNTY TREASURER'S OFFICE (Pay the conversion fee)

NOTE: FEES ARE ONLY PAID FOR INCENTIVE DENSITY UNITS

60 North Main Street, Coalville, UT 84017 – (435) 336-3267



LAST STOP:

SUMMIT COUNTY RECORDER'S OFFICE (Record the Affidavit of Conversion to Permanent Occupancy – Return recorded copy to Assessor and Community Development)

60 North Main Street, Coalville, UT 84017 – (435) 336-3238