



**CITY OF WEST JORDAN**

8000 South Redwood Road

West Jordan, Utah 84088

Office of Development Assistance (801) 569-5180

Planning Division (801) 569-5060

Engineering Department (801) 569-5070

Building & Safety Division (801) 569-5050

Fire Marshal (801) 260-7300

## **GENERAL PLAN MAP AMENDMENT INFORMATION**

### **PURPOSE**

The purpose of the '*General Plan Map Amendment*' is to provide the Applicant with information necessary to plan for, apply for, and receive approval of a general plan map amendment in the City of West Jordan.

By providing the required information it will enable the timely completion of your project. Not providing the necessary information will require the return of the application and submitted documents and will unnecessarily delay progress and final approval.

This document is meant to act as a guide to the applicant. Individual projects may require additional information be provided, depending upon the project.

### **CONTENTS**

The following documents are provided to help you through the process, from application to approval.

- General Plan Map Amendment Checklists
- City of West Jordan Application
- Property Owner Affidavit
- Application Fees
- General Plan Map Amendment Process

### **WHAT IS A COMPLETE APPLICATION?**

A complete application will include all of the documents listed above including items listed in the general plan map amendment checklists. Partial submittals will not be accepted.

### **SUBMITTAL MEETING**

A submittal meeting is required to allow staff to check your application for completeness. Please contact ODA at (801)569-5182 or (801)569-5183 to schedule your submittal meeting.

### **GETTING HELP**

Once your application has been submitted, a Project Team will be assigned to the project. The Office of Development Assistance (ODA) Development Coordinator is your point of contact. You can contact your assigned Development Coordinator for project status inquiries or to contact any of the Project Team for information about their various specialties.



# GENERAL PLAN MAP AMENDMENT PLANNING AND ZONING

APPLICANT \_\_\_\_\_ DATE \_\_\_\_\_

PROJECT \_\_\_\_\_

## GENERAL PLAN MAP AMENDMENT

- | Your<br>Check            | City<br>Check            | Description   |
|--------------------------|--------------------------|---|
| <input type="checkbox"/> | <input type="checkbox"/> | Application   |
| <input type="checkbox"/> | <input type="checkbox"/> | Fees  |
| <input type="checkbox"/> | <input type="checkbox"/> | As part of the general plan map amendment process, the applicant shall attempt to collect the signature of the property owner or authorized agent or, in the case of amendments affecting multiple properties, the signatures of a majority of the persons who own property within the area proposed for the general plan map amendment.  |
| <input type="checkbox"/> | <input type="checkbox"/> | Provide a the following information: <ol style="list-style-type: none"> <li>1. Legal description for the property</li> <li>2. Property owner name</li> <li>3. The present zoning classification</li> <li>4. The present land use</li> <li>5. The proposed land use</li> <li>6. A scaled diagram of the subject parcel/land</li> </ol>   |
| <input type="checkbox"/> | <input type="checkbox"/> | In writing, explain the reason and justification for a general plan map amendment. The statement must include: <ol style="list-style-type: none"> <li>1. Explain how the required findings of the Municipal Code are met.</li> <li>2. Analysis of the potential impacts on the existing infrastructure and public services such as traffic, streets, intersections, water and sewer, storm drains, electric power, fire protection, garbage collection, etc.</li> <li>3. Specify the potential use of the property within the area of the proposed amendment.</li> <li>4. Explain why the existing general plan designation/general plan language for the area is no longer appropriate or feasible.</li> </ol> |
| <input type="checkbox"/> | <input type="checkbox"/> | Obtain a Salt Lake County Plat of the area.   |
| <input type="checkbox"/> | <input type="checkbox"/> | Legal description of the boundary to be amended.  |
| <input type="checkbox"/> | <input type="checkbox"/> | List of property owners within 300' radius of the subject parcel (prepared by Salt Lake County Recorders Office on address labels)  |
| <input type="checkbox"/> | <input type="checkbox"/> | Prepare <b>two sets</b> of Addressed and Stamped ( <b>not metered</b> ) letter-sized envelopes (no. 10) to be mailed (by the City) to the neighboring property owners. Do not use envelopes with your business return address.  |
| <input type="checkbox"/> | <input type="checkbox"/> | CD of all plans in PDF Format   |

NOTE: Incomplete applications will not be scheduled for Planning Commission Review.

