

Promontory Conversion from Secondary to Primary

FIRST STOP:

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

Shawn Potter (spotter@promontoryclub.com)
(435) 333-4600

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 ASSESSOR'S OFFICE

PLEASE BRING THE APPLICATION AND PROOF OF RESIDENCY

Once the application is approved, this office will collect the conversion fee.

NOTE: RESORT UNITS DO NOT QUALIFY FOR A CONVERSION

60 North Main Street, Coalville, UT 84017 – (435) 336-3220



LAST STOP:

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

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