**AFFIDAVIT**

**PROPERTY OWNER**

STATE OF UTAH                    }  
  }  
  } ss  
COUNTY OF SALT LAKE        }

I (we), \_\_\_\_\_, \_\_\_\_\_, being duly sworn, depose and say that I (we) am (are) the owner(s) of the property(s) located at \_\_\_\_\_

\_\_\_\_\_. My (our) signature below attests that I (we) have reviewed the proposal by \_\_\_\_\_ requesting review and approval of \_\_\_\_\_ by the City of West Jordan for the following process(s):

(Project Name)

- General Land Use Map Amendment                     Rezone    Conditional Use Permit
- Temporary Use Permit    Variance    Lot Line
- Subdivision (Minor, Major, Amendment or
- Site Plan (Multi-Family, Commercial/Industrial or
- Other: \_\_\_\_\_

My (our) signature below attests the I (we) consent to the statements and information provided in the attached plans and exhibits for the requested process(s) as checked above, and that all information presented to me (us) is true and correct to the best of my (our) knowledge.

\_\_\_\_\_  
(Property Owner)

\_\_\_\_\_  
(Property Owner)

Subscribed and sworn to me this \_\_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
(Notary)  
Residing in Salt Lake County, Utah

My commission expires: \_\_\_\_\_

# WEST JORDAN DEVELOPMENT APPLICATION REVIEW FEES



8000 South Redwood Road  
(801) 569-5180

Preliminary and Final Review fee amount includes two (2) reviews.  
Additional reviews will be charged the supplemental rate as noted.

The fees listed here are in no way a guarantee that these are the only fees assessed by the City of West Jordan.

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## CONDITIONAL AND TEMPORARY USE PERMITS

_____ Conditional Use Permit – CUP	\$700
_____ Administrative Conditional Use Permit - CUPA	\$350
_____ Engineering Review Fee - ECUP	\$200
_____ Amended Conditional Use - ACUP	\$200
_____ Temporary Use Permit Planning Commission - TUPC	\$350
_____ Temporary Use Permit Administrative - TUP	\$150
_____ Temporary Use Permit Renewal - TUPR	\$150

## GENERAL PLAN AND ZONE AMENDMENTS

_____ General Land Use Map Amendment -- PRG	\$1,590
_____ General Land Use Text Amendment -- MPA	\$2,010
_____ Zone Change Review --ZCR	\$1,590
_____ Zone Text Amendment --ZTA	\$2,010

## AGREEMENTS AND DEVELOPMENT PLANS

_____ Agreement Request (Reimbursement, Franchise etc) -DRPA	\$1,000 Deposit plus Staff time
_____ Conceptual Development Plan – DPC	\$490
_____ Preliminary Development Plan – PDP	\$1,065 (includes 2 reviews)
_____ Preliminary Development Plan Supplemental –PDPS	\$83.50 Hourly Charge
_____ Final Development Plan – FDP	\$850 (includes 2 reviews)
_____ Final Development Plan Supplemental – FDPS	\$84 Hourly Charge
_____ Revised Preliminary Development Plan – RPP	\$850 (includes 2 reviews)
_____ Revised Preliminary Development Plan Supplemental - RPDS	\$84 Hour Charge
_____ Revised Final Development Plan – RFP	\$850 (includes 2 reviews)
_____ Revised Final Development Supplemental - FDPS	\$84 Hourly Charge
_____ Engineering Review Fee - EAPR	\$350

## MISCELLANEOUS

_____ Amended Subdivision Condition – ASC	\$450 (includes 2 reviews)
_____ Amended Subdivision Condition Supplemental - SASC	\$88 Hourly Charge
_____ Annexation - RRA	\$2375 (includes 2 reviews)
_____ Annexation Supplemental Review - RRAS	\$82 Hourly Charge
_____ Concept Plan Meeting – CPM	\$500
_____ Design Review Committee – ARC	\$250
_____ Development Time Extension -- DTE	\$150
_____ Miscellaneous PC Application -- MPC	\$400
_____ Request for Modification of Eng Design Standards-RMDS	\$500
_____ Request for Modification of Design Standards WAV	\$1,150
_____ Request for Deferral –DEF	\$1,150
_____ Sheet Change Correction – SCC	\$41 per Sheet
_____ Street Vacation - ROWV	\$1490 (includes 2 reviews)
_____ Street Vacation Supplemental Review- RWVS	\$81.50 Hourly Charge
_____ Subdivision Vacation - SVA	\$1490 (includes 2 reviews)
_____ Subdivision Vacation Supplemental Review - SVAS	\$81.50 Hourly
_____ Zoning Administration / Interpretation – ZAIN	\$52 per Hour
_____ Zoning Verification Letter -- ZVL	\$50

## APPEALS

_____ Board of Adjustments Variance Request – VRA	\$800
_____ Board of Adjustment Expansion of Non-Conforming Use –VRE	\$800
_____ Sign Plan Review/Appeal – SPP	\$250
_____ City Council -ACC	\$1,150
_____ Appeal of Administrative Decision - SPA	\$980
_____ Appeal to Board of Adjustments – ABAD	\$250



# CITY OF WEST JORDAN COMMUNITY DEVELOPMENT APPLICATION

8000 South Redwood Road  
(801) 569-5180

Sidwell # \_\_\_\_\_ Acreage: \_\_\_\_\_ Lots: \_\_\_\_\_ Zoning: \_\_\_\_\_

**Project Location:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

<b>Type of Application:</b>	<input type="checkbox"/> Subdivision	<input type="checkbox"/> Conditional Use Permit
	<input type="checkbox"/> Site Plan	<input type="checkbox"/> General Land Use Amendment
	<input type="checkbox"/> Rezone	<input type="checkbox"/> Agreement
	<input type="checkbox"/> Condominium	<input type="checkbox"/> Other _____

**Applicant:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone: Office:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone: Office:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email** \_\_\_\_\_

**Engineer:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone: Office:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email** \_\_\_\_\_

**Architect:** \_\_\_\_\_ **Company:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Telephone: Office:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Email** \_\_\_\_\_

**SIGNATURE:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

Project #:	_____	Date:	_____
Received By: ODA	_____	PLANNING	_____
		ENGINEERING	_____

## SECTION 7.0

### GENERAL PLAN MAP AMENDMENT PROCESS

#### 7.1 GENERAL

Amendments to the general plan, including the official land use map, may be initiated by the City Council based upon a vote of the City Council, upon recommendation of the Planning Commission, by the property owner or a representative of the owner.

Processing times will vary based upon availability of City staff time and the Applicant's execution of the various tasks. The checklists for a general plan map amendments are contained in the Development Process Manual located on the City's web site at *www.wjordan.com*.

#### 7.2 AUTHORIZED APPLICANT

An application for an amendment to the general plan map on any property shall be one of the following:

1. The owner of the property
2. One or more joint owners of property who own individually, or as a group, a majority interested in the property
3. Both of the property owners where property is held in joint tenancy;
4. Seventy five percent (75%) or more, of the owners of property in the area covered by the application when the application covers more than one property
5. The planning commission or city council on the own motion at the public hearing

#### 7.3 GENERAL PLAN MAP AMENDMENT APPLICATION SUBMITTAL

The process may be initiated by submitting the application to the development department along with items listed on the general plan map amendment checklists

Once the application is received, the development department staff will determine if it is complete. No application will be scheduled for Planning Commission or City Council review until a determination has been made that the application is complete. The City needs a 36-day review period in which to complete its first review. During this time, the application will be distributed to other City departments and affected agencies, their reviews will be completed, and the development department will collect and summarize their comments.

#### 7.4 PLANNING COMMISSION REVIEW AND ACTION

Once the development department has completed its review and determined it is complete, the City Planner will schedule the general plan map amendment for a Planning Commission meeting for their review and action. The following items will be completed as part of this task:

- A. Scheduling and Public Notices - The City Planner will schedule the proposal for review by the Planning Commission and arrange for publication of notice of a public hearing.
- B. Staff Report Preparation - The Planning Division will prepare a staff report for Planning Commission review and will include the adequate public facilities letter from the Engineering Department

- C. Review and Action – For a general plan map amendment to be recommended by the Planning Commission, the applicant requesting the change must attend the Planning Commission meeting to explain the proposal and answer questions. Once all questions have been answered to the satisfaction of the Planning Commission, the Planning Commission will make a recommendation to the City Council.

The Planning Commission's recommendation will be in one of the following forms:

1. The Planning Commission may make a positive recommendation to the City Council.
2. The Planning Commission may make a negative recommendation to the City Council.
3. The Planning Commission may continue the application to a future date within 45 days after holding the public hearing. If the Planning Commission fails to forward a recommendation on the proposed amendment within 60 days, after closing the public hearing, it shall be forwarded to the City Council as if the Planning Commission made a negative recommendation

Notice of the recommendation will be sent by the Community Development Department to the applicant regarding the Planning Commission's action.

## **7.5 CITY COUNCIL REVIEW AND ACTION**

After the Planning Commission has reviewed the proposed general plan map amendment, made its recommendation and passed those along to the party requesting the amendment, the amendment can then be reviewed by the City Council. The following activities will take place as part of this task:

- A. Scheduling and Public Notices - The Community Development Director will schedule the proposal for review by the City Council and arrange for publication of a notice of a public hearing.
- B. Staff Report Preparation - The Planning Division will prepare a staff report for City Council review. The staff report will include the Planning Commission's recommendations.
- C. Review and Action - For the general plan map amendment to be approved by the City Council, the applicant must attend the City Council meeting to explain the proposal and answer questions. Once all questions have been answered to the satisfaction of the City Council, the City Council will take action.

The City Council's action will be in one of the following forms:

1. The City Council may approve the general plan map amendment.
2. The City Council may change the map other than as proposed but within the scope of the notice given for the Public Hearing.
3. The City Council may reject the proposed general plan map amendment.

Notice of the action will be sent to the applicant regarding the City Council's action.

